

# Incredible India

**Indiatourism, Dubai  
Ministry of Tourism, Government of India  
104, 1<sup>st</sup> Floor, Nasa Building  
Al Maktoum Road  
P.O.Box-12856  
Deira, Dubai  
U.A.E**

**Request for Proposal (RFP)  
File No.: DXB/EXH/VI/ATM-1/2022 dated 06.04.2022**

*“Tender for Inviting Bids for Construction and designing of India  
Pavilion at ATM 2022, Dubai, UAE”*

**Last date of submission of Bids**

**25<sup>th</sup> April, 2022(1500 hrs)  
(Local time of UAE)**

**Assistant Director  
Indiatourism, Dubai**

## India tourism Dubai

### Tender Document

No.: DXB/EXH/VI/ATM -1/2022

Date: 06.04.2022

**SUBJECT: Tender for Inviting bids for Construction and Designing of India Pavilion at Arabian Travel Market(ATM) Dubai, from 09-12<sup>th</sup> May 2022.**

Indiatourism, Dubai, Ministry of Tourism, Government of India is going to participate in ATM Dubai 2022 from 09<sup>th</sup> to 12<sup>th</sup> May 2022 at Dubai World Trade Center in Dubai. The primary objective of participation in this event is to depict **India as a Year round multi-faceted tourist destination for all ages, all seasons and all Reasons- Culture, Adventure, Cruise, Golf, MICE, luxury, wildlife, Yoga & Wellness and Medical tourism etc.**, and to provide a better platform for Indian travel industry comprising of Indian Tour Operators, Travel Agents, Hoteliers, Airlines and State Governments to showcase their tourism products & services.

Indiatourism, Dubai requires a service of professional construction agency, with experience in the field of Designing of Pavilions, for providing an eye-catching Design and Concept, with a focus on new themes and ideas, for the India Pavilion at **ATM Dubai 2022**. Therefore, Indiatourism, Dubai invites Bids from the professional agencies for designing and construction of India Pavilion including other ancillary services for **ATM Dubai 2022**.

#### **1. Scope of work, Specifications and Ancillary requirements**

**A) Scope of Work:** Conceptualization, Construction and Designing of India Pavilion on time including other related ancillary services for **ATM Dubai 2022**, along with dismantling of the pavilion and disposal of the material on time after the conclusion of the event.

#### **(B) SPECIFICATIONS AND ANCILLARY REQUIREMENTS**

- 1) The area of the India Pavilion at the Arabian Travel Market-2022 will be approx. 253 Sq. mtrs. (23m x 11m) as per the Floor Plan which is attached.
- 2) The pavilion will have a raised platform (Stage), Pantry area, Reception, Meeting room in the ground floor and VIP lounge on mezzanine floor, storage place for all participants/ co-exhibitors, area for activities such as Mehendi /Henna application, handicraft display/yoga demonstration, etc., information counters, and office space. **The space earmarked for these facilities will be restricted to 50% of the total area of the Pavilion, whereas 50% of**

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**the total area of the Pavilion will be for booths/areas for co-exhibitors in the Pavilion.**

- 3) The India pavilion will have 20-24 individual booths of 4 sq. meters each for the participants/co-exhibitors. Some of the co-exhibitors may take more than one booth and therefore, there should be a provision of combining/extending the booths in the existing Plan/Layout.
- 4) There should be easy accessibility, visibility and signage for all participants/co-exhibitors in the Indian Pavilion.
- 5) Provide one table and two chairs for each co-exhibitor. Provide sufficient light and electrical plug points for each co –exhibitors.
- 6) Name plates and business cards bowl for each co exhibitors should be provided.
- 7) Indian décor and ambience should be reflecting in Indian Pavilion. It should be a professional and business type layout which is conducive for conducting buyer and seller meetings, along with **Incredible India branding**.
- 8) Incredible India branding should be prominently displayed along with multiple images of tourist destinations of India. All images will be provided by India Tourism, Dubai/Ministry of Tourism, Government of India.
- 9) Provide Potted/live Plants.
- 10) Provide two chairs along with two Information counters. Required provision for keeping and display tourism publicity materials.
- 11) A provision for Meeting room, storage space for keeping personal belongings along with provision for soft drinks, Juice, biscuits and cookies etc. Provisions should be stocked for four days.
- 12) A VIP lounge should be comfortable enough to hold press interviews & meetings at Mezzanine Floor on top (one cabin with glass door required) including one small fridge along with provisions for four days.
- 13) The Pavilion should be erected on a raised platform of 2 inches and all photos displayed will be back lit in form of Trans slides.
- 14) Trans lite/backlit displays to be used in the design of the booth.
- 15) Provide one LED wall TV 55" inches 3x3 at the suitable location for showing incredible India films.

- 16) Provide six hostesses, One Henna designer for four days along with Indian dress and bindhis & bangles for distribution to the visitors in Indian pavilion for four days.
- 17) A small space is required for Henna artists along with 3 ottoman chairs
- 18) Inter net connectivity and individual electrical connections for all individual booths. If Wi-Fi facility is not provided to individual booths due to any technical reason by the construction agency, a voucher of AED 500/- of Etisalat /DU local mobile service providers would be mandatory to provide by the construction agency from the first day of the ATM-2022 to the Assistant Director, India Tourism, Dubai to hand over to the co-exhibitors at India Pavilion.
- 19) All the other ancillary works relating to India Pavilion like printing of participant's directory, providing ethnic uniforms for staff working in the India Pavilion, providing of the backdrops for press conference, etc. are also included in the scope of work.
- 20) Arrange 100 Lunch packets during "Happy Lunch Hour" for four days for co-exhibitors / guests and the expenses of lunch boxes need to be paid by the construction agency. The lunch menu would be finalized by Assistant Director, India Tourism, Dubai in consultation with construction agency. The Lunch packets must be arranged from Dubai World Trade Centre Catering unit as per their rules and regulations.
- 21) Indian stand should be kept absolutely clean at all times by the construction agency. The bills for cleanliness shall be borne by the construction agency.
- 22) The construction agency should pay the cost of electricity of Indian stand during the construction. The amount will be paid to the agency during final payment.

## **2. Minimum Eligibility Criteria**

- (i) The bidding agency/ construction agency should be a registered company.
- (ii) The bidding agency/ construction agency must be in possession of a valid GST Number and PAN or VAT registration.
- (iii) Audits report/bank Statement to be submitted.
- (iv) The bidding agency/ construction agency must have been in operation for a minimum period of 3 years, as on 31<sup>st</sup> March 2022.

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- (v) The bidding agency/construction agency should not be under a Declaration of Ineligibility for Corrupt or Fraudulent practices with any Government Departments/ Agencies/ Ministries or PSU's and should not be blacklisted by any Government Departments/Agency/ Ministries or PSUs. (see Annexure)
- (vi) The bidding agency/construction agency should agree to undertake the assignment in accordance with the Scope of Work, Specification & ancillary requirements and all terms & conditions in RFP document. (see Annexure)
- (vii) The bidding agency construction agency should submit Earnest Money Deposit or Security Bid as specified in this RFP document.

### 3. GUIDELINES FOR SUBMISSION OF TECHNICAL BID

- a. Envelope 1-Technical Bid of Design
- b. Envelope 2-Financial Bid
- c. Envelope 3-Outer envelope

#### (i) Envelope 1: super-scribed "ATM Dubai-2022 – Technical Bid"

- a) Submission of the following documents: -
  1. Profile of the construction agency/company
  2. Track record & details of previous experience in similar events.
  3. Previous experience relating to work with Indiatourism, if any
  4. Earnest money Deposit or Security Bid (**Refer to 5. 18 & 19**)
  5. Self-undertaking letters mentioned in Eligibility Criteria (**see annexure**).
  6. Registration /VAT certificate and latest registration certificate of MSE
  7. Submit Concept and Design of the India Pavilion in hard copy as well as soft copy.

#### Note:-

1. An Agency can submit only one design. Incase agency submits more than one design, in that case the financial bid should be same.
2. Any information regarding financial quote details are not included in the Technical Bid.

#### (ii) Envelope 2: super-scribed "ATM - Dubai" 2022 - Financial Bid"

Submission of the following documents and details: -

- a) A financial bid, duly dated and clearly indicating the cost against each of the following components: -
  1. Construction, Maintenance & Dismantling of the pavilion.
  2. Decoration, Branding and Display within the pavilion.

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3. Transportation of materials to the site and back.
4. Expenditure on other activities listed in Specification and Ancillary requirements (Refer to **1. A & B**).
5. Others
6. Taxes
7. Total

b) Self-Undertaking letter (**see annexure-3**)

**Note:-**

- 1). The financial bids will be evaluated on the basis of total cost inclusive of all taxes.
- 2). A financial bid should be only in AED.

(iii) **Envelope 3:** Two sealed Envelopes (Envelope 1 and 2) as mentioned above should be kept in a bigger outer envelope to be super scribed as **"Technical Bid and Financial Bid" for construction and designing of India Pavilion at ATM Dubai 2022.**

The bottom left corner of the outer envelope should be indicated the agency Full Name, Postal Address, Fax, E-mail, and Telephone number etc.,

**4) OPENING OF BIDS AND SELECTION PROCEDURE:**

A Constituted Committee will evaluate at first the Technical Bids received on the basis of minimum eligibility criteria (**Refer to 02**). While Technical evaluation will carry a weightage of 70 marks, the financial bids will carry a weightage of 30 marks.

**1. The technical bids will be evaluated on the following criteria:**

SI.No	components	Marks
1	Experience of setting up pavilions/Booths/stand at any Tourism related Fairs/Exhibitions/Events during last ten years.	2
2	Concept & Design of pavilion	20
3	Effective Utilizations of space	10
4	Effective Branding	20
5	Innovative ideas and other attraction	18
	<b>Total</b>	<b>70</b>

The agencies scoring 70 percent marks (i.e 49 marks out of 70) and above in the technical evaluation shall be eligible for opening of their financial bids.

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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 for the contract.

## 5. Terms and conditions

- 1) India tourism, Dubai reserves the rights to reject any or all quotations, at any stage of selection processes, without assigning any reasons thereof.
- 2) Late/incomplete application and those which are not as per guidelines would be rejected.
- 3) Bids received by emails cannot be accepted.
- 4) Tender shall remain valid for 180 days from the date of opening of tender.
- 5) The agency should have prior experience in similar field and should have undertaken identical work.
- 6) The decision of India tourism, Dubai is final in the selection process of the construction agency.
- 7) Advance payment will not be considered. Payments would be made only in UAE Dirham by bank transfer only after completion of event successfully and satisfactory.
- 8) The payment to the selected construction agency will be made by India tourism, Dubai on submission of invoices along with supporting documents, wherever required, only after completion of this event successfully and satisfactory.
- 9) In case the selected construction agency is from India then as per Govt. rule 2% TDS would be cut from the total amount while making the payment.
- 10) The construction agency should be clear while preparing their financial proposal and ensure that there is no mismatch while making calculations.
- 11) The cost quoted will be firm and fixed for the duration of performance of the contract.
- 12) Any conditions posed in financial bid by the construction agency are rejected immediately.
- 13) Liaison with the event authorities for obtaining requisite permission for our stand construction and technical formalities and applying safety & hygienic rules as per the terms and conditions of the event authorities will be the responsibility of the selected construction agency. Any late fee and any kind of penalty by event authorities, due to negligence and damage, will be the responsibility of the selected construction agency.

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- 14) The selected construction agency should be interactive with India tourism, Dubai/Ministry of Tourism, Govt during designing and construction of Indian pavilion. The agency should adopt recommend changes in the stand by India tourism, Dubai and Ministry of Tourism, Government of India.
- 15) The selected construction agency should obey completely all terms and conditions, safety rules and formalities of event authorities.
- 16) The work should be undertaken as per scope of work, Specification & Ancillary requirements, mentioned above as well as terms and conditions in this RFP. If the work is kept incomplete or negligence, India tourism, Dubai will have a right to deduct full amount from the selected construction agency as per the area of work left or negligence.
- 17) The selected construction agency/contractor shall be responsible for the conduct and behavior of their employees deputed for the work.
- 18) Earnest Money Deposit (EMD)/Bid security for 2,00,000/- INR or equivalent to AED drawn in favor of "India tourism, Dubai" payable at Dubai, to be submitted in an acceptable form such as bank guarantee or Cheque or demand draft from an any schedule bank in Dubai, should normally be valid for a period of at least 90 days. No interest shall be payable by India tourism, Dubai on the sum deposited as EMD/Bid security.
- 19) If the bid is not accompanied by EMD/ Bid Security, the proposal of the bidding agency shall be rejected outright. But Micro and small Enterprises (MSE) in India would be exempted from payment of EMD, subject to furnishing of relevant and valid certificate for claiming exemption.
- 20) The unsuccessful bidders should collect their EMD/Bid security within one month of issue of work order/contract to the successful bidder.
- 21) EMD/Bid security will be returned to the successful bidder on issue of work order and receipt of performance Bank guarantee/security deposit.
- 22) Security Deposit/Performance Bank Guarantee: on awarding the contract/work order, the selected construction agency will deposit 10% of the value of the contract amount as security deposit/ Performance Bank Guarantee in the form of account payee Demand draft from any scheduled bank in Dubai within three days from the date of receipt of the work order. The Account Payee Demand Draft should remain valid for period of 180 days or beyond date of completion of all contractual obligations. The account Payee Demand Draft will be released after the contractual period. No interest shall be payable by India tourism, Dubai on the sum deposited as security deposit.
- 23) **Insurance:** insurance, including transit insurance, will be arranged by the selected construction agency.

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24) **Termination by default:** India tourism, Dubai reserves the right to terminate the contract of any agency in case of change in the Government procedures or unsatisfactory services.

25) **Risk-purchase clause:** If the agency , after submission of tender and the acceptance of the same, fails to abide by the terms and conditions , scope of work and specifications & ancillary requirements in RFP or fails to complete the work within the specified time or at any time repudiates the contract, the India tourism, Dubai will have the right to: (a) forfeit/invoke the security Deposit/ Performance Bank Guarantee (b) in case of completion through alternative sources and if price is higher, the selected construction agency will pay the balance amount to the India tourism, Dubai. For all purposes, the work order accepted by the bidder and issued by India tourism, Dubai will be considered as the formal contract.

26) **Termination:** India tourism, Dubai may terminate the contract of the agency or may initiate penal proceedings as per law of India, in case of the occurrence of any of the events specified below:

- (i) If the selected construction agency becomes insolvent or goes in to compulsory liquidation.
- (ii) If the selected construction agency, in the judgment of India tourism, Dubai, has engaged in corrupt or fraudulent practices in competing for or in executing this contract.
- (iii) If the selected construction agency submits a false statement to India tourism, Dubai.
- (iv) If the selected construction agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to India tourism, Dubai.
- (v) If the selected construction agency fails to provide the quality services as per RFP.

## 27). **FORCE MAJEURE**

Neither party will be liable in respect of failure to fulfill 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 delay in performance or other failures by the selected construction agency to perform its obligation under its contract due to event of a Force Majeure, the selected construction agency shall not be held responsible for such delays/failure. If a Force Majeure situation arises, the selected construction agency shall promptly notify the India tourism, Dubai in writing of such conditions and the cause thereof providing sufficient and satisfactory evidence

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immediately on occurrence of such event. Unless otherwise directed by India tourism, Dubai in writing, the selected construction agency 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.

28). **Arbitration:** venue of arbitration will be at HQ of Ministry of Tourism, Government of India in New Delhi and will be governed by provisions of the Indian Arbitration and Reconciliation Act.

29). **Jurisdiction:** The contract shall be governed by the laws of India.

**6). Submission of the Bids:**

The two sealed envelope, **Technical Bid -ATM Dubai 2022** and **Financial Bid -ATM Dubai 2022** should be kept in a bigger outer envelope to be super scribed as "**Technical and Financial Bid for Construction and Designing of India pavilion at ATM Dubai 2022**" and should be sealed.

The Outer envelope should have details of the Agency e.g., Full Name, Postal Address, Fax, E-mail, Telephone number on the bottom left corner and sent to

**The Assistant Director  
India Tourism  
104, 1<sup>st</sup> Floor Nasa Building  
Al Maktoum Road, Deira  
P.O. Box-12856  
Dubai**

The proposal should be submitted on or before **25<sup>th</sup> April, 2022 (1500 hrs)**  
**(local time of UAE)**

**Seetharaman Avany  
Assistant Director  
India Tourism, Dubai**

Assistant Director  
Indiatourism, Dubai

**ANNEXURE 1**

**Letter for Technical Bid**

(To be provided on your 'Company letter head')

**The Assistant Director  
India Tourism  
104, 1<sup>st</sup> Floor Nasa Building  
Al Maktoum Road, Deira  
P.O.Box-12856  
Dubai**

**Subject: - Letter of Technical Bid Submission.**

Madam / Sir,

This has reference to the Indiatourism, Dubai RFP no. .... dated ..... for  
**"ATM Dubai-2022"**

In this context, please find enclosed our technical bid in respect of RFP submitted above.

I/We, as the authorized representative(s) of the agency, hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our proposal is accepted, to initiate the implementation services immediately in consultation with the India tourism, Dubai and as per the provisions stipulated in the RFP document. We agree to abide by Scope of work, Specification and Ancillary requirements and all the terms and conditions mentioned in RFP document.

Thanking you,

Name of the Bidder: .....

Authorized Signatory:.....

Name:

Seal:

Date:

Place:

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Indiatourism, Dubai

**Annexure 2  
Letter for Technical Bid**

(To be provided on 'Company letter head')

**The Assistant Director  
India Tourism  
104, 1<sup>st</sup> Floor Nasa Building  
Al Maktoum Road, Deira  
P.O.Box-12856  
Dubai**

**Subject: - Undertaking in respect of Technical Bid**

Madam / Sir,

This has reference to Indiatourism, Dubai`s RFP no. .... dated ..... for  
**"ATM Dubai-2022"**

In this context, I/We, as authorized representative(s) of company, certify the following:

(a) That we are not declared **ineligible for corrupt or fraudulent practices** with any Government Departments/ Agencies/Ministries or PSU's and are not blacklisted on the date of submission of this bid.

(b) That we will **undertake the assignment**, in accordance with the Scope of Work, Specification and Ancillary requirements and all terms & conditions mentioned in the RFP document.

Name of the Bidder: .....

Authorized Signatory: .....

Name:

Seal:

Date:

Place:

Assistant Director  
Indiatourism, Dubai

**Annexure -3**

**Letter for Financial Bid Submission**

(To be provided on 'Company letter head')

**The Assistant Director  
India Tourism  
104, 1<sup>st</sup> Floor Nasa Building  
Al Maktoum Road, Deira  
P.O.Box-12856  
Dubai**

**Subject: - Letter of Financial Bid Submission.**

I/We, as the authorized representative(s) of the agency, hereby offer to undertake the assignment of **"ATM Dubai-2022"** in accordance with your RFP document no..... dated ..... . Our financial bid as per the required format of RFP document is attached.

Thanking you,

Name of the Bidder: .....

Authorized Signatory: .....

Name:

Address and contact

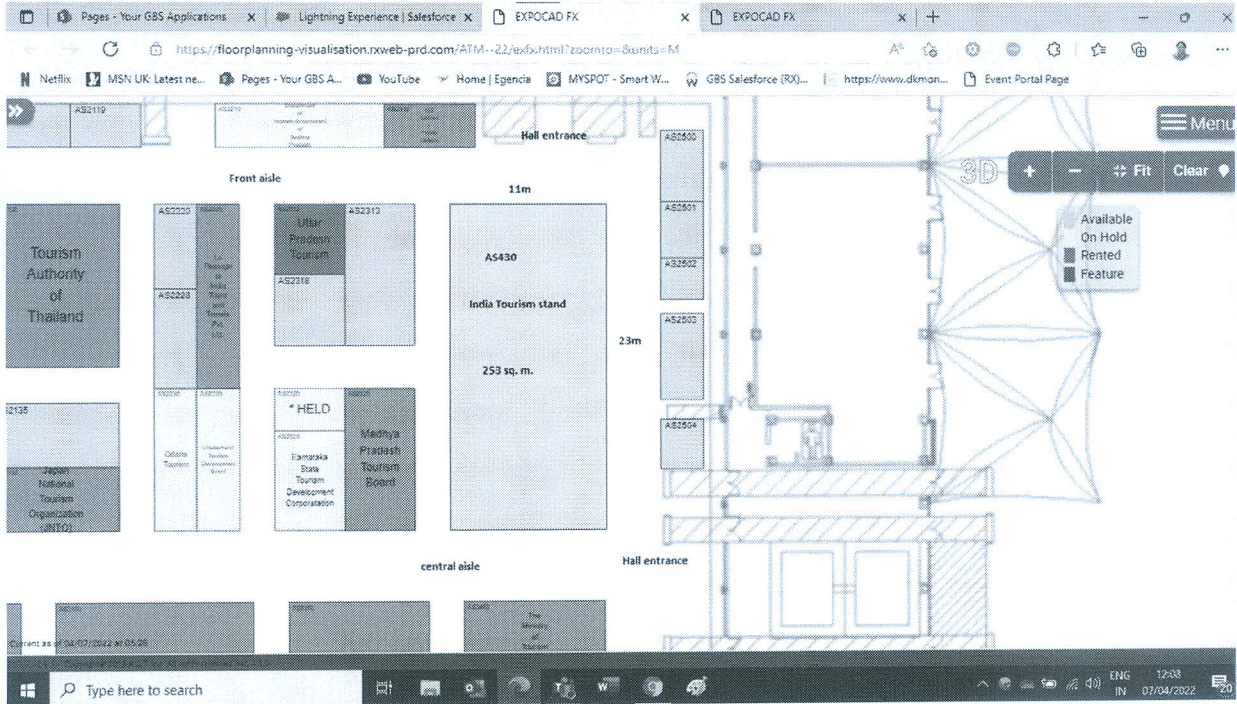
Details of bidding agency.....

Seal:

Date:

Place:

Assistant Director  
India Tourism, Dubai



Assistant Director  
Indiatourism, Dubai