

Indiatourism Frankfurt
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NOTICE INVITING QUOTATIONS

File No. ITF/TTF/Std.(3)2018-19

Dated: 06.11.2018

Inviting Tenders for Construction of India Pavilion at Travel Shows in Europe in the months of January and February 2019.

India Tourism Frankfurt, an office of the Ministry of Tourism, Government of India invites quotations from agencies having prior experience in design, conceptualisation and construction of exhibition stands in Europe for conceptualisation, design, construction of exhibition stands and provision of ancillary services at Ferien Messe, Vienna, Austria from 10th -13th January, 2019, Vakantie Beurs, Utrecht, Netherlands from 9th -13th January, 2019, Reiselivsmessen, Oslo, Norway from 11th -13th January, 2019, CMT Stuttgart Germany from 12th – 20th January, 2019, Nordic Travel Fair, Matka, Helsinki, Finland from 16th – 20th January, 2019, Reisen Hamburg, Germany from 6th -10th February, 2019, BIT Milan, Italy from 10th -12th February, 2019, International Mediterranean Travel & Tourism Fair Tel Aviv, Israel from 12th -13th February, 2019, Holiday Fair, Prague, Czech Republic from 21st – 24th February, 2019 and UTAZAS, Budapest, Hungary from 21st -24th February, 2019. The interested agencies may download full tender document which 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 email to ad1@india-tourism.com Sealed quotations as per format should be received in the above address on or **before 1500 hrs on 27th of November 2018.**

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TENDER DOCUMENT

File No. ITF/TTF/Std.(3)2018-19

Dated: 06.11.2018

Open Tender for Construction of India Pavilion at Travel Shows in Europe in the months of January and February 2019.

India Tourism Frankfurt, hereinafter also referred to as the ITF, is participating in the tourism fairs as per details given below. The primary objective of participation in this fair is to depict India as a preferred destination and to provide a platform for Indian Tour Operators, Travel Agents, Hoteliers, Airlines, Convention Centres, Professional Conference Organisers and State Governments to showcase their products.

India Tourism Frankfurt requires the services of a professional registered agency having previous experience of handling work of similar nature at International fairs and exhibitions for conceptualization, designing and construction of the India Pavilion and providing other related ancillary services during the fairs.

Name of the Fair	Location of the Fair	Month of the Fair	Area (in sq.m)
Ferien Messe	Vienna, Austria.	10 th -13 th January, 2019	50(Island)
Vakantie Beurs.	Utrecht, Netherlands	9 th -13 th January, 2019	60(Island)
Reiselivsmessen, Oslo	Oslo, Norway	11 th – 13 th January, 2019	60(Island)
CMT Stuttgart	Stuttgart, Germany	12 th – 20 th January,2019	64 (Island)
Nordic Travel Fair, Matka	Helsinki, Finland	16 th – 20 th January, 2019	60(Island)
Reisen Hamburg	Hamburg, Germany	6 th -10 th February, 2019	55 (Island)
BIT Milan	Milan, Italy	10 th -12 th February, 2019	150 (peninsular)
International Mediterranean Travel & Tourism Fair (IMTM)	Tel Aviv, Israel.	12 th -13 th February, 2019	24 (peninsular)
Holiday Fair	Prague, Czech Republic	21 st - 24 th February, 2019	40 (Island)
UTAZAS	Budapest, Hungary	21 st -24 th February,2019	49 (Island)

*The details like dates, space are subject to change as per the confirmation from the organizers etc.

A. SCOPE OF WORK

Conceptualization, designing and construction of India Pavilion and providing other related ancillary services at the above mentioned fairs.

B. SPECIFICATION AND REQUIREMENTS

- (1) The Incredible!India branding should be prominently displayed at a height (either as hanging from ceiling on a truss or at maximum permissible height built up from bottom).
- (2) The Pavilion should essentially reflect an Indian décor and ambience with a professional, modern business type layout and design highlighting India's Niche Tourism Products. The layout should be conducive for conducting buyer – seller meetings and effective Incredible India branding. The overall layout of the Pavilion should be open and inviting.
- (3) There should be easy accessibility to and within the Pavilion and visible, double sided signages for all participants/ co-exhibitors in the Pavilion.
- (4) The pavilion should have :
 - Visible and prominently located reception area(s) and counter size L-2mts H-1mts D-50cms of size.
 - Individual booths for co-exhibitors with enclosed area, meeting table and 3 chairs of area 4sqms, counter size L-1mt H-1mt D-50cm Each co-exhibitor space would have respective agency's name and should have individual lockable storage area with coat hanger. A garbage bin and a cabinet with lock and key to keep material. The number of booths required for different fairs are enlisted in the table below

Sr.No.	Name of Fair	Total no of co exhibitor
1	Ferien Messe, Vienna	6-7
2	Vakantie Beurs.	8-9
3	Reiselivsmessen, Oslo	8-9
4	CMT Stuttgart	9-10
5	Nordic Travel Fair, Matka	8-9
6	Reisen Hamburg	7-8

7	BIT Milan	16-18
8	International Mediterranean Travel & Tourism Fair (IMTM)	3-4
9	Holiday Fair	4-5
10	UTAZAS	5-6

- A common covered lockable storage area.
- A Pavilion plan display in four corners of the pavilion indicating the placement of booths with booth numbers, for facilitating visitors and business contacts of the co-exhibitors. Name of the co exhibitors and logos clearly mentioned on the individual booths.
- Each co-exhibitors booth should be properly numbered and displayed prominently.
- The pavilion should essentially reflect Indian décor and ambience and at the same time a professional and business type lay out best suited for buyer – seller meetings with effective and adequate branding of the Incredible India as per design.
- The pavilion must showcase Niche Tourism products of the country.
- Use of modern technology should be prominent at the stand.
- A separate Reception cum information desk required in main area at the entrance. Information Area should be well designed for the main exhibitor (India Tourism) at the entrance with provision of literature display and sitting arrangements.
- Provisions of Screen/s for continuous screening of tourism films etc.
- To provide free Internet connection to all the participants (co-exhibitors).
- To provide plants &decorations.
- Liaison with the fair authorities for obtaining requisite permission for setting up of our stand and technical formalities/safety rules as per the terms and conditions of the fair authorities.
- The design must include interactive and involving activity.
- The design of the stand should include separate and adequate storage space, pantry room, meeting area should be furnished with good quality sofa/ chairs. Sufficient open space next to pantry area to hold happy hour / cultural demonstrations etc.
- Special attention should be given, to our Logo “Incredible India”, which may be suspended from the roof to be visible from all fronts, some images and Incredible India Logo will be provided by ITF.
- All other ancillary works related to India Pavilion like provision of back drops for Meeting area, adequate Coat Stands, Coffee / Tea machine provision with milk, coffee, tea and sugar, mineral water with dispenser, refrigerator, dust bins with bags / Regular cleaning of the stand etc. are within the scope of work of the agency.

- Construction of the pavilion at site well in time, maintenance activities during the period of the fair and dismantling of the pavilion after the event and removal of garbage.

C. ELIGIBILITY CRITERIA :

- A professional agency / or a consortium agency can also apply. (i.e. In the name of Lead Partner).
- Previous experience of handling work of similar nature, i.e. of conceptualizing, designing and construction of Pavilions at International fairs and exhibitions.
- Preference will be given to the agencies having previous experience of having designed/ constructed pavilions for other countries.

D. GUIDELINES FOR SUBMITTING TENDERS:

1. The tender should be submitted in two sealed covers as follows :

Cover-I : Superscribed “ Indiatourism Frankfurt 2018 - Technical Bid”.

To include the following documents/details:

(i) Details of the Tenderer

- Profile of the Agency / Company.
- Track record - details of involvement in similar events, with copies of relevant work orders in support of the details furnished. Experience of setting up Pavilions/ Booths/ Stands at International Fairs / Exhibitions / Events as well as at International Tourism related Fairs / Exhibitions Events **during the last three years** may be highlighted.
- Specific experience relating to work with India tourism, with copies of relevant work orders in support of details furnished.
- All bidders should submit a self-undertaking that they have never been blacklisted by any Government of India Ministry/ Department/ Authority/ Organisation/ Agency.
- Details of **any awards** won for stand design in the past three years.
- Undertaking for not Withdrawing its participation after issuance of work order from the project;
- Certificate to produce Performance Bank Guarantee in case of award contract for the validity period.
- Only one design per fair will be accepted.

(ii) The Concept/ Design of the India Pavilion with detailed layout, decoration plan, etc. In hard copy as well as on CD.

Cover – 2: Superscribing “Indiatourism Frankfurt- 2018 Financial Bid”

1. To include the following documents / details:

(i) A Financial Bid, **duly dated** and clearly indicating the cost against each of the following components.

- (a) Construction, maintenance & dismantling of the pavilion.
- (b) Decoration and Display within the pavilion.
- (c) Transportation of material if to the site and back.
- (d) Expenditure on other activities as listed in the scope of work above.
- (e) Taxes
- (f) Others
- (g) Total

All bidders should indicate separate costs for each fair as per above point 1.(i) of Financial Bid and also the total cost inclusive of all taxes. The financial bids will be evaluated on the basis of total cost inclusive of taxes. Cost of all the hanging points or elevations from the ground must be included in the indicated costs.

(ii) ITF would only bear the cost for Electricity and Internet facility.

(iii) The financial bid should be in Euros. Bids in any other currency will not be accepted

(iv) 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 number File No. ITF/TTF/Std. (3)/2018-19 dated: 06.11.2018.

(v) The financial bids will be evaluated on the basis of total cost inclusive of taxes. The payments will be made by India Tourism, Frankfurt but invoice can also be raised against the Ministry of Tourism, Government of India, New Delhi (Tax Number delm10530c).

(v) Format for submission of Financial Bids at Point D cover 2. 1(i).

(vi) Submission of Performance Security / Guarantee:

The selected agency has to submit Performance Security / Guarantee in the form of Bank Guarantee from a scheduled bank for 10% of the total contract value. The said guarantee should be valid 60 days after the date of completion of the entire Project. In

guarantee should be valid 60 days after the date of completion of the entire Project. In case of any deficiency and unsatisfactory performance by the consultant, the Performance Guarantee would be invoked and the payment due to the agency would be with held. No interest will be paid by the Ministry of Tourism on the Performance Guarantee.

(vii) The complete stand should be handed over to the office one day before the scheduled day of fair. For any delay, deficiency/short comings in construction, penalty of upto 10% of the total cost of stand will be applicable. The exact amount will be decided by this office.

The above two sealed envelopes of **Technical & Financial Bids for Fairs -2019, Frankfurt** should be put up in a outer envelope superscribed “**Technical and Financial Bid for Fairs (Jan. – Feb.), Frankfurt- 2019**” with the details of the company eg. Full Name, Postal Address, Fax, E-mail, Telephone number of the Tenderer indicated on the bottom left corner of the cover. The outer cover containing sealed envelopes of Technical and Financial Bid should be sealed and sent by courier/post to reach the **Assistant Director, Indiatourism Frankfurt, Baseler Strasse 48, Frankfurt am Main, 60329 Germany on or before 1500 hrs on on 27th of November 2018.**

3. All the documents submitted by the agencies should be signed on each page by the authorised signatory of the company. The document should be spiral bound, 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.

4. 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 PROCEDURE:

1. Technical bids will be opened by a Constituted Committee which will evaluate the Technical Bids of the agencies which are found eligible after initial scrutiny of the bids.

2. The technical bids will be judged following the criteria as detailed below :

S.No.	Component	Marks
(i)	Experience of setting up Pavilions/ Booths/ Stands at International Fairs / Exhibitions / Events during last three years	10 marks
(ii)	Experience of setting up Pavilions/ Booths/ Stands at International Tourism related Fairs / Exhibitions / Events during last three years	10 marks

(iii)	Awards received for Pavilions / Booths / Stands at events in (i) and (ii) above.	5 marks
(iv)	Concept & Design of Pavilion (Niche Product Theme)	30marks
(v)	Effective Utilisation of Space	5 marks
(vi)	Effective Branding in the Pavilion	5 marks
(vii)	Innovative ideas and other attractions in the Pavilion	5 Marks
	Total	70Marks

3. Whereas, Technical Evaluation will carry a weightage of 70 marks, financial bids will carry weightage of 30 marks. The agencies scoring 70 per cent marks (49 marks) or above in Technical Evaluation shall be eligible for opening of their financial bids.

4. The financial bids of **only** those agencies that score 70 per cent marks (49 marks) or above in Technical Evaluation will be opened by the constituted committee. Financial evaluation will carry a weightage of **30 Marks**. The date and time of opening of the all the **Technical bids** received would be at 11 am on 28th November 2018 and for **Financial Bids** at 11 am on 29th November 2018 at India Tourism, Frankfurt office. The agency who wish to send its representative for the opening of bids should inform this office in writing 1 week prior to the opening date. The representative should carry an identity card along with an authorization from the bidding agency to participate in the process.

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 Pavilion at the event.

F. Terms of Payment: Payment will be made to the successful bidder as per the following schedule:

- (i) Payment of 30% of the total contractual amount will be made by cheque / bank draft/ electronic transfer as advance 14 days before the fair.
- (ii) Payment of 70% of the total contractual amount will be made through cheque/bank draft/electronic transfer on completion of the Travel Mart, dismantling the pavilion and clearing of the site.

G. ADDITIONAL INFORMATION

- (i) India Tourism Frankfurt reserves the right to reject or accept any offer without assigning any reasons whatsoever.
- (ii) Incomplete and conditional bids will be rejected outright.

(iii) **Any Displays / Translites produced for the India Pavilion at the event will be the property of the Ministry of Tourism, Govt. of India, 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 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 document, India Tourism Frankfurt 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 the ITF may take action to debar the agency from participation in further tenders and/or blacklist the agency.

(vii) **Termination by default:** India Tourism Frankfurt reserves the right to terminate contract of any agency in case of change in the Government procedures or for unsatisfactory services.

(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 or at any time repudiates the contract, ITF can get the incomplete job completed through alternative sources and if price of completing the work is higher, the service provider shall pay the balance amount incurred by the office for completing the work, to ITF.

(ix) **Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or 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 the ITF in writing of such conditions and the cause thereof providing sufficient and satisfactory evidence

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.

(x) Arbitration:

(a) In event of any dispute or difference between the ITF 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, Government of India 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 ITF and the Agency. The cost of the arbitration shall be shared equally by both the parties to the agreement i.e. the ITF 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 ITF 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.

(xii) For all purposes, the work order accepted by the bidder and issued by India Tourism Frankfurt will be considered as the formal contract.

**Assistant Director
India Tourism Frankfurt
ANNEXURE I**

FORMAT FOR FINANCIAL BIDS
(On the letter head of the company)

Date:

We hereby accept the terms and conditions of the tender number. File No. ITF/TTF/Std.(3)2018-19 dated: 06.11.2018 and provide our financial bid as follows:

Particulars	Cost (Euro)
i. Construction, maintenance & dismantling of the pavilion.	
ii. Decoration and Display within the pavilion.	
iii. Transportation of material if to the site and back.	
iv. Expenditure on other activities as listed in the scope of work above.	
v. Taxes	
vi. Others	
vii. Total	

Applicable rate of Tax to be clearly stated.

(Signature of Authorised Representative)