

**Government of India
Ministry of Tourism**

NOTICE INVITING TENDER

Ministry of Tourism Government of India inviting a Tender for professional agency for conceptualization, design and construction of India pavilion and providing other related ancillary services at ITB Asia 2024, Singapore from 23rd to 25th October 2024. The details are given in the Tender Document.

2. All interested bidders are requested to apply for Tender for design and construction of India pavilion and providing other related ancillary services at ITB Asia 2024, Singapore from 23rd to 25th October 2024 through <https://eprocure.gov.in/eprocure/app>


Bharti K. Sharma

Assistant Director General
Marketing, Promotion and International Cooperation

**GOVERNMENT OF INDIA
MINISTRY OF TOURISM
MARKETING & PROMOTION INTERNATIONAL
COOPERATION DIVISION**

TENDER DOCUMENT

Date 20/09/2024

Tender No. (MPI) 21/16/2024-IP-Part(1)

Tender for Design & Construction of India Pavilion at ITB Asia, Singapore from 23 - 25 October 2024.

1. BRIEF DESCRIPTION OF THE PROJECT

The Ministry of Tourism, Government of India regularly participates in major international Travel Fairs and Exhibitions, including ITB Asia 2024 Singapore.

1.1 The Ministry of Tourism requires the services of a professional agency 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 Asia 2024 Singapore.

1.2 The Indian Pavilion at ITB Asia 2024 Singapore should present India as a multi-faceted destination that combines an ancient culture and heritage with a modern, innovative and vibrant present. The pavilion should be open, minimalistic and impactful. The essence of a visit to the pavilion should be experience based and visually appealing with use of various technologies. The aim of the India Pavilion is to give the visitor, experience of visiting India as a tourist, focusing on its varied tourist attractions.

1.3 The India Pavilion has co-exhibitors including Tour Operators, Travel Agents, Hoteliers, Airlines and State Governments, who are provided space within the Pavilion to showcase their tourism products and packages. The Pavilion will provide each of the co-exhibitors with self-contained booths of 4 sq. mtr. each (15 to 17). Larger spaces will be provided in multiples of 4 (i.e 8 sq. mtr. 12 sq.mtr. and so on), if available.

2. ELIGIBILITY CRITERIA

2.1. A professional agency with an annual turnover of **Rs. 4.00 crore or more** (if Annual turnover of agencies in USD /Euro, etc. then the same should be converted and quoted in INR using official exchange rate of the Ministry of External Affairs, Govt. of India for the month of September at Annexure-5 below) during the financial year **2019-20, 2021-22 or 2022-23 (Audited) and 2023-24 (Audited)** or during Calendar year 2019, 2021 or 2022 and 2023 (Audited) and during the Calendar year as the case may be.

2.2. Previous experience of handling work of conceptualizing, designing and construction of Pavilion of the size **100 sq. mt. at minimum three (3) international fairs and exhibitions, held overseas during the Financial Year 2019-20, 2021-22 or 2022-23 and 2023-24. 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).

2.3. Relaxation of norms for SMEs will be as per the instructions of Government of India.

3. DETAILS OF THE PAVILIONS

Name of the Event	Month & Date of the event	City & Country where held	Space hired for India Pavilion	Estimated No. of booths required in India Pavilion
ITB Asia 2024 Singapore (Refer to Annexure 4 for floor plan)	23-25 October 2024	Singapore	153 sq. mtr.	15-17 individual booths of 4 sq. mtr. each and 2-3 larger booths ranging from 8-12 sq. mtr.

4. SCOPE OF WORK

- 4.1 Conceptualization, designing and construction of India Pavilion and providing other related ancillary services, as detailed in the Specifications and Requirements in para-5 of this tender document, at ITB Asia 2024, Singapore.
- 4.2 The scope of work will include electrical fittings in the pavilion including cafeteria / and in all booths of co- exhibitors, as well as daily cleaning of the pavilion during the course of the exhibition.
- 4.3 The scope of work will include construction of the pavilion at site well in time, maintenance and cleanliness activities, during the event and dismantling of the pavilion after the event.
- 4.4 All the other ancillary works relating to India Pavilion like printing of co-exhibitor's directory, providing storage area including pantry with provision for tea/coffee, drinking water, microwave oven, refrigerator and cookies / dry snacks providing backdrop for Press Conference organized during the event, if any are also included in the scope of work.
- 4.5 The design must be made adaptable to the booth space as specified above.
- 4.6 The agency will be responsible for storage and transportation of reusable material for the events covered in this tender.
- 4.7 The India Pavilion must have a fresh look and must not appear jaded or worn-out due to normal wear and tear.
- 4.8 The Electricity and other miscellaneous charges relating to the space raised by the organizer of the event, will be paid by the booth constructor hired by the ministry to construct the pavilion on behalf of Ministry of Tourism, Government of India. The same will be reimbursed by Ministry after completion of the event on the production of the original bill, along with the other payments.
- 4.9 The hiring of ushers (maximum number of 2 ushers for the entire duration of the exhibition), Photographer / Videographer and Henna artists etc. will have to be hired and its cost will be reimbursed by Ministry after completion of

the event, on the production of the third party bills on the basis of actuals. The rates for hiring the persons should not be higher than the rates approved by MEA.

5. SPECIFICATIONS AND REQUIREMENTS

- 5.1 India Pavilion at ITB Asia 2024 Singapore will have 15-17 individual booths of 4 Sq. Mt. each for co-exhibitors in the pavilion. This may vary depending on the registrations received. All co-exhibitor's booths must have provision for electrical connection, double sided signage and individual storage with locking provision.
- 5.2 The Pavilion should reflect an open and inviting look, with minimum barriers and have a professional; business type lay out conducive for conducting buyer-seller meetings. **Material and other items used for construction of India Pavilion should be of international standards and should adhere to the specifications prescribed by fair authorities.**
- 5.3 The Pavilion should focus on the brand Incredible India — as its campaign tagline to revive international tourism along with effective 'Incredible India' branding. All branding material displayed at the Pavilion must showcase Incredible India logo in a prominent manner.
- 5.4 There should be a dedicated activity area for cultural performances, yoga, sari draping and mehndi demonstrations etc.
- 5.5 **Modern technology including 1 large LED video screens/walls should be incorporated in the Pavilion. The video wall / screen should be of at least 6m x 2.5 m of 1.9-micron pitch for photo opportunities as well as for running loops of Incredible India promotional films**
- 5.6 There should be easy accessibility to and within the Pavilion and double sided signage for all participants/ co-exhibitors in the Pavilion.
- 5.7 **The India Pavilion at ITB Asia 2024, Singapore should have:**
 - Prominent and visible signage.
 - Reception area, a lobby which can also be used as VIP area, pantry and storage, designated area for showcasing cultural performances.
 - Individual storage for co-exhibitors with locking provision, with visible fascia (i.e. company name of all Co-Exhibitors / participants properly displayed).
 - A separate storage area for use by Ministry of Tourism.
 - Designated area for activities such as mehndi application, handicraft display / cultural performances, curated selfie point / cut outs etc.
 - A Cafeteria/Restaurant 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.
 - Internet connectivity to be provided.
 - Greenery aspects (natural plants) to be dully highlighted with in the pavilion.
- 5.8 The Pavilion should be erected on a raised platform of 2 inches and all images displayed will be back lit in the form of Tran slides.

- 5.9 The space earmarked for common facilities including activity area will be restricted to 30% of the total area of the Pavilion, whereas 70% of the area of the Pavilion will be for booths / areas for participants in the Pavilion. This may change depending on the number of registrations received.
- 5.10 The responsibility for required insurances and other formalities and adhering to local laws and rules/regulations/requirements of the organizers of the event would be the responsibility of the agency.
- 5.11 The agency should ensure that the India Pavilion is fully constructed and ready to use latest by 1800 hrs. on the previous day prior to commencement of ITB Asia 2024, Singapore.
- 5.12 It is hereby stated that consortium will not be considered.

6. PRE-BID MEETING:

- 6.1 A pre-bid meeting will be held for the interested bidders in the Conference Room, Ministry of Tourism, Government of India, Transport Bhavan, 1 Parliament Street, New Delhi 110001 at **1200 hrs. 25/09/2024**, for clarifications required on any aspect pertaining to the Tender Document. Any change in the pre-bid meeting schedule will be notified on the Ministry of Tourism's website www.tourism.gov.in. The pre-bid queries could be sent to the Ministry of Tourism prior to the meeting till **1500 hrs on 22/09/2024** as per the following format at e-mail id: sudeshna.r@nic.in and monika.jamwal@nic.in :-

S. No.	Tender Clause No.	Page No.	Current requirement	Clarifications requested

- 6.2 Based on discussions held during the pre-bid meeting, amendments /clarifications in the tender Document will be hosted on the websites of the Ministry of Tourism www.tourism.gov.in and on e-procure website of the Government of India on or before **1700 hrs. on 01/10/2024**.

7. GUIDELINES FOR SUBMISSION OF BIDS:

- 7.1 **Bids for construction of India Pavilion at ITB Asia 2024, Singapore should be submitted in two covers (Cover-I Technical & Cover-2 Financial) in online. Physical bids will not be accepted.**

- 7.2 **Superscribed "Technical Bid - Tender for Design & Construction of India Pavilion at ITB Asia, Singapore should include following documents/details:**

(i) Details of the Tenderer / Bidder

- Copy of PAN Card & GST Registration certificate (or Income Tax Account Number as applicable for overseas bidder).
- Chartered Accountant certificate only, indicating turnover of the company during the financial year 2019-20, 2021-22 or 2022-23 (Audited) and Financial year 2023-24

(Audited) or, calendar year 2019, 2021 or 2022 and 2023 (Audited) in support of fulfilling the requirement as indicated at clause 2.1 to the RFP, to be submitted. Duly signed certificate from Chartered Accountant only will be accepted as supporting document.

- Profile of the Agency / Company.
- Details of Technical Manpower and Staff available in-house with the bidding agency.
- Track record of the agency - details of experience of setting up Pavilions/Booths/Stand at International Fairs / Exhibitions in an area of 100 Sq. Mts and above held overseas **during the four years i.e 2019-20, 2021-22 or 2022-23 and 2023-24** with copies of relevant work orders mandatorily and Client completion certificates preferably in support of the details furnished. The work order & client completion certificates should indicate name of the fair, date, month and year of the fair and total area hired for construction of Pavilion / Booth / Stand.
- Details of Pavilions / Stands / Booths designed and constructed **for other countries** at various **International fairs / exhibitions held overseas** during the four years **i.e 2019-20, 2021-22 or 2022-23 and 2023-24** with copies of relevant work order mandatorily and Client completion certificates preferably in support of the details furnished.

Fact sheet of experience shall be given the below Table format

Name of the event	Date of the Event	Area Hired For Construction of the pavilion in Sq mts.	Entity for which Pavilion was constructed and also indicate Govt/ Pvt/PSU/ Foreign Govt	Completion Certificate Reference No with the page number on which the Document is attached	Work order with reference No with the page no on which the document is attached

- The Bidder shall not have been declared **ineligible for corrupt or fraudulent practices** with any Government Departments/Agencies/Ministries/PSUs or Foreign Governments and should not be blacklisted at the time of submission of bid. Further, bidding agencies should submit an undertaking agreeing to undertake the assignment in accordance with the Scope of Work and terms and conditions detailed in the tender document. A declaration by the authorised representative of the bidding agency, on the letter head of the agency, to be submitted as per format given in **Annexure 1**.
- (ii) The Concept/ Design of the India Pavilion at ITB Asia 2024, Singapore with detailed layout, decoration plan, etc. **should be submitted online**.

(iii) BID SECURITY/BID SECURITY DECLARATION

- A Bidder is required to submit, along with its Bid, Bid Security Declarations as per Annexure - 3 (the **Bid Security Declaration**) accepting that if they withdraw or modify their Bids during period of validity etc. they will be barred from submission of Bids in any Works/Service tender issued by Ministry of Tourism, Government of India for a period up to 5 (five) years. The Bid shall be summarily rejected if it is not accompanied by Bid Security Declaration. The Bid document shall be available free of cost through e-Procurement Portal and Ministry of Tourism Website.
- The Bidder shall furnish as part of its Bid, a Bid Security Declaration.
- Any Bid not accompanied by the Bid Security Declaration shall be summarily rejected by the Authority as non-responsive.
- The Authority shall be entitled to bar the Bidder from submission of Bids in any Works/Service tender issued by Ministry of Tourism, Government of India for a period up to 5 (five) years as Damages inter alia in any of the events specified. The Bidder, by submitting its Bid pursuant to this RFP, shall be deemed to have acknowledged and confirmed that the Authority will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the period of Bid validity as specified in this RFP. No relaxation of any kind on Bid Security declaration shall be given to any Bidder.

7.3 Superscribed “Financial Bid” – Tender for Design & Construction of India Pavilion at ITB Asia 2024, Singapore.

- (i) The financial bid for ITB Asia 2024, Singapore must be submitted as per Performa at **Annexure- 2**.
- (ii) Financial bids of technically qualified agencies will be evaluated on the basis of **total cost** for event (i.e. cost quoted for ITB Asia 2024, Singapore) exclusive of taxes/GST.
- (iii) GST / Taxes as applicable will be paid by the Ministry of Tourism
- (iv) The bid of the agency will be treated as unresponsive in case of a mismatch while quoting financial cost between figure and words, **or** mismatch between per sq. mtr. Rate and total cost.
- (v) The financial bid should be in Indian Rupees (INR). If, however, the Agency has formulated costs in a currency other than Indian Rupees (INR), for the sake of uniformity and comparison, the same may be converted to Indian Rupees (INR) as per the official exchange rate of the Ministry of External Affairs (MEA), Government of India for the month of September 2024.

Official MEA exchange rates for the month of September 2024 in respect of some of the leading currencies:

Foreign Currency	INR (September 2024)
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1 US Dollar	Rs. 84.64
1 Pound Sterling	Rs. 110.38
1 Euro	Rs. 94.17

To view the official currency exchange rates of MEA for the month of September 2024 bidders may refer to **Annexure-5**.

- (vii) **The cost quoted will be firm (in the currency quoted) and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate (in the currency quoted) be entertained by the Ministry of Tourism.**
- (viii) The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

7.4 Submission to be in electronic form

The Applicant shall submit his bid in the electronic form on or before **11 00 hrs. on 03/10/2024** on e-procurement portal.

7.5 Documents to be signed by Authorized Representative

Proposals along with all the scanned copies of the document should be submitted in the electronic form only through online portal as mentioned above. Before the proposal documents are uploaded, all attached documents should be signed by the authorized representative (the “Authorised Representative”) company as detailed below:

- (i) by the proprietor, in case of a proprietary firm; or
- (ii) by a partner, in case of a partnership firm and/or a limited liability partnership; or
- (iii) by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation.

7.6 Power of Attorney for Authorised Representative

A copy of the Power of Attorney for Authorised Representative 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.

7.6.1 Those bids sent off line will not be entertained.

7.7 All documents submitted by the agencies **should be signed and stamped (seal of the company) on each page** by the authorised signatory of the company. The document should be 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 will be liable for rejection.

7.8 The agencies submitting their bids should also mention that they agree to the terms and conditions mentioned in the tender document.

8. OPENING OF BIDS AND SELECTION PROCEDURE:

8.1 Technical bids will be opened at **11.00 hrs. onward on 04/10/2024** to ascertain fulfilment of eligibility criteria and submission of required documents. Thereafter, a Constituted Committee will evaluate the Technical Bids of the agencies which are found eligible after initial scrutiny of the bids. Evaluation of technical bids of the eligible agencies would be based on documents furnished in support of items at Sr. No. (i) of the table in Para 8.2. In respect of items at Sr. No. (ii) to (vi) of the table, the evaluation would be on the basis of presentation on Concept & design to be made by the eligible tenderers/agencies before the said Constituted Committee in the Ministry of Tourism. Date, time and venue of the presentations will be conveyed to the eligible agencies.

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

S.No.	Component	Marks
(i)	Experience in setting up of Pavilions/ Booths/ Stands at International Fairs / Exhibitions in an area of 100 Sq. mt and above held overseas in each of the Financial Years 2019-20, 2021-22 or 2022-23 and 2023-24 (15 marks per fair & exhibition for a maximum of 60 Marks)	60 marks
(ii)	Concept & Design of Pavilion	20 marks
(iv)	Effective Utilization of Space incorporating all the elements mentioned in the scope of work above	5 marks
(v)	Effective Branding in the Pavilion	5 marks
(vi)	Innovative ideas and inclusion of digital elements in the Pavilion	10 marks
	Total	100 marks

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

8.4 The financial bids of **only** those agencies that score 70% marks (70 marks) or above in Technical Evaluation will be opened in the presence of their representatives. The date and time of opening of the financial bids will be conveyed to the selected agencies. Financial evaluation will carry a weightage of **30 Marks**.

8.5 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.

8.6 **The Financial Bid is to be submitted, based on space of 153 sq. mtr. at ITB Asia 2024, Singapore. However, in the event of any change in the space booked for the India Pavilion at any of the said events, the total cost (exclusive of taxes) quoted by the agency would be reduced / increased on pro-rata basis (on per sq. mtr. basis).**

9. **Terms of Payment:** No advance payments will be made. Payment will be made to the successful bidder as per the following schedule:

9.1 Payment in full of the total contractual amount will be made through electronic transfer as per the Bank details received from the successful bidder, on completion of the Travel Mart, dismantling the pavilion and clearing of the site satisfactorily in accordance with the terms and conditions of the Work Order issued to the Agency and after getting certificate from the concerned officer of the Ministry of Tourism that the entire work of fabrication and dismantling of the pavilion has been completed satisfactorily by the agency as per the scope of work.

10. **ADDITIONAL INFORMATION**

10.1 The Ministry of Tourism reserves the right to reject or accept any offer without assigning any reasons whatsoever.

10.2 Incomplete and conditional bids will be rejected outright.

10.3 Any Displays / Translides produced for the India Pavilion at the events will be the property of the Ministry of Tourism, Govt. of India, on completion of the **contractual period**.

10.4 Design selected for the India Pavilion at ITB Asia 2024, Singapore will be the property of the Ministry of Tourism. The Ministry of Tourism reserves its right to use the same design for other fairs organized / participated by the Ministry of Tourism and its field offices in India and overseas.

10.5 **The selected service provider will ensure that the design, construction and maintenance of the India Pavilion are in compliance with the regulations issued by the fair/exhibition organisers including insurance as applicable.**

10.6 The successful agency will execute a **Performance Guarantee for 10% of the total value of the contract** in the form of Account Payee Demand Draft or a Bank Guarantee from a Commercial Bank in an acceptable form or in the form of a Fixed Deposit Receipt pledged to the **'Pay & Accounts Officer, Ministry of Tourism'** payable at New Delhi. The Performance Guarantee should remain valid for a period of **60 days** beyond the completion of the period of contract. The Security Deposit/Bank Guarantee will be released after satisfactory completion of the contractual obligation on part of the agency.

10.7 The Ministry of Tourism is however not bound to accept any tender or to assign any reason for non-acceptance. The Ministry of Tourism reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.

- 10.8 The Ministry of Tourism reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- 10.9 The Ministry of Tourism reserves the right to place an order for the full or part quantities under any items of work under scope of work.
- 10.10 Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- 10.11 The Ministry of Tourism 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.

10.12 **Penalty Clause:**

The agency would have to submit Performance Guarantee for amount equivalent to 10% of the value of the contract after the contract is awarded to it. The same shall be liable to be invoked amount appropriated to the government account in full or part in case of underperformance by the agency, besides other action, including blacklisting of the agency as may be deemed fit by the Ministry of Tourism, Govt. of India as per details given below:

- (a) In case it is noticed that agency has been unable to deliver any work enumerated in the Scope of Work or specified by the Ministry of Tourism **in part** as enumerated under each item of work, penalty @ 2% of the total cost quoted against component at Para 2 (a) of the financial bid format at Annexure -2 i.e. 'Construction, maintenance & dismantling of the India Pavilion work would be imposed.
- (b) In case, the agency has compromised on quality of construction of India Pavilion / deviation from the approved design, penalty up to 10% of the total cost quoted against component at Para 2 (a) of the financial bid format at Annexure-2 i.e. 'Construction, maintenance & dismantling of the Pavilion work would be imposed.
- (c) In case of any other deficiencies in execution of the project, a Committee of officers of appropriate level decided by the competent authority will decide on damages to be recovered and/or other action to be taken, after examining all aspects of the case.
- 10.13 **Liquidated Damages:** In the event of service provider's failure to complete the work within the specified time as indicated at clause 5 above, and as per the requirements of standards of quality constructions, as mentioned in the tender document, the Ministry of Tourism will recover from the service provider, as Liquidated Damages, a sum of 2 % of the total cost of the contract for every hour's delay beyond 1800 hrs. of the previous day till 0700 hrs. on the day of commencement of the Fair. In case, the agency fails to handover the stand fully constructed in all respect for use by the Ministry of Tourism by 0700 hrs., the total cost of the project payable would be forfeited, besides, the Ministry may take action to debar the agency from participation in future tenders and/or blacklist the agency

- 10.14 **Validity of Tender:** Period of validity of the Tender is **120 days** from the closing date of the proposals. If need be, necessary extension would be considered by the Ministry of Tourism.
- 10.15 **Insurance:** Insurance, including transit insurance will be arranged by the service provider.
- 10.16 **Termination by default:** Ministry of Tourism reserves the right to terminate the contract of any agency in case of change in the Government procedures or for unsatisfactory services.
- 10.17 **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, the Ministry of Tourism will have the right to:
- a) Invoke Security Deposit / Performance Bank Guarantee, debar it from participation in further tenders, can initiate action to recover the liquidated damage and consider black listing of firm.
 - b) In case the Ministry gets 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 Ministry for completing the work, to the Ministry.
 - c) For all purposes, the work order accepted by the bidder and issued by the Ministry of Tourism will be considered as the formal contract.
- 10.18 **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 Ministry 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 Ministry 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.
- 10.19 **Arbitration:**
- (a) In event of any dispute or difference between the Ministry 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 Department of Legal Affairs, 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 Ministry and the Agency.

The cost of the arbitration shall be shared equally by both the parties to the agreement i.e. the Ministry 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 Ministry 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.

10.20 **Jurisdiction:** The contract shall be governed by the Laws of India.

**Assistant Director General
Marketing, Promotion and IC
Ministry of Tourism
Government of India,
New Delhi**

APPENDIX-I: TECHNICAL PROPOSAL FORMS

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 a acts deeds and things done by our said Authorised Representative in exercise of the power 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 Applicant 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.

To be provided on ‘Company letter head’

The Asst. Director General
Marketing, Promotion and IC
Ministry of Tourism
Transport Bhawan,
1, Parliament Street,
New Delhi

Subject: - Undertaking

Madam / Sir,

This has reference to the Ministry of Tourism’s Tender no.....
dated for **Design & Construction of India Pavilion at ITB Asia
2024, Singapore.**

In this context, I / We as an 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 and the terms & conditions detailed in the tender document and at the cost submitted by the agency in the financial bid (Cost should not be mentioned in this undertaking).

Name of the Bidder:

Authorised Signatory:.....

Name:

Seal:

Date:

Place:

Format for Financial Quote details

To be provided on 'Company letter head'

The Asst. Director General
Marketing, Promotion and IC
Ministry of Tourism
Transport Bhawan,
1, Parliament Street,
New Delhi

Subject: - Financial Quote Details.

Madam,

This has reference to the Ministry of Tourism's RFP no..... dated for Design & Construction of India Pavilion at ITB Asia 2024, Singapore.

2. In this context, our total financial quote (for ITB Asia 2024, Singapore) in respect of above RFP is Rs./-(Rupees in words), excluding taxes/GST, as detailed below:

Sr. No.	Particulars	ITB Asia 2024, Singapore	
		Cost per Sq. Mt. (Excl. Taxes GST)	Total Cost. (Excl. Taxes GST)
a)	Total cost of Fabrication of India Pavilion (Exclusive of Taxes / GST) (including adaptation of the design, construction, maintenance & dismantling of the pavilion; Decoration, branding & Display within the pavilion; Transportation of material if any to the site and back and Expenditure on many other activities / components including those listed in the scope of work, etc.)		
b)	Total cost for ITB Asia 2024, Singapore (exclusive of taxes / GST) in words.		

3. I / We understand that **the total cost (exclusive of taxes / GST)** as given above will be considered for financial evaluation.

Name of the Bidder:

Authorised Signatory:

Name:

Seal:

Date:

Place:

Please Note

- (i) Financial bids of technically qualified agencies will be evaluated on the basis of **total cost** for event (i.e. cost quoted for ITB Asia 2024, Singapore) exclusive of taxes/GST.
- (ii) GST / Taxes as applicable will be paid by the Ministry of Tourism.
- (iii) The bid of the agency will be treated as unresponsive in case of a mismatch while quoting financial cost between figure and words, **or** mismatch between per sq. mtr. Rate and total cost.
- (iv) The financial bid should be in Indian Rupees (INR). If, however, the Agency has formulated costs in a currency other than Indian Rupees (INR), for the sake of uniformity and comparison, the same may be converted to Indian Rupees (INR) as per the official exchange rate of the Ministry of External Affairs (MEA), Government of India for the month of September 2024.

Official MEA exchange rates for the month of September 2024 in respect of some of the leading currencies:

Foreign Currency	INR (September 2024)
1 US Dollar	Rs. 84.64
1 Pound Sterling	Rs. 110.38
1 Euro	Rs. 94.17

To view the official currency exchange rates of MEA for the month of September 2024, bidders may refer to **Annexure- 5**.

- (v) **The cost quoted will be firm (in the currency quoted) and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate (in the currency quoted) be entertained by the Ministry of Tourism.**
- (vi) The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

BID SECURITY DECLARATION

Bid Security Declaration Format

(To be forwarded on the letterhead of the Bidder)

Ref. Date:

Tender No.:

To

The Asst Director General
Marketing, Promotion and IC
Ministry of Tourism
Transport Bhawan,
1, Parliament Street,
New Delhi

Sub: Bid for.....Project

I/We hereby declare that:

1. I/We am/are aware that I/we have been exempted from submission of Bid Security in lieu of this Bid Security Declaration.
2. I/We understand that bid must be supported by a Bid-Security Declaration.
3. I/We understand and accept that if I/We withdraw my/our bid within the bid validity period or if awarded the bid and on being called upon to submit the Performance Guarantee/Performance security, fail to submit the same within the stipulated time period as mentioned in the bidding document or on being called upon to sign the contract agreement, fail to sign the same within such period mentioned in the bidding document, I/We , i.e.

(the name of bidder) accept that I/ We shall be banned from submission of Bids in any Works/Service tender issued by Ministry of Tourism for a period upto 5 (five) years.
4. I/We agree that the decision of the Authority regarding invocation of the Bid Security Declaration shall be final and binding on me/us and shall not be called upon in question under any circumstances.
5. Name and Signature of Authorized Signatory of Bidder along with seal of Bidder

Floor Plan of ITB Asia 2024, Singapore



MEA Rate of Exchange

Annexure 5

No.Q/FE/747/1/2024
Government of India
Ministry of External Affairs
(Foreign Exchange Section)

Most Immediate

New Delhi, the 28th August, 2024

OFFICE MEMORANDUM

Subject: Revision of official rate of exchange between Indian Rupees and foreign currencies

In continuation of this Ministry's Office Memorandum of even number dated 29th July, 2024 on the subject mentioned above, a copy of the statement of the revised official accounting rate for various foreign currencies w.e.f. 1st September, 2024 is enclosed.

2. These new rates of exchange will not apply in respect of Consular Fees, which will continue to be governed by instructions issued by CPV Division. As far as payment of emoluments of India based officials is concerned, the rate of exchange indicated in the foreign allowance sanction issued by the FD Section of this Ministry has to be taken into account.

(Deepak Bhoj)
Section Officer(FE)
Tele. : 23085157

To
All Indian Missions / Posts abroad

**OFFICIAL RATE OF EXCHANGE BETWEEN INDIAN RUPEES AND
FOREIGN CURRENCIES WITH EFFECT FROM 1st SEPTEMBER 2024**

<u>S.NO.</u>	<u>NAME OF THE COUNTRY</u>	<u>CURRENCY</u>	<u>REVISED RATE</u>
1	AFGHANISTAN	AFGHANI	
2	ALGERIA	# DINAR	0.8362
3	ANGOLA	NEW KWANZA	1.5773
4	ARGENTINA	PESO	10.6255
5	ARMENIA	DRAM	11.1502
6	AUSTRIA	EURO 1 (RS.)	4.5860
7	AUSTRALIA	DOLLAR	94.17
8	AZERBAIJAN	NEW MANAT	0.0175
9	BAHRAIN	DINAR -----(for Rs.100)---	0.0201
10	BANGLADESH	TAKA	0.4332
11	BELARUS	NEW ROUBLE (BYN)	1.4095
12	BELGIUM	EURO 1 (RS.)	0.0386
13	BOTSWANA	# PULA	94.17
14	BRAZIL	REAL	0.1570
15	BRUNEI	DOLLAR	0.0639
16	BULGARIA	NEW LEV	0.0155
17	BURKINA FASO	*CFA	0.0209
18	CAMBODIA	RIEL	6.9657
19	CANADA	DOLLAR	48.4405
20	CAPE VERDE	CAPE VERDEAN ESCUDO	0.0161
21	CHAD	*CFA Fr.	1.1750
22	CHILE	PESO	6.9657
23	CHINA	(RENMINBI) YUAN	10.9670
24	COLOMBIA	PESO	0.0843
25	CONGO (DEM REP)	CONGO FRANC	47.6052
26	CROATIA	KUNA	33.5970
27	CUBA	PESO(CUP)	0.0805
28	CYPRUS	EURO 1 (RS.)	0.2836
29	CZECH REPUBLIC	KORUNA	94.17
30	DENMARK	KRONE	0.2688
31	DJIBOUTI REP	DJIB FR	0.0795
32	DOMINICAN REP	DOMINICAN PESO	2.1041
33	EGYPT	POUND	0.7055
34	ERITREA	NAKFA	0.5763
35	ESTONIA	EURO 1 (RS.)	0.1772
36	ETHIOPIA	BIRR	94.17
37	EQUATORIAL GUINEA	*CFA Fr.	1.2882
38	FIJI	DOLLAR	6.9657
39	FINLAND	EURO 1 (RS.)	0.0267
40	FRANCE	EURO 1 (RS.)	94.1700
41	GERMANY	EURO 1 (RS.)	94.1700
42	GHANA	# GH cedi 1	94.1700
			0.1839

-2/5-

[Handwritten Signature]

S.NO.	NAME OF THE COUNTRY	CURRENCY	REVISED RATE
43	GREECE	EURO 1 (RS.)	94.17
44	GUATEMALA	QUETZAL	0.0913
45	GUINEA	*GNF	101.1242
46	GUYANA	DOLLAR	2.4728
47	HONG KONG	DOLLAR	0.0917
48	HUNGARY	FORINT	4.2102
49	ICELAND	ICELANDIC KRONA	1.6241
49	INDONESIA	RUPIAH	183.7193
51	IRAN	IRANIAN RIAL	5800.5317
52	IRAQ	DINAR	15.4773
53	IRELAND	EURO 1 (RS.)	94.17
54	ISRAEL	SHEKEL	0.0439
55	ITALY	EURO 1 (RS.)	94.17
56	IVORY COAST	*CFA	6.9657
57	JAMAICA	DOLLAR	1.8549
58	JAPAN	YEN	1.7079
59	JORDAN	DINAR	0.0084
60	KAZAKHSTAN	TENGE	5.6472
61	KENYA	SHILLING	1.5241
62	NORTH KOREA	WON	0.0154
63	SOUTH KOREA	WON	15.7538
64	KUWAIT	DINAR -----(for Rs.100)--	0.3533
65	KYRGYZSTAN	SOM	1.0125
66	LAOS	NEW KIP	261.4012
67	LEBANON	POUND	1058.0104
68	LIBERIA	LIBERIAN DOLLAR	2.3068
69	LIBYA	DINAR	0.0564
70	LITHUANIA	EURO 1 (RS.)	94.17
71	MACEDONIA	DENAR	0.6573
72	MADAGASCAR	ARIARY	53.7250
73	MALAWI	KWACHA	20.4869
74	MALAYSIA	RINGGIT	0.0518
75	MALDIVES	RUFIYA	0.1819
76	MALI REPUBLIC	*CFA Fr.	6.9657
77	MALTA	EURO 1 (RS.)	94.17
78	MAURITANIA	OUGUIYA	0.4679
79	MAURITIUS	RUPEE	0.5464
80	MEXICO	PESO	0.2219
81	MONGOLIA	TUGRIK	40.1819
82	MOROCCO	DIRHAM	0.1149
83	MOZAMBIQUE	METICAL	0.7550
84	MYANMAR	KYAT	24.8110
85	NAMIBIA	DOLLAR	0.2098
86	NEPAL	RUPEE	1.6000

S.NO.	NAME OF THE COUNTRY	CURRENCY	REVISED RATE
87	NETHERLANDS	EURO 1 (RS.)	94.17
88	NEW ZEALAND	DOLLAR	0.0192
89	NIGERIA	# NAIRA	18.5877
90	NIGER REPUBLIC	*CFA Fr.	6.9657
91	NORWAY	KRONE	0.1256
92	OMAN	RIAL -----(for Rs.100)--	0.4441
93	PAKISTAN	RUPEE	3.2951
94	PANAMA	BALBOA 1 (RS.)	84.64
95	PAPUA NEW GUINEA	KINA	0.0459
96	PARAGUAY	GUARANI	89.5549
97	PERU	NEW SOL	0.0441
98	PHILIPPINES	PESO	0.6693
99	POLAND	ZLOTY	0.0456
100	PORTUGAL	EURO 1 (RS.)	94.17
101	QATAR	RIYAL	0.0405
102	ROMANIA	NEW LEU	0.0531
103	RUSSIA	ROUBLE	1.0613
104	RWANDA	RF	15.8273
105	SAO TOME	DOBRA(STN)	0.2664
106	SAUDI ARABIA	RIYAL	0.0434
107	SERBIA	RS DINAR	1.2498
108	SENEGAL	*CFA	6.9657
109	SEYCHELLES	RUPEE	0.1756
110	SIERRA LEONE	NEW LEONE	0.2665
111	SINGAPORE	DOLLAR	0.0154
112	SLOVAKIA	EURO 1 (RS.)	94.17
113	SLOVANIA	EURO 1 (RS.)	94.17
114	SOUTH AFRICA	RAND	0.2089
115	SOUTH SUDAN	SSP	32.8062
116	SPAIN	EURO 1 (RS.)	94.17
117	SRI LANKA	RUPEE	3.5287
118	SUDAN	SDP	22.0331
119	SURINAM	SRD	0.3403
120	SWAZILAND	LILANGENI	0.2098
121	SWEDEN	KRONA	0.1227
122	SWITZERLAND	FRANC	0.0101
123	SYRIA	POUND	162.2873
124	TAJIKISTAN	SOMONI	0.1259
125	TANZANIA	SHILLING	32.0770
126	THAILAND	BAHT	0.4070
127	TOGO	*CFA	6.9657
128	TRINIDAD & TOBAGO	DOLLAR	0.0798
129	TUNISIA	DINAR	0.0360
130	TURKEY	Turkish Lira	0.3987

-4/5-

2003

S.NO.	NAME OF THE COUNTRY	CURRENCY	REVISED RATE
131	TURKMENISTAN	MANAT	0.0415
132	UGANDA	NEWSHILLING	43.9863
133	UAE	DIRHAM	0.0425
134	U.K.	POUND STG. 1 (RS.)	110.38
135	UKRAINE	HRYVNA	0.4892
136	U.S.A.	DOLLAR 1 (RS.)	84.64
137	UZBEKISTAN	SUM	149.3494
138	VENEZUELA	BOLIVAR SOBERANO	0.4334
139	VIETNAM	DONG	294.9728
140	YEMEN	RIAL	2.9562
141	ZAMBIA	KWACHA	0.3033
142	ZIMBABWE	ZIG	0.1670
* CFA rate also applicable to Burkina Faso, Benin, Cameroon, Congo, Central Africa, Equatorial Guinea, Gabon, Ivory Coast, Mali Republic, Niger Republic, Chad, Senegal & Togo			
		# w.r.t. Pound Sterling	

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