

**INDIA TOURISM
GOVERNMENT OF INDIA**

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No. 39/Vitrina-ANATO/2019-20


Dated: December 17, 2019

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

**39 Vitrina Turística – ANATO 2020 Bogota, Colombia to be held from 26th –
28th February 2020**

India Tourism New York, an office of the Ministry of Tourism, Government of India invites quotations from agencies having prior experience in design, conceptualization, construction of exhibition stands for construction of exhibition stand and provision of ancillary services in 39 Vitrina Turística – ANATO, Bogota to be held from 26th -28th February 2020. The interested agencies may download full tender document with detailed 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 ny@itonyc.com.

Sealed quotations as per format should reach at the above address on or before **17:30 hrs on January 8th, 2020 (Wednesday)**.


Assistant Director
India Tourism New York

(1)

Incredible!India

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

39 Vitrina Turística – ANATO 2020 Bogota, Colombia to be held from 26th -28th February
2020

The **39 Vitrina Turística – ANATO** is being held from 26th -28th February 2020 in Bogota, Columbia. India Tourism, New York would be participating in the fair by hiring a space of **36 sq mts** with Stand Nos. 2226 – 2228 – 2325 - 2327. A copy of the floor plan is also enclosed herewith.

The primary objective of participation in this fair is to depict India in South American market as an attractive tourist destination. Besides, India Tourism, New York, there would be 08 Indian Tour Operators participating in the fair as co-exhibitors in the India Tourism Stand. In all, there would be 09 participants including India Tourism New York Office as main Stand Holder.

India Tourism, New York invites quotations from interested stand construction agencies/companies having previous experience of handling work of similar nature at international fairs and exhibitions for conceptualization, designing and construction of India booth and providing other related ancillary services during ANATO Exhibition.

Name of the Fair	Dates of Fair	Space Booked	Type of Stand	Max No. of Co-exhibitor
39 Vitrina Turística - ANATO 2020 - Bogota, Colombia	26 th to 28 th February 2020	36 Sq mts Stand No. 2226 – 2228 – 2325 - 2327	03 Sides Open	08 Plus India Tourism (Total 09 counters)

(2)



The scope of work and requirements are given below:

Qualification:

Registered agency having prior experience in design, conceptualization, and construction of exhibition/event stands.

A. Scope of Work

- i) To design a unique, user friendly and innovative stand for India at the Exhibition/fair. 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 mandatory/specific 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 conducive for conducting buyer-seller meetings and effective "Incredible India" branding.
- iv) To dismantle and dispose of the stand once event is over.
- v) The India Pavilion must have a fresh look at ANATO 2020 and must not appear jaded or worn-out due to normal wear and tear or damage to the material used / re-used.

B. Specifications and Requirements for India Tourism stand.

- i) Storage chamber with sufficient space and racks to store cartons of brochures and coat hangers. The outer wall of the storage may be branded with India images. A small fridge for storing beverages and food items. The Storage requires electricity supply for functioning of fridge.
- ii) Each of the 08 co-exhibitors in the India stand will get a separate booth with a table having lockable storage, two chairs each on either side of the table, small waste paper bin at all counters, Plants or other accessories for beautification as well as daily cleaning of the pavilion during the exhibition, suitable lighting and electric points to charge laptop and mobile phone (electronic gadgets). There must be sufficient privacy to enable them to conduct individual meeting at their designated booth.

- iii) There should be easy accessibility and sufficient space to and within the stand and visible signage for all the co-exhibitors/participants in the pavilion / stand.
- iv) India Tourism, New York is the main stand holder and must get more space in the center of the stand with broader table for keeping its brochures/publicity material. In addition, in the middle of the India stand, there must be a rectangular / squarish table with at least 4 chairs to make any presentation.
- v) The stand must have large format graphics portraying myriad tourism products of India (High resolution images would be provided by India Tourism, New York, if requested).
- vi) The agency should also provide tea/coffee bags, milk, sugar, disposable cups & Paper Glasses, paper napkins, stirrers' etc. Drinking water dispenser machine with hot and cold water options.
- vii) Carpeting of floor, if required.
- viii) The design of the stand must be attractive, appealing, user friendly and fire proof. It should not give a cramped look.
- ix) Names of the co-exhibiting agencies along with their company logo to be printed on their table/podium.
- x) Design should include some kind of partition between the exhibitors to provide them privacy while conducting their business.
- xi) A large "Incredible India" logo must be mounted on top of the India stand, which must be visible from a distance. Assigned Booth number to be clearly displayed as part of the signage.
- xii) Agency must also indicate wattage of power required for the stand.
- xiii) Should adhere to norms of safety & security charted out by the organizers of the fair/event.
- xiv) The scope of work will include construction of the stand at site well in time maintenance activities during the event and dismantling of the pavilion after the event. A representative of the stand constructor should be available on call during working hours of the trade show.

- xv) Fabrication of India Tourism stand should be strictly as per the specific guidelines of the Exhibition organizers. It is the responsibility of the agency to strictly comply with the guidelines of the show organizers, in regard to material to be used for construction of stand and procedure for construction and dismantle of stand. The website of ANATO may be referred for the guidelines for external booth constructors.
- xvi) Arrangement of internet/Wi-fi at India Stand.
- xvii) The agency should ensure that the India Pavilion is fully constructed and ready to use at least a day before commencement of ANATO 2020.

The above are few broader requirements. However, India Tourism welcome more suitable ideas and suggestions from the agencies.

G. Guidelines for Submitting Tenders:

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

Cover-1: Super scribed "Construction of India Stand at 39 Vitrina Turística – ANATO-2020 Bogota, Colombia : 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/ 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 ANATO, if any 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/ Organization/ Agency.
- Details of any **awards won for stand design** in the past three years supported by documentary proof.
- All bidders should submit their Concept/ Design of the India stand/ Pavilion with detailed layout, decoration plan, etc. (only single design) in hard copy as well as on Flash Drive/CD.

Cover – 2: Super scribing “**Construction of India Stand 39 Vitrina Turística – ANATO 2020 Bogota, Colombia: Financial Bid**”.

To include the following documents / details:

- (vii) A Financial Bid, duly dated and clearly indicating the cost against each of the following components:
 - h) Construction, maintenance & dismantling of the pavilion.
 - i) Decoration and display within the pavilion.
 - j) Transportation of material to the site and back.
 - k) Expenditure on other activities as listed in the scope of work above including technical equipment like video wall, audio system, etc.
 - l) Taxes
 - m) Others
 - n) Total
- (viii) All bidders should indicate cost for the stand as well as the total cost inclusive of all taxes. Taxes (if any) should also be indicated separately.
- (ix) All costs involved must be clearly indicated in USD.
- (x) Mode of payment must be clearly indicated.

(6)

- (xi) 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.
- (xii) Format for submission of the financial bids is provided in **Annexure- A**.
7. The two sealed covers, super scribed 'Construction of India Stand at 39 Vitrina Turística – ANATO 2020 Bogota, Colombia Technical Bid' and 'Construction of India Stand 39 Vitrina Turística – ANATO 2020 Bogota Colombia Financial Bid' in Covers I and II respectively should be put up in a separate cover super scribed.
8. "Technical and Financial Bid for Construction of India Stand 39 Vitrina Turística – ANATO 2020 Bogota, Colombia with the details of the company e.g. Full Name, Postal Address, Telephone Number, Fax Number, E-mail of the Tenderer on the bottom left corner of the cover and sent to **The Assistant Director, India Tourism New York, 1270, Avenue of the Americas, Suite # 303, New York, NY-10020** to reach on or before 17:30 hrs. of January 8th, 2020 (Wednesday).
9. All the documents submitted by the agencies should be signed and stamped on each page by the authorised 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.
10. The agencies submitting their bids should also mention that they agree to the terms and conditions mentioned in the tender document.

H. Opening of Bids and Selection Process:

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

Sl. No.	Components	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.	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

8. 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.
9. 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 Technical and Financial bids will be at around 2.00 PM on 9th January, 2020 (Thursday).**
10. 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.

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

- (iii) 100% payment in advance will not be given. **However, India Tourism may consider Payment of 30%** of the total contractual amount by check or electronic transfer before the construction of the stand.
- (iv) Payment of balance 70% of the total contractual amount will be made through check/bank draft/electronic transfer on completion of the stand construction in 39 Vitrina Turística – ANATO 2020 Bogota, Colombia and dismantling the same once event is over by clearing the site.

J. ADDITIONAL INFORMATION

- (xi) India Tourism New York reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation / enquiry proceedings has been initiated by Government Investigating Agencies / Vigilance Cell.
- (xii) Incomplete and conditional bids will be rejected outright. Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- (xiii) 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, New York), on completion of the event.
- (xiv) **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.
- (xv) **Insurance:** Insurance, including transit and third party insurance will be arranged by the service provider.
- (xvi) **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 New York 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 New York may take action to debar the agency from participation in further tenders and/or blacklist the agency.

(xvii) **Termination by default:** India Tourism New York 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.

(xviii) **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 New York will have the right to:

(c) 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.

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

(xix) **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 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.

(xx) **Arbitration:**

- (b) In event of any dispute or 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.

- (c) 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.

- xii) **Jurisdiction:** The contract shall be governed by the Laws of India for all purpose and by applying to this tender, the agency accepts the applicability of Indian Law and jurisdiction of India Courts in any dispute. The work order accepted by the bidder and issued by India Tourism, New York will be considered as the formal contract.

G. Enclosure

- a) A floor plan of 39 Vitrina Turística – ANATO Bogota, Colombia 2020.

V. Senthur
[V:Senthur Kumaran]
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ANNEXURE "A"

FORMAT FOR FINANCIAL BIDS

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

Date:

We hereby accept the terms and conditions of the tender no. **No. 39/Vitrina-ANATO/2020** dated December 17, 2019 and provide our financial bid as mentioned below:

Name of Fair	Cost of design, construction, dismantling and ancillary services as per scope of work in USD	Any other cost in USD	Applicable rate of tax, if any in USD	Total In USD
39 Vitrina Turística – ANATO Bogota, 2020				

(Authorized Signatory) with stamp

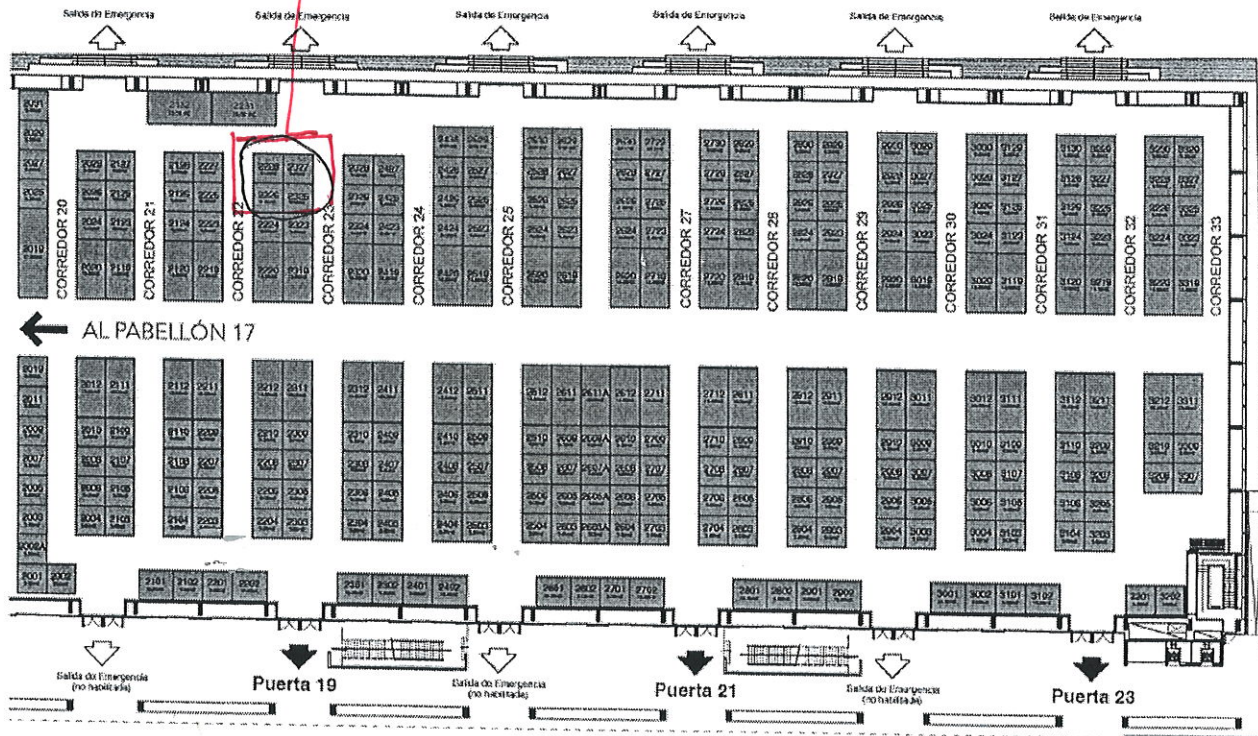
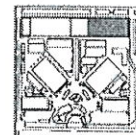
(13)



FLOOR PLAN - 39 VITRINA TURISTICA - ANATO - 2020
(BOGOTA - COLOMBIA)

INDIA STAND.

Pavilions 18 thru 23:
International (North side)



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Handwritten signature or initials.