



File No. Tok/TPE/TT(2)/2019

Date: 2nd September, 2019

**TENDER NOTICE INVITING QUOTATIONS FOR DESIGN
AND CONSTRUCTION OF INDIA STAND AT**

**Taipei International Travel Fair 2019 to be held from 8th to 11th
November, 2019 in Taipei, Taiwan**

India Tourism Tokyo, an office of the Ministry of Tourism, Government of India invites quotations from agencies having prior experience in design, conceptualization, construction of exhibition stands and provision of ancillary services in **Taipei International Travel Fair 2019 to be held from 8th to 11th November, 2019.**

The interested agencies may download full tender document with details scope of work, eligibility criteria and format for application from www.tourism.gov.in (click on the tab "Tenders & RFP" in the homepage) or contact by E-mail to indtourt@smile.ocn.ne.jp

Sealed quotations as per format should reach at the above address on or before 17:30 hrs on 23rd September, 2019.

(Padmini Brähma)
Assistant Director

**TENDER FOR DESIGN AND CONSTRUCTION OF INDIA STAND AT
TAIPEI INTERNATIONAL TRAVEL FAIR 2019 IN TAIPEI, TAIWAN**

Taipei International Travel Fair 2019 is being held from 8th to 11th November, 2019 at Taipei, Taiwan, and India Tourism Tokyo would be participating in the Fair with a space of 54 sq.mts. for setting up India Tourism booth.

The primary objective of participation in this fair is to showcase India as an attractive tourist destination in Taiwan market. Besides, India Tourism Tokyo there would be 6 travel agents from Taiwan participating in the exhibition as co-exhibitors at the India Tourism booth. So, there would be 7 participants including India Tourism Office, Tokyo.

India Tourism, Tokyo office invites attention of interested stand construction agencies, an unique, user friendly and innovative design for India booth and construction cost of the same.

Name of the Fair	Dates of Fair	Space particular	Max No. of Co-exhibitor
Taipei International Travel Fair 2019	8th to 11th November, 2019	<ul style="list-style-type: none">• 54 qmts• 3 side open	6 plus India Tourism (Total 7 counters)

The scope of work and requirements are given below:

A. Qualification:

- (i) Registered agency having previous experience in designing, conceptualization and construction of exhibition/event booths/pavilions is mandatory.

B. Scope of Work

- i) To design an unique, user friendly and innovative stand for India at the exhibition. The stand design must have elements of Indian theme and flavor, modern business type layout and design.



- ii) Fabrication of India Tourism stand strictly following the specific/mandatory guidelines of the event's Organizers. The overall layout of the Pavilion should be open and inviting.
- iii) To provide all required furniture and lighting, etc. for the entire duration of the event. The layout should be suitable for conducting buyer-seller meetings and effective "Incredible India" branding.
- iv) Provide potted green plants to make the booth lively.
- v) Provide LED TV along with sound system for use during booth events.
- vi) A table for Henna/Mehendi art.
- vii) To dismantle and dispose of the stand once the event is over.

C. Specifications and Requirements for India Tourism stand

- i) Storage chamber with sufficient space and racks to store cartons of brochures and the storage required electricity supply for running fridge. The cups & paper glasses, paper napkins, stirrers' etc. Drinking water dispenser machine with hot and cold-water options.
- ii) Each of the 6 co-exhibitors in the India stand will get a booth with a table having lockable storage, two chairs each on either side of the table, small waster paper bin, proper lighting and power point to charge laptop and mobile phone(electronic gadgets).
- iii) There must be sufficient space within the booth for the co-exhibitors to move in and of their both.
- iv) India Tourism, Tokyo is the main stand holder and must get more space in the center of the stand with broader table (rectangular/square) with chairs and display racks to display brochure/publicity materials etc.

- v) The stand must have large format graphics portraying myriad to tourism products of India (High resolution images would be provided by India Tourism, Tokyo).
- vi) Carpeting of floor, if required. A representative of the stand constructor should be available on call during working hours of the trade show.
- vii) The design of the stand must be attractive, appealing and user friendly.
- viii) Name of the co-exhibiting agencies along with their company logo to be printed on their table/podium.
- ix) A large “Incredible India” Logo must be mounted on top of the India booth, which must be visible from a distance. Incredible India branding should be prominently displayed at a height (as ceiling hung banner, of size suitable to the booth size, on a truss or at maximum permissible height built up from bottom). Booth No. to be clearly displayed as part of the signage. The signage should be illuminated (backlit) to attract attention of visitors and be visible from far. The both should be well-lit overall.
- x) Agency must also indicate wattage of power required for the stand.
- xi) Agency should adhere to the prescribed norms of safety & security charted out by the organizers of the fair/event. The website of TITF may be referred for the guidelines for external booth construction.
- xii) Arrangement of Wi-Fi at India booth.

The above are a few broader requirements. However, India Tourism would be happy to get more ideas and suggestions from the agencies for better, engaging and an attractive India stand.

D. Guidelines for Submitting Tenders:

1. The tender should be submitted in two covers as per the following details:

Cover - 1: Super scribed "Construction of India Stand at Taipei International Travel Fair (TITF) 2019: Technical Bid":

To include the following documents/details:

Details of the Tenderer:

- Profile of the Agency/Company
- Track record – details of jobs undertaken for other tourism boards/ similar events, with copies of relevant work orders in support of the details furnished. Experience of setting up Pavilions/Booths/Stand at International Fairs/Exhibitions/Events as well as at International Tourism related Fairs/Exhibitions Events during the last three years may be highlighted.
- All bidders should submit a **self-undertaking** that they have never been blacklisted by any Government of India Ministry /Department /Authority/Organization/Agency.
- Details of any **awards won for stand design** in the past three years supported by documentary proof.
- The Concept/Design of the India Stand/Pavilion with details layout, decoration plan, etc. (only singly design) in hard copy as well as on Flash Drive/CD.

Cover – 2:Super scribing "Taipei International Travel Fair 2019" Financial Bid":

To include the following documents/details:

- (i) A financial Bid, duly dated and clearly indicating the cost of each component viz. furniture etc. as per format given in **Annexure 'A'**.
- (ii) All bidders should indicate cost for the stand as well as the total cost without Taxes.
- (iii) All costs involved must be clearly indicated in US\$.
- (iv) Mode of payment must be clearly indicated.
- (v) The financial bid should contain an undertaking by the agency that the agency accepts and agrees to abide by the terms and conditions as

mentioned in this tender document.

(vi) Format for submission of the financial bids is provided in Annexure-A.

2. The two sealed covers, super scribed- 'Construction of India Stand at Taipei International Travel Fair (TITF) 2019 Technical Bid' and 'Construction of India Stand at Taipei International Travel Fair (TITF) 2019 Financial Bid' in Covers I and II respectively should be put up in a separate cover super scribed.

3. "Technical and Financial Bid for Construction of India Stand at Taipei International Travel Fair (TITF) 2019 with the details of the company e.g. Full Name, Postal Address, Telephone Number, Fax Number, E-mail of the Tenderer on the bottom of left corner of the cover and sent to The Assistant Director, India Tourism Tokyo to reach on or before 23rd September, 2019 by 17:00 hrs..

4. All the documents submitted by the agencies should be signed on each page by the authorized signatory of the company. The document, duly page numbered, and properly indexed. The agencies who do not submit their bids in the proper format, with required documents and in the required format would be liable for rejection.

5. The agencies submitting their bids should also mention that they agree to the terms and conditions mentioned in the tender document.

E. Opening of Bids and Selection Process:

1. Technical bids will be opened to evaluate the technical Bids of the agencies which are found eligible after initial scrutiny of the bids.
2. The technical bids will be judged by Following criteria as detailed below:

Sl. No.	Components	Marks
i.	Experience of setting up Pavilions/Booths/Stand at International Fairs/ Exhibitions/ Events during last three years.(2016-17, 2017-18, and 2018-19)	10 marks

ii.	Experience of setting up Pavilions/Booths/Stand at International Tourism related Fairs/ Exhibitions/events during last three years. (2016-17, 2017-18, and 2018-19)	10 marks
iii.	Awards received for Pavilions/Booths/Stand at events in (i) and (ii) above.	05 marks
iv.	Concept & Design of Pavilion	30 marks
v.	Effective Utilization of Space	05 marks
vi.	Effective Branding in the Pavilion	05 marks
vii.	Innovative ideas and other attractions in the Pavilion	05 marks
	Total	70 marks

3. Whereas, Technical Evaluation will carry a weightage of 70 marks, financial bids will carry weightage of 30 marks. The agencies scoring 70 percent marks (49 marks) or above in Technical Evaluation shall be eligible for opening of their financial bids.
4. Financial evaluation will carry a weightage of 30 marks. The financial bids of only those agencies that score 70 percent mark (49 marks) or above in Technical Evaluation will be opened in the presence of their representatives. The date and time of opening of the financial bids will be 17th September, 2019.
5. The agency which scores the highest aggregate marks on the basis of technical and financial evaluation (after adding the scores from the technical and financial evaluation) will be awarded the contract for construction of the India Stand at the event.
6. Award of contract for building India stand would be awarded to agency, which submits best user-friendly design and lowest quote for the construction of stand.
7. **Terms of Payment:** No advance payment will be made by India Tourism Tokyo.
8. **ADDITIONAL INFORMATION**
 - (i) India Tourism Tokyo reserves the right to reject or accept any offer in full or in part without assigning any reasons, whatsoever.
 - (ii) Incomplete and conditional bids will be rejected outright.
 - (iii) Any Displays/Translites/Images produced for the India Stand at the event will be the sole property of the Ministry of Tourism,

Government of India (in this case India Tourism, Tokyo), on completion of the event.

- (iv) **Validity of Tender**: Tender shall remain valid for acceptance for a period of one year from the date of opening of Tender/or till the end of the event for which the tenders were called for, whichever is earlier.
- (v) **Insurance**: Insurance, including transit and third-party insurance will be arranged by the service provider.
- (vi) **Liquidated Damages**: In the event of service provider's failure to complete the work within the specified time, and as per the requirements of standards of quality constructions as mentioned in the tender documents, India Tourism Tokyo will recover from the service provider, as Liquidated Damages, a sum of 10% of the contract price for every day's delay. Besides, if the execution is delayed, India Tourism Tokyo may take action to debar the agency from participation in further tenders and/or blacklist the agency.
- (vii) **Termination by default**: India Tourism Tokyo reserves the right to terminate contract of any agency in case of change in the Government procedures or for unsatisfactory services, without assigning any reasons.
- (viii) **Risk – Purchase Clause**: If the service provider, after submission of tender and the acceptance of the same, fails to abide by the Terms and Conditions of the tender document or fails to complete the work within the specified time frame or at any time repudiates the contract, India Tourism Tokyo will have the right to:
 - (a) In case cost escalates after awarding the contract/during construction then the agency has to complete the incomplete job through alternative sources as its responsibility, the service provider shall bear the balance amount incurred for completing the work.
 - (b) For all purposes, the work order accepted by the bidder and issued by India Tourism Tokyo will be considered as the formal contract.
- (ix) **Force Majeure**: Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Act. of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or civil disturbances in the country. If there

is a delay in performance or other failures by the service provider to perform its obligation under its contract due to event of a Force Majeure, the service provider shall not be held responsible for such delays/failures. If a Force Majeure situation arises, the service provider shall promptly notify it in writing of such conditions and the cause thereof providing sufficient and satisfactory evidence immediately on occurrence of such event. Unless otherwise directed by the organizer in writing, the service provider shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event to complete the work.

(x) **Arbitration:**

- (a) In event of any dispute of difference between the organizer and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Tourism on the recommendation of the Secretary, Department of Legal Affairs ('Law Secretary') Government of India. The provision of Arbitration and Conciliation Act, 1996 (No.26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at New Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the organizer and the Agency. The cost of the arbitration shall be shared equally by both the parties to the agreement i.e. the organizer and the Agency(ies) and the service provider. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
- (b) Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the organizer and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

(xi) **Jurisdiction:** The contract shall be governed by the Laws of India and by applying to this tender, the agency accepts the applicability of Indian Law and jurisdiction of India Courts in any dispute.

F. The floor plan of Taipei International Travel Fair (TITF) 2019 will be provided after the confirmation of tender to the concerned party.



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www.tourism.gov.in

FORMAT FOR FINANCIAL BIDS

(To be submitted on the letter head of the company)

We hereby accept the terms and conditions of the tender no. File No. Tok/TPE/TT(2)/2019, dated: 21th August, 2019 and provide our financial bid as mentioned below:

Name of the Fair	Cost of design, construction, dismantling and ancillary services as per scope of work in USD	Any other cost in USD	Total in USD
Taipei International Travel Fair 2019			

(Authorized Signatory) with stamp

