

**India Tourism Beijing
TENDER DOCUMENT**

TENDER/GITF/20

Dated: 26/12/2019

Invitation of Bids for Construction of India Pavilion at Guangzhou International Travel Fair from 20-22 February 2020

India Tourism Office in Beijing would be participating in Guangzhou **International Travel Fair from 20-22 February 2020**. The primary objective of participation in this fair is to depict India as a destination for travel and to provide a platform for Indian Tour Operators, Travel Agents, Hoteliers, Airlines and State Governments to showcase their tourism products.

This office requires the services of a professional agency with 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 forthcoming Travel Shows in China.

The details of the shows are as under:

Name of the Show	Location of the Show	Month of the Show	No. of approx exhibitors	Area (in sq. m)
Guangzhou International Travel Fair	Guangzhou	20-22 February 2020	4-5	36, four side open

A. SCOPE OF WORK

Conceptualization, designing and construction of India Pavilion and provide other related ancillary services for the **Guangzhou International Travel Fair**.

B. SPECIFICATIONS AND ANCILLARY 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 India Pavilion will have individuals table of each 3 to 4 sq.mtr. for co participants in the Pavilion (No. of table can be adjusted).

(3) The Pavilion should essentially reflect an Indian décor and ambience with, a professional, business type lay out which is conducive for conducting buyer – seller meetings and effective Incredible India branding.

(4) There should be easy accessibility and visible, double sided signage for all participants / co-exhibitors in the Pavilion.

(5) The pavilion should have:

- Visible and prominently located Reception area at the entrance.
- A lounge comfortable enough to hold press interviews, meetings.
- Individual storage place for all participants / co-exhibitors as well as a separate larger, covered storage area.
- Well located and visible / easily accessible information counters and office space.
- A Pavilion plan display in four corners of pavilion indicating the placement of booths with booth numbers, for facilitating visitors and business contacts of the co-exhibitors.
- Internet connectivity and individual electric connections.(if is is provided by organizer)
- Visible fascia for all co – participants.
- One staff through to take care booth for any assistance.

(6) All photos/images of Incredible India to be displayed as per our instruction. No duplication of photos/images

(7) Supply of LED Screen and facility to play the Incredible India videos through Thumb drive.

(8) The space earmarked for common facilities will be restricted to 25 % of the total area of the Pavilion, whereas 75 % of the area of the Pavilion will be for booths / areas for co - participants in the Pavilion.

The scope of work will cover electrical fittings in the pavilion and in all booths of co-exhibitors as per requirements, as well as daily cleaning of the pavilion during the course of the exhibition.

(9) The scope of work will also include construction of the pavilion at site well in time, maintenance activities during the event and dismantling of the pavilion after the event.

(10) Booth construction company will have to coordinate with organizer for the setting up booth and any other related information and requirement.

C. GUIDELINES FOR SUBMITTING TENDERS

The tender for construction of India Pavillion at Guangzhou International Travel Fair at Guangzhou should be submitted in two covers as follows:

Cover-I: Super scribing "India tourism Beijing, Travel Shows Technical Bid".

To include the following documents / details:

a) Details of the Tender

- (i) Profile of the Agency / Company.
- (ii) Details of Technical Manpower and Staff available in – house outsourced.
- (iii) Track record - details of involvement in similar events past experience.

b) The technical bids will be judged following the criteria as detailed below.

S.No.	Item	Marks
(i)	Overall Concept / Theme and layout of the India Pavillion	50 Marks A. Concept & Design – 25 Marks B. Effective Utilization of Space-10 Marks C. Effective branding – 15 Marks
(ii)	Innovative ideas for Pavilion and the event	10 Marks
(iii)	Layout of other facilities & display in India Pavilion, other attractions etc.	10 Marks
	Total	70 Marks

Cover – 2 : Super scribing "India tourism Beijing, Travel Shows Financial Bid".

To include the following documents / details:

1. A Financial Bid, **duly dated** and clearly indicating the cost against the following heads.

- (a) Construction, maintenance & dismantling of the pavilion.
- (b) Booth management fee, electricity fee & etc requested & charged by organizing committee.
- (c) Expenditure on other activities as listed in the scope of work above.
- (d) Taxes

All bidders should indicate the total cost, inclusive of construction, transportation, dismantling and any other activities as laid down under the scope of work. The financial bids will be evaluated on the basis of total cost (exclusive of taxes).

2. The financial bid (format is attached) should be in RMB only.
3. **Terms of Payment:** No advance payments will be made. Payment will be made to the successful bidder after completion of event and receiving the copy of invoice by this office along with photographs of the India pavilion in different angles.
4. The taxes should be mentioned separately
5. All payment will be made only in RMB in mainland China to that company who is constructing the booth.

The two sealed covers, super scribing "**Indiatourism Beijing, Travel Shows Technical Bid**" and "**Indiatourism Beijing, Travel Shows Financial Bid**" for **GITF, Guangzhou** in Covers I and II respectively should be put up in a separate cover super scribing "**Technical and Financial Bid for India tourism, Travel Shows**" and detailing Full Name, Postal Address, Fax, E-mail, Telephone number of the Tender on the bottom left corner of the cover and submitted to the **Assistant Director, India tourism, Beijing, 709, East Tower, LG Twin Towers, B-12, Jianguomenwai Avenue, Chaoyang District, Beijing 100022** Tel: **+86-10-65686294** on or before 1700 hrs. On 17/01/2020

D. SELECTION PROCEDURE

A Constituted Committee will evaluate the Technical Bids received on the basis of criteria detailed in Section C. While Technical Evaluation will carry a weightage of 70 marks. The financial bids will carry a weightage of 30 marks. The agency which scores the highest aggregate marks on the basis of technical and financial bids (after adding the scores from the technical and financial evaluation) will be awarded the contract for construction of the India Pavilion at the event.

E. ADDITIONAL INFORMATION

- I. Indiatourism, Beijing office reserves the right to reject or accept any office/bids without assigning any reasons whatsoever.
- II. Incomplete and conditional bids will be rejected outright.
- III. Bids received by email/fax or other means will not be accepted.
- IV. Jurisdiction: The contract shall be governed by the Laws of India


(Sushil Kumar Singh)
Assistant Director
India Tourism, Beijing

Financial Bid for Construction of India Pavilion at Guangzhou International Travel Fair from 20-22 February 2020:

Company:
Contact Person:
Tel:
Email:
Address:
Seal with signature:
Date-Month-Year

Item	Guangzhou International Travel Fair, 20-22 February 2020
Booth Construction, maintenance, & dismantling	
Booth Management Fee, electricity fee & etc requested & charged by organizing committee	
Expenditure on other activities as listed in the scope of work	
Business Tax	
Total	