

**Government of India
Ministry of Tourism
(Overseas Marketing Division)**

**Transport Bhawan
1-Sandad Marg
New Delhi**

File No. OM/1/2023-OM-Part(9)-ITB

Date: 25.01.2024

**Reply of queries raised by interested bidders during pre-bid meeting held on
24.01.2024 at 1100 hrs for ITB Berlin booth construction of India Pavilion**

**Subject: Clarification in respect of Tender No. OM/1/2023-OM-Part(9)-ITB Dated
16/01/2024 for conceptualization, design and construction of India Pavilion at ITB
2024, Berlin on 05th -07th March 2024.**

The undersigned is directed to refer to the Tender reference No. OM/1/2023-OM-Part(9)-ITB dated 16/01/2024 for conceptualization, design and construction of India Pavilion at ITB Berlin on 05th -07th March 2024. In this connection, Pre-bid meeting was held in Transport Bhawan, Parliament Street under the chairmanship of Director(OM) on 24th January 2024. The following 4 companies had raised the queries:

- (i) M/s Falcon Exhibitions Pvt. Ltd.
- (ii) M/s 6th P Marketing
- (iii) M/s Pelican Facilities Management Private Limited
- (iv) M/s CS Direct

2. In this connection the clarifications to the queries received from the applicants are attached at Annexure I.



R K Bhati
Asst. Director General
(Overseas Marketing)

**Ministry of Tourism
Government of India
Marketing & Promotion (International) Division
File No: OM/1/2023-OM-Part(9)**

**Tender for Design & Construction of India Pavilion at ITB 2024, Berlin
(5th - 7th March 2024)**

Sl. No.	Relevant Clause of the RFP	Query raised by M/s Falcon Exhibitions Pvt. Ltd.	Clarification
1.	<p>Page No 3 of RFP Clause no. 2.2 Eligibility Criteria - Previous experience of handling work of conceptualizing, designing and construction of Pavilion of the size 500 sq. mt. at minimum three (3) international fairs and exhibitions, held overseas during the Financial Year 2018-19, 2019-20, 2021-22 and 2022-23. Out of the three projects one project should be for Government (Central / State or Foreign Govt.) / PSU organization (Event conducted virtually will not be counted).</p>	<p>Please note that following are the guidelines proposed by Government of India Central Vigilance Commission (CTE's Organisation) via CVC Circular No 12-02-1-CTE6 dated 17.12.2002 (Copy attached)</p> <p>Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.</p> <p style="text-align: center;">Or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.</p> <p style="text-align: center;">Or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of the estimated cost.</p> <p>Definition of "similar work" should be clearly defined.</p> <p>Hence, please amend the clause to:</p> <p>a. Three similar completed works costing not less than the amount equal to 40% of 705 sq.m i.e 282 sq.m each. Out of the three projects one project should be for Government (Central / State or Foreign Govt.) / PSU organization (Event conducted virtually will not be counted).</p>	<p>It is an important travel global event where more than 100 countries participate to showcase their tourism products. Hence, the intent of the Ministry of Tourism is to hire the service of professional agency who has expertise in constructing big pavilions at International fairs. Ministry of Tourism has taken space of 705 sq. mtr. it is therefore imperative that companies having experience in construction of pavilion at least of 500 sq. mtr. would be considered.</p>

		<p>or</p> <p>b. Two similar completed works costing not less than the amount equal to 50% of 705 sq.m i.e 353 sq.m each. Out of the two projects one project should be for Government (Central / State or Foreign Govt.) / PSU organization (Event conducted virtually will not be counted).</p> <p>or</p> <p>c. One similar completed work costing not less than the amount equal to 80% of 705 sq.m i.e 564 sq.m each. Project should be for Government (Central / State or Foreign Govt.) / PSU organization (Event conducted virtually will not be counted).</p>	
2.	Clause No. 2 OPENING OF BIDS AND SELECTION PROCEDURE, sub clause 8.2	Effective Utilisation of Space including the first / mezzanine Floor	Mezzanine floor is not mandatory
3.	Clause No. 4 SCOPE OF WORK, sub clause 4.8	<p>4.8 The Electricity and all expenditure including miscellaneous charges relating to the space raised by the organizer of the event will be all inclusive in the quoted amount by the agency while submitting the bid.</p> <p>Please amend it to</p> <p>4.8 The Electricity and all expenditure including miscellaneous charges relating to the space raised by the organizer of the event will be paid at actual upon / reimbursed.</p>	Keeping in view the query raised by the bidders regarding the expenditure on Electricity charges etc. relating to the space raised by the organizer of the event may be paid on actuals as per the invoice generated by the organizer of the event.
Sl. No.	Relevant Clause of the RFP	Query raised by M/s 6th P Marketing	Clarification
1.	<p>Page No. 2 of RFP Clause no. 1, Sub Clause 1.1</p> <p>1.1 The Ministry of Tourism requires the services of a professional agency or Consortium of professional agencies (maximum two agencies i.e 1 lead agency + 1 Partner may form consortium) for conceptualization, design and construction of India Pavilion and providing other related ancillary services (as detailed under the Scope of Work in this document) in ITB 2024, Berlin.</p>	<p>As per 1.1 consortiums are allowed, How will the experience of consortium be counted? Will The combined experience of consortium partners will be considered in setting up pavilions/ Booths/ Stands at international Fairs / Exhibitions in an area of 500 Sq. Mts. an above held overseas during four years 2018-19, 2019-20, 2021-22 and 2022-23?</p> <p>How will the Turn over counted in case of consortium? only lead partner or total of both partners?</p>	<p>Consortiums of professional agencies are allowed for conceptualization, design and construction of India Pavilion and providing other related ancillary services (as detailed under the Scope of Work in this document) in ITB 2024, Berlin.</p> <p>However, it is clarified that the experience of the Lead Agency will only be counted in terms of financial turnover as</p>

			well as technical / work experience.
2.	Page No. 4 of RFP Sub Clause 4.8	<p>As per 4.8 “The Electricity and all expenditure including miscellaneous charges relating to the space raised by the organizer of the event will be all inclusive in the quoted amount by the agency while submitting the bid”</p> <p>Till we have User ID password, we can not estimate the cost for these items. (which fluctuates every year due to inflation and other reasons). With this clause the bidder has to do inaccurate estimation for bidding for such a prestigious project.</p> <p>You are therefore requested to remove this clause and make it as earlier to payment on actual expense basis. In the past also all these expenses were paid by overseas offices of India Tourism and even for ITB – 2023, these were paid by the Ministry.</p>	<p>Keeping in view the query raised by the bidders regarding the expenditure on Electricity charges etc. relating to the space raised by the organizer of the event may be paid on actuals as per the invoice generated by the organizer of the event.</p>
3.	<p>7.6 Power of Attorney for Authorised Representative</p> <p>A copy of the Power of Attorney for Authorised Representative (in case of Consortium by Authorised Representative of Lead Member of Consortium) certified under the hands of a partner or director of the Applicant and notarised by a notary public in the form specified in Appendix-I (Form- 3/4) shall accompany the Proposal.</p>	<p>As per 7.6, Appendix-I, (Form 3/4) shall accompany the proposal. The Appendix – I is not there in the bid document.</p>	<p>Please see appendix –I attached</p>

Sl. No.	Relevant Clause of the RFP	Query raised by M/s Pelican Facilities Management Private Limited	Clarification
1.	<p>Clause 2, Sub clause (2.2) Previous experience of handling work of conceptualizing, designing and construction of Pavilion of the size 500 sq. mt. at minimum three (3) international fairs and exhibitions, held overseas during the Financial Year 2018-19, 2019-20, 2021-22 and 2022-23. Out of the three projects one project should be for Government (Central / State or Foreign Govt.) / PSU organization (Event conducted virtually will not be counted).</p>	<p>We request you to amend or give the flexibility to make this 350Sq.mtr. instead of 500 Sq.mtr. This will help new generation companies like us to get an opportunity to show their good quality service towards Ministry of Tourism.</p> <p>Or</p> <p>As it states that at least 1 experience should be for Government (Central / State or Foreign Govt.) / PSU organization. Please make it acceptable for having all 3 experiences from private sector.</p>	<p>It is an important travel global event where more than 100 countries participate to showcase their tourism products. Hence, the intent of the Ministry of Tourism is to hire the service of professional agency who has expertise in constructing big pavilions at International fairs. Ministry of Tourism has taken space of 705 sq. mtr. it is therefore imperative that companies having experience in construction of pavilion at least of 500 sq. mtr. would be considered.</p>
2.	<p>Clause 5, Sub Clause (5.1) India Pavilion at ITB Berlin 2024, will have 50-55 individual booths of 4 Sq. Mt. each and 10-12 larger booths ranging from 8 -12 Sq. Mt. for co-exhibitors in the pavilion. This may vary depending on the registrations received.</p>	<p>If it is possible, please specify exact number of individual booths, please tell so that we can make designs asper the requirements.</p>	<p>Ministry is still getting the request from co-exhibitors we can assume it will be around 50 participants</p>
3.	<p>Clause 5, Sub Clause (5.8) Optimum use is to be made of the first / mezzanine floor at ITB 2024, Berlin where permissible, in keeping with the overall theme and décor of the Pavilion.</p>	<p>Is it mandatory to create a mezzanine floor or design should be aligned only as per the organizer's rules and regulations. Mezzanine floor may or may not be allowed.</p>	<p>Mezzanine floor is not mandatory</p>
4.	<p>Clause 5, Sub Clause (5.7) Designated areas for activities such as mehndi application, handicraft display / demonstrations, cultural performances, etc.</p>	<p>If it is possible, could you please inform the size of the area to make designs with more accuracy.</p>	<p>There is no specific dimension for such activities. It depend on the design you create</p>
5.	<p>Clause 5, Sub Clause (5.4) There should be a dedicated activity area for cultural performances, yoga, sari tying and mehndi demonstrations etc.</p>	<p>Is stage required for the dedicated activity/performance area.</p>	<p>Yes but there is no specific dimension for such activities. It depend on the design you create.</p>

Sl. No.	Relevant Clause of the RFP	Query raised by M/s CS Direct	Clarification
1.	<p>Clause 1 Sub Clause 1.1 The Ministry of Tourism requires the services of a professional agency or or Consortium of professional agencies (maximum two agencies i.e 1 lead agency + 1 Partner may form consortium) for conceptualization, design and construction of India Pavilion and providing other related ancillary services (as detailed under the Scope of Work in this document) in ITB 2024, Berlin.</p>	<p>In consortium the LEAD part will have a forehand but in technical qualification the second party events to be considered for technical evaluation otherwise it dissolves the purpose of having a consortium.</p>	<p>Consortiums of professional agencies are allowed for conceptualization, design and construction of India Pavilion and providing other related ancillary services (as detailed under the Scope of Work in this document) in ITB 2024, Berlin.</p> <p>However, it is clarified that the experience of the Lead Agency only will be counted in terms of financial turnover as well as technical / work experience.</p>

APPENDIX-I

Form 3: Power of Attorney for Authorised Representative

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorise Mr / Ms..... son/daughter/wife and presently residing at , who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Authorised Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for _____, proposed to be done by the (the "Authority") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF , 20.....

For

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarised

Accepted

.....

(Signature, name, designation, and address of the Attorney)

Notes:

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (hundred) and duly notarised by a notary public.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, Applicants from countries that have signed the Hague Legislation Convention 1961 need not get their Power of Attorney legalised by the Indian Embassy if it carries a conforming Apostille certificate.