


**Government of India**  
**Ministry of Tourism**  
**(Marketing, Promotion & International Cooperation)**

**NOTICE INVITING TENDER**

The Ministry of tourism Government of India is inviting a tender for professional agency for conceptualization, design and construction of India pavilion and providing other related ancillary services at FITUR 2026, Madrid from 21<sup>st</sup> – 25<sup>th</sup> January 2026. 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 FITUR 2026, Madrid from 21<sup>st</sup> – 25<sup>th</sup> January 2026 through <https://eprocure.gov.in/eprocure/app>.

  
10.XII.25  
(Bharti Sharma)  
Deputy Director General

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

**TENDER DOCUMENT**

Dated:

Tender Reference No. (MPI)-21/13/2025-M&PI-Part (1)

Tender for Design & Construction of India Pavilion at FITUR, Madrid from 21<sup>st</sup> to 25<sup>th</sup> of January 2026.

On-line digitally signed Tender Document is invited for Design & Construction of India Pavilion in FITUR 2026, Germany in two Bid System of QCBS (Quality and Cost Based Selection), from competent event management agencies /consortiums having experience in event management of international level events organised in foreign countries. Reputed agencies who satisfy the eligibility criteria enumerated in the Tender Documents may download the document from the Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> or from the Ministry of Tourism's website <https://tourism.gov.in/> and submit their bid online on CPP portal as per the following schedule: -

Bid Document Published Date	10.12.2025
Pre-Bid Meeting	16.12.2025
Bid Submission Start Date	10.12.2025
Bid Submission End Date & Time	24.12.2025
Technical Bid Opening Date	26.12.2025
Technical Presentation to be made at	30.12.2025
Financial Bid opening Date	TBA

Tender document can be downloaded from Central Public Procurement Portal (CPPP) website "<http://eprocure.gov.in>"

## **I. BRIEF DESCRIPTION OF THE PROJECT**

The Ministry of Tourism, Government of India regularly participates in major international Travel Fairs and Exhibitions.

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) for these fairs/pavilions.

The Indian Pavilion 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 and immersive experiences.

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 booth space of 4 sq. m. each. Larger spaces will be provided in multiples of 4 (i.e. 8 sq. m., 12 sq. m. and so on), if available. For FITUR 2026, 30-35 individual booths of 4 Sq. mt. each and 4-5 larger booths ranging from 16-40 sq. mtr.

## **II. ELIGIBILITY CRITERIA**

The bidder should be an event management company / organization/ firm/agency /Joint Venture or consortium (having not more than two partners) having experience in event management of programs/events including conceptualization, planning and execution at international level for central government/ state government/ PSUs, Corporate bodies etc. The bidder should have past experience, technical and financial capabilities on the lines mentioned below:

1. Accomplished and completed such/similar project of repute successfully as under during the last 5 financial years ending March (2025):
  - a) Minimum one project of at least Rs 4.00 cr (or)
  - b) Two projects of at least Rs 2.00 cr (or)
  - c) Three projects of at least Rs 1.25 – 1.50 cr

Provide details in **Annexure-1**.

Notes:

- i. Here similar work shall mean the work that involves majority of components such as conceptualization of the event details, designing of the total event and its elements, liaison with international partners/agencies, execution of the event overseas, management event of international importance which includes handling of high profile personalities, logistic arrangements, management of activities at multiple sites, fabrication and installation of infrastructure and facilities related

components that are related to promotion of tourism/theme of the event which include and not limited to projections, digital interactives including content and software creation etc.

- ii. In the case of Consortium/JV participating in this tender, the works of any of the individual members of the Consortium/JV done independently will be considered as valid for "works of similar nature" also the accomplishment of projects would only be considered for any one agency (selected by the applicant).
  - iii. If any bidder has executed the similar work as a part of a consortium/JV in the past then the financial turnover of the bidder shall be considered as valid only if all the consortium/JV partners are participating together in the present tender also. The turnover of the lead partner of the JV/Consortium only will be considered.
  - iv. Documents Required: The bidder should submit a copy/copies of the work order(s) issued in the name of the agency as well as copies of work completion certificate of the same work, clearly indicating the value of the work of similar nature. If the work order contains several works of other nature (as well), only the value of the works of a similar nature shall be considered for work experience. If the value of the works of similar nature is not specifically mentioned in the cost breakup, the work experience against that work order, the authority will have discretionary powers to either consider or not consider the same as valid. Without supporting completion certificate, the works will not be considered as valid.
2. The agency/lead partner should have experience in the field of event management for the last 5 years. Previous experience of handling work of conceptualizing, designing, construction and management of Pavilion of around 300 sq. m. at minimum three (3) international fairs and/or exhibitions, held overseas during the last 5 financial years. Out of the three projects, a minimum of one project should be for Government (Central / State or Foreign Govt.) / PSU organization (Event conducted virtually will not be counted). Necessary documentary proof to be submitted. (**Annexure – 2**)
3. Technical Expertise: The bidder should have a panel of expert(s) and qualified team on their rolls or in collaboration in related fields, as under:
- Project team with at least three members, with expertise in Concept planning and Visual Designing, Hospitality and Event management, handling AV projects, Project Management etc. The details of these experts to be submitted along with their profile/achievements. In case the professionals (either from India or foreign country) are not on regular roles, a letter of comfort (mentioning their committed association with the project till it's closure) to be provided from their collaborators/partners with their credentials. (**Annexure – 3**).
4. A professional agency with an average annual turnover of **Rs. 5.00 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 December 2025 at **Annexure-9** attached) during last 5 financial years as per **Annexure - 4**.

5. Infrastructure (attach details on the agency's letter head in the format provided):
  - i) The bidder should have a permanent set up and a well-equipped local office in the Delhi NCR. Details of the same to be provided.
  - ii) The bidder should have their own large printing facility or have tie up with multiple printing agencies (more than 2) for executing best quality large scale digital printing on various media in ultra-short duration and installation. Details of any international tie-up with printing agencies may also be specified – **Annexure 10**.
  - iii) Agency should have their own fabrication team for executing fabrication works under this tender. In absence of their own facility, the agency should have tie-up with more fabricating agencies (more than 2) to meet the requirements in urgency basis for installation. In case collaboration with fabrication teams, a letter of comfort (mentioning their committed association with the project till its closure) to be provided. Details of any international tie-up for fabrication works may also be specified supported with visual details of their past works – **Annexure 10**.
6. Intending agency should be an independent legal entity, registered under the applicable Act for running business of similar nature. Bidder's information to be given in **Annexure – 5**.
7. The firm/ agency should never have been blacklisted by any of the central/ state Govt. organization and no criminal case should be pending against the firm/ agency. An affidavit is required to be submitted to this effect. If the information provided is found to be false at a later date, necessary penal action shall be taken at the risk and cost of the agency. (**Annexure-6**)
8. Relaxation for payment of tender fee and EMD for MSMEs will be as per the instructions of Government of India. However, the agency awarded the work MUST submit performance guarantee within one week of issue of award letter. (Submit documentary proof for valid MSME registration details.)
9. Non-relation certificate. (**Annexure-6**)
10. The bidder should submit an undertaking ((**Annexure-6**) that they have not altered the tender and they have not included any conditions in the financial bidding document.

The agency participating in this tender should submit documents supporting their eligibility criteria as defined above. Without the documentary support, the agencies will not be considered as eligible.

### III. EARNEST MONEY DEPOSIT/ BID SECURITY

Earnest Money Deposit for the tender is Rupees 7.50 lakh only. The EMD should be deposited in the form of Demand Draft or Pay Order or Banker's Cheque of any Nationalized /Scheduled Bank or Bank Guarantee (valid for 6 months from the last date of submission of tender) drawn in favour of Ministry of Tourism payable at Delhi. The Demand Draft or Pay Order or Banker's Cheque or Bank Guarantee should be physically submitted at the office of Asst. DG, Marketing Promotion and IC Division, Ministry of Tourism, 1 Parliament Street, New Delhi – 110001 on any working day between 10.00 AM and 5.00 PM before and up to the last date of submission of the filled-in tender documents and attach a copy of the receipt/physical instrument submitted as proof of submission in the technical documents in Part – I.

Agencies claiming eligibility for EMD exemption should submit Bid Securing Declaration Form (Annexure-7). In case the Bid Security Declaration is not submitted, 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 tender, 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 tender. No relaxation of any kind on Bid Security declaration shall be given to any Bidder

### IV. DETAILS OF THE PAVILIONS

The details of the place where the event is to be organized, theme and other details are given below:

Name of the Event	Month & Date of the event	Duration	City & Country Where Held	Space hired for India Pavilion	Estimated No. of booths required	Any other relevant info like theme, target audience, etc.
FITUR 2026	21 <sup>st</sup> – 25 <sup>th</sup> January 2026	5 days	Madrid, Spain	320 sq mtr	35 – 40 booths of 4 sq mtr each  4 -5 booths of 16 – 40 sq mtr  (tentative numbers subject to change as per final allocation)	Innovative themes centering around depicting India as potential cultural and heritage destination

## V. SCOPE OF WORK

Conceptualization, designing (including obtaining approval of concepts) keeping in view the regulations and legal requirements of the country where the event is to be organized, liaison with various connected and concerned organizations, departments, in all related countries and construction of India Pavilion with all necessary infrastructure well in-time, liaison with the participating states/organizations in the India pavilion and catering to the individual needs of these participating organizations/states under approval from MoT, and providing all related services.

The design must be made adaptable to the booth space as specified above. The agency will be responsible for storage and transportation of reusable material for the events covered in this tender.

The India Pavilion must have a fresh look and must not appear jaded or worn-out due to normal wear and tear.

Brief details are enumerated below:

1. Designing of the entire space (hired by the MoT) as per the specified theme to depict the message.
2. Liaison with the identified organizations/state departments to get their interior designs and ensure homogeneity of the designs in coherence with the theme of the pavilion.
3. Proper curation of spaces, lighting etc. to depict the essence of the theme aesthetically.
4. Preparation of a 3D walkthrough of the pavilion design including lighting to give realistic feel of the design that will be executed considering practical aspects, space character & limitations, if any.
5. Upon approval of the design, the entire construction, sourcing of materials, images etc. to execute the approved designs shall be completely under the scope of the agency.
6. Construction of the pavilion at site well in time as per the approved designs and visualization. Deviations from the approved designs are not allowed and in case if any such deviations are unavoidable, the agency need to be got approved before implementation of the same from the MoT.
7. Using innovative digital technologies for communication through the pavilion by creating necessary content / film / animation etc. (based on the basic inputs provided by the Ministry), software etc. and implementing the same at the venue for enhancing public engagement in the pavilion.
8. Necessary load calculations, sourcing of power from the event organizers/venue owners and drawing power to the pavilion through safety panels, provision of truss structure etc.
9. Providing security services for the safety and security of the entire men and materials, displays & visitors within the premises of the pavilion.
10. Proper housekeeping and sanitation of the entire venue as per the host country's standards;
11. Providing electrical light fittings /power points etc. of required capacity as per requirements & standards in the pavilion to meet all requirements all over the pavilion - in all booths of co-exhibitors of the participating organizations/states etc.

12. Set up a base kitchen in the pavilion properly equipped with necessary equipment such as microwave ovens, refrigerators, coffee/tea making machines etc. following fire, safety and food standards and provide food & beverages etc. during the entire course of the exhibition. Estimated numbers of co-exhibitors/ personnel to be served is 600 during the entire event.
13. Creating a separate office space with necessary furniture, equipment etc. within the pavilion for the office/managing team of MoT with necessary dry snacks available throughout the event (including setting up & dismantling duration).
14. Proper documentation of the event through photography and videography of all aspects of the event by hiring required number of personnel and equipment and submitting a final edited film of the event in 4K resolution of appropriate duration and submitting a physical photo album of around 100+ selected pictures.
15. Hiring of ushers, interpreters etc. as per the requirement.
16. Handling of the dignitaries visiting the India Pavilion and facilitating their visits.
17. Maintaining visitor feedback kiosks with properly designed questionnaire and operate the same effectively to gather maximum feedback for evaluating the effectiveness of the pavilion.
18. Reaching out to local media (print, electronic and social) to promote the event among the local populace.
19. Dismantling of the pavilion after the event and handing over the venue to the host organization in same condition as received.
20. 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 and refrigerator and other cookies / dry snacks.
21. Preparation of backdrop, AV system, sound system, cordless mics, stage, seating, press brief/kits for Press Conference, organized during the event.
22. Designing and printing of publications, information brochures, posters, pamphlets etc. for the event.
23. All the detailed requirements are provided in the 'Specification & Requirement/BoQ'
24. All the expenses involved in delivering the designs (such as procuring any images, software licenses, drone photography etc.) shall be borne by the agency within their quoted rates/bid amount.

Note: The following components are under the scope of work of the bidder but not to be covered under the cost. These will be paid separately by MoT as per actuals based on production of original bill/s besides the tendered value.

1. The Electricity charges paid to the venue owner/local organization.
2. Internet, telephone and related charges for the services used for the pavilion.
3. Local transport charges, if required with prior approval from MoT.
4. Any other miscellaneous charges relating to the space raised by the organizer/venue of the event which are mandatory in nature.

## VI. SPECIFICATIONS AND REQUIREMENTS

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.

The Pavilion should focus on the brand "**Incredible India**" — as its campaign tagline to promote international tourism along with effective 'Incredible India' branding. All branding material displayed at the Pavilion must showcase Incredible India logo, Chalo India logo and any other logos, as deemed suitable by the Ministry.

1. India Pavilion is expected to have 30-35 individual booth spaces of 4 sq. m. each and 4-5 number of larger booths ranging from 16-40 sq. m. 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, signage, fascia (i.e. company name of all Co-Exhibitors / participants properly displayed) and individual storage with locking provision with necessary furniture to provide an environment conducive to holding B2B meetings.
2. There should be a dedicated activity area for cultural performances and similar activities.
3. Use of modern technologies for engaging visitors with the message of the theme which includes and not limited to 2 nos. of large (16 ft x 9 ft) high resolution LED video screens/walls, AR experiences, multi-touch tables with required content developed to promote tourism, other digital technologies etc. should be incorporated in the Pavilion. The video wall / screen could be used for photo opportunities as well as for running loops of Incredible India promotional films.
4. There should be easy accessibility to and within the Pavilion (wheelchair friendly) and double sided signage for all participants/ co-exhibitors in the Pavilion.
5. The India Pavilion should have:
  - a) Prominent branding of Incredible India showcasing aspects which depict the traditional culture, cuisine, art-forms and tourism products of the country. Images to be used for branding will be provided by Ministry of Tourism. However, wherever required, images without any copyright issues will have to be sourced by the agency.
  - b) A reception desk and seating area, a media corner, lobby which can also be used as VIP area; pantry and storage, designated area for showcasing cultural performances.
  - c) A separate office-cum- storage area for use by Ministry of Tourism with necessary furniture and equipment such as PC, printer etc.

- d) Designated area for display of handicraft and curated selfie points / cut outs etc. with necessary branding.
  - e) A Cafeteria/Restaurant area with option of live kitchen, if required.
  - f) 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.
  - g) Internet connectivity to be provided.
  - h) Greenery aspects to be duly highlighted with in the pavilion.
  - i) The Pavilion should be erected on a raised platform of at least 2 inches and entry points to be provided with ramps for wheelchair access.
  - j) Images displayed will be back lit in the form of Translites.
  - k) 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.
  - l) The responsibility for required insurances and other formalities and adhering to local laws and rules/regulations/requirements of the organisers of the event would be the responsibility of the agency.
6. The agency should ensure that the India Pavilion is fully constructed and ready to use latest by 18.00 hrs. on the previous day prior to commencement of the event. The agency should obtain a certificate from concerned officer in charge (delegated by MoT) that the pavilion was ready to use as per the terms and conditions of the agreement by 18.00 hrs on the previous day prior to commencement of the event.

The above mentioned specifications are not exhaustive but indicative.

Note: All aspects mentioned above in this section of Scope of work & Specifications and Requirements should translate into measurable items and get reflected in the break-up of the quoted cost in Annexure – 8 to facilitate decision on the executed cost of event depending on increase / decrease of quantities)



## VII. PRE-BID MEETING:

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 11:30 hrs. on 16.12.2025, 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](http://www.tourism.gov.in). The pre-bid queries could be sent to the Ministry of Tourism prior to the meeting till 3:00 PM on 15.12.2025 as per the following format at [sudeshna.r@nic.in](mailto:sudeshna.r@nic.in) with a copy to [monika.jamwal@nic.in](mailto:monika.jamwal@nic.in) :-

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

Based on discussions held during the pre-bid meeting, amendments /clarifications (if any) in the tender Document will be hosted on the websites of the Ministry of Tourism [www.tourism.gov.in](http://www.tourism.gov.in) and on e-procure website of the Government of India.

## VIII. GUIDELINES FOR SUBMISSION OF BIDS:

Bids for construction of India Pavilion at FITUR 2026 should be submitted in two covers (Cover-1 Technical & Cover-2 Financial) in online mode only. **Physical bids will not be accepted.**

Details of contents of envelopes:

### A. The Technical Envelope shall contain the following documents:

1. Details of works executed as per Clause –II (1) of Eligibility Criteria supported by copies of relevant work orders and client completion certificates mandatorily 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. (**Annexure – 1**)
2. Details of experience in terms of Clause II (2) shall be given the format given in **Annexure – 2**.
3. Details of Technical Manpower and Staff available in-house with the bidding agency as per Clause – II (3) of Eligibility Criteria (Ref. **Annexure – 3**).
4. Chartered Accountant certificate only, indicating turnover of the company as per the details given in Clause II (4) of Eligibility Criteria. Duly signed certificate from Chartered Accountant only will be accepted as supporting document. (**Annexure –4**)

5. Scanned copy of Incorporation/ Firm's Registration certificate with appropriate authority in .pdf format. In case of JV/Consortium, a copy of the deed to be uploaded (**Annexure-5**)
6. Copy of PAN Card & GST Registration certificate (or Income Tax Account Number as applicable for overseas bidder), MSME Registration Certificate & current value of work at hand as on the date of submission. (**Annexure – 5**)
7. Profile of the Agency / Company (complete details including copy of registration certificate of incorporation, regd. Office details contact details etc.) (**Annexure – 5**)
8. An undertaking as per Clause – 7 & 9 of the Eligibility Criteria to be provided in the format given in **Annexure – 6**.
9. Proof of submission of EMD as above. In case of exemption for EMD, the Bid Securing Declaration Form (**Annexure – 7**) to be uploaded.
10. Infrastructure details such as printing facilities, fabrication facilities, stock of materials available for making stalls, flooring etc. in house / under collaboration (with certificate issued by collaborator) to be submitted in the format attached.
11. The agencies submitting their bids should also give an undertaking that they agree to the terms and conditions mentioned in the tender document and they have not added any additional conditions (**Annexure – 6**)
12. The Concept/ Design of the India Pavilion for FITUR 2026 with detailed layout, decoration plan, etc. along with quantification of quantities to be used in the event should be submitted online.

**B. The Financial Envelope shall contain the following documents:**

1. The financial bid of the agency/bidder in the format prescribed (given at **Annexure - 8**)
2. Break-up of the cost of components to be attached (as per the quantification provided along with the layout plan submitted in the Technical Envelope)

**Note:**

- a. **Quote the rates / amounts excluding GST/Taxes.** GST / Taxes as applicable will be paid by the Ministry of Tourism on the final bill.
- b. In case of a mismatch while quoting financial cost between figure and words, the rate quoted in words will be treated as final.
- c. 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 will 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 December 2025 for deciding on the bid.

- d. To view the official currency exchange rates of MEA for the month of December 2025, bidders may refer to Annexure-9.
- e. The rates 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 rates (in the currency quoted) be entertained by the Ministry of Tourism.
- f. The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

#### **C. Submission to be in electronic form**

The Applicant shall submit his bid in the electronic form on or before 5.00 PM on 24.12.2025 on e-procurement portal.

#### **D. 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:

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

#### **E. 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) shall accompany the Proposal.

- F. All documents submitted by the agencies should be signed and stamped (with 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.

### **IX. OPENING OF BIDS, AND EVALUATION OF THE BIDS & SELECTION PROCEDURE:**

Quality & Cost Based Selection (QCBS) methodology will be used to evaluate.

Technical bids will be opened at on 26<sup>th</sup> December 2025 to ascertain fulfilment of eligibility criteria and submission of required documents. Thereafter, a Technical Evaluation Committee (TEC) will be constituted to evaluate the Technical Bids of the agencies based on the documentation presented in support of their eligibility as per the defined criteria.

The submitted bids will be evaluated in two stages i.e. Stage 1 – General cum Technical Bid Evaluation and Stage 2 – Financial Bid Evaluation.

#### **Stage-1: General cum Technical Bid Evaluation**

The submitted bids will be evaluated first for the conformity with the eligibility criteria. The evaluation will involve validating the credentials submitted in the format as prescribed. Credentials without valid proof will be invalid and will not be considered for eligibility. The authority reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the Bidders thereof.

**In case of any agency failing to comply with the eligibility criteria, the agency will not be considered for technical presentation and further evaluation.** Only the agencies fulfilling the eligibility criteria will be called for the technical presentation of their designs and the date, time and duration of presentation shall be intimated to the eligible agencies.

The technical presentation should consist of a (a) well thought out layout incorporating all elements required as per the details mentioned in the Scope of Work and Specs., (b) a realistically rendered 3D walkthrough & renders with proper lighting to depict the planned design, (c) collaborators in the country where the event is to be organized along with their credentials, (d) details of the unique features of the pavilion, technologies proposed for engagement with visitors/business partners etc., (e) branding plan for promoting the event and (f) marketing strategies for making the pavilion visit a memorable one to the visitors to maximize the impact of setting up the pavilion. They should also detail out about the proposed implementation methodology, project management methodology and on- site construction, execution methodology proposed by them.

The Technical Evaluation by the Technical Evaluation Committee will be done based on the above and the scoring pattern for technical evaluation is as given below:

Sl. No.		Criteria	Max. Marks 100
1.	Past Experience & Quality of	No. of years of relevant experience in event management by the agency (5 years- 3 marks, 5-8 years-4 marks, above 8 years – 5 marks) Minimum adherence – 3 marks	5

	Work (Max Marks-15)	Accomplished and completed such /similar project of repute successfully as under during the last 5 financial years ending March 2025: i. Minimum one project of at least Rs 4.00 cr <b>or</b> ii. Two projects of at least Rs 2.00 cr <b>or</b> iii. Three projects of at least Rs 1.25 cr – 1.50 cr	10
	Technical Expertise (Max Marks: 5)	Project team with at least three members, having a recognized degree/diploma in Design / Architecture /Project management / Hospitality etc. as described in eligibility criteria; ( No of members: 3 members - 5 mark, >3 members - up to max. 5 marks)	5
	Quality of past works (Max Marks: 10)	Quality of the works executed earlier in respect of the current requirement of the organization. (Marks will be allotted as judged by the evaluation committee depending upon the quality of work)	10
2.	Infrastructure availability (max. marks-5)	Physical infrastructure available for workshop and printing facilities (as per the judgement of the TEC based on the documents submitted by the agency regarding their own or collaborative infrastructure)	5
3.	Financial Soundness (Max Marks-5)	Average Turnover in last 5 financial years (Turnover of Lead Partner in case of consortium/JV) (Rs. 5 Crore -3 marks, >5 -10 crore – 4 marks, >10 Cr.- 5 marks)	5
4	Current Proposal (Max. marks – 60)	Concept & Design of Pavilion, lighting, component planning	30
		Layout design with effective utilisation of space incorporating all the elements mentioned in the scope of work above	15
		Use of innovative technologies/ new concepts/ design ideas in the Pavilion	5
		Marketing strategies for maximizing the pavilion impact	10
		Total Marks	100

The minimum qualifying score in technical evaluation will be 70% for consideration to open the financial bids. Hence, agencies obtaining 70% marks in the above technical evaluation **only** will qualify for opening their financial bids.

#### **Stage-2: Evaluation of Financial Bid**

Bidders are required to submit their financial bids in the prescribed format only. They should mention clearly the details of the taxes and duties applicable on the basic cost quoted in the financial bid.

The Financial Bids of the technically qualified bidders will be opened online through CPP Portal.

The bidder with the overall lowest financial bid (L1) will be awarded a 100% score. Financial Scores for other than L1 bidders will be evaluated using the following formula:

**Financial Score of Bidder (FS) = {(Financial Bid of L1/Financial Bid of Bidder) x 100} %**  
(Adjusted to two decimal places)

Note:

1. Financial bids indicating total price for all the components specified in this bid document will only be considered.
2. Errors & Rectification: Arithmetical errors will be rectified on the following basis:

"If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

**Combined Evaluation of Technical & Financial Bids**

The technical and financial scores secured by each bidder will be added using a weightage of 70% and 30% respectively to compute a Composite Bid Score. Thus, the final score will be arrived at as given below:

$$\text{Final Score} = [\text{Technical Score (TS)} \times 0.70] + [\text{Financial Score (FS)} \times 0.30]$$

**The bidder securing the highest Composite Bid Score will be declared as the Best Value Bidder for the award of Event Management Work.**

Note: In the event the bid composite bid scores are "tied", the bidder securing the highest technical score will be declared as the Best Value Bidder for the award of the Project.

**X. TERMS OF PAYMENT**

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

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 and closure of the event, dismantling the pavilion and clearing of the site satisfactorily in accordance with the terms and conditions of the organiser issued to the Agency and after getting certificate from the authorised 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.

**XI. ADDITIONAL INFORMATION**



1. The Ministry of Tourism reserves the right to reject or accept any offer without assigning any reasons whatsoever.
2. Incomplete and conditional bids will be rejected outright.
3. Any displays / translights produced and content/software etc. developed for the India Pavilion at the event will be the property of the Ministry of Tourism, Govt. of India, on completion of the contractual period.
4. Design selected for the India Pavilion at FITUR 2026 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.
5. The entire work will have to be executed within 14 days with 7 days for setting up, 3 days for the event and 4 days for winding-up and handing-over the venue back to the host institute/organization in the same condition as provided for the event.
6. The responsibility for making required insurances and other formalities and adhering to local laws and rules/regulations/requirements of the organisers of the event rests with the agency.
7. 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 applicable.
8. 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. In case the agency has submitted the EMD/Bid Security money, it will become part of the Performance Guarantee and the balance money will have to be submitted with the organization.
9. The EMDs submitted by the un-successful bidders shall be refunded on receiving a formal request upon finalization of the agency and work is awarded. The EMD of the successful bidder shall become part of the PG amount as detailed in point no.8 above.
10. 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.

11. 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.
12. 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.
13. The quantities mentioned may vary to any extent and the payment will be made based on the executed quantity measured and certified by the authorised officer of the Ministry of Tourism at the rates provided in the cost break-up along with the financial bids.
14. Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
15. 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.

**16. Penalty Clause:**

The PG is liable to be invoked and appropriated to the government account in full or part, as decided by the competent authority, 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, 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 of the financial bid format at Annexure-8.
- b) 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 varying between 2-5% of the total cost quoted (as decided by the competent authority) of the financial bid format at Annexure -8.
- 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.

- 17. 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. on the day of

event, 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.

18. 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.
19. Insurance: Insurance, including transit insurance will be arranged by the service provider.
20. 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.
21. 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, (b) debar it from participation in further tenders, (c) can initiate action to recover the liquidated damage and (d) consider black listing of firm.
22. In case the Ministry gets any incomplete / unattended job completed through alternative sources, the entire expenditure will be recouped from the money payable to the agency. The amount decided by the MoT shall be final and binding on the agency.
23. In case of necessity of executing any item of work that is not part of the ordered work, due to exigencies, and the rates for such item are not available in the break-up provided by the agency (submitted along with financial quote), prior approval from the Ministry of Tourism for the work along with its cost implication before execution has to be taken. In case the cost/rate for such item is not approved, the rate decided by the MoT shall be final and binding on the agency.
24. The payment will be made on the basis of actual work executed.
25. For all purposes, the work order accepted by the bidder and issued by the Ministry of Tourism will be considered as the formal contract.
26. 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.

**27. 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.

**28. Jurisdiction:** The contract shall be governed by the Laws of India and jurisdiction shall be Delhi, 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.

#### 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.



**Annexure-1****Work Experience**

In order to fulfil the criteria under Clause II (1) of NIT, bidders must give detail of Experience accomplished and completed successfully as under during the last 5 financial years ending March 2025:

- i. Minimum one project of at least Rs 4.00 cr Or
- ii. Minimum Two projects of at least Rs 2.00 cr Or
- iii. Minimum Three projects of at least Rs 1.25 – 1.50 cr

**Each Bidder or member of a JV must fill in this form**

Sl. No.	Name of the Event / Project	Start	Finish	Name of Employer/ Organization	Description of work executed by the EM agency	Value of work executed	Remarks

**Note: Attach copies of Work orders and Certificates of Completion for the project listed above**

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

**Annexure-2****Proof of Experience in the relevant field (Event Management) for past 5 years -Clause II (2)**

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

(Attach CV / work profiles and achievements of the experts.)

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

**Annexure – 3**

**Details of Technical Experts**

Provide details of panel of expert(s) in related fields on roll for at least last 12 months, as under as per Clause – II (3):

Project team with at least three members, with expertise in Designing, Hospitality and Event management, handling AV projects, Project Management etc. The details of these experts to be submitted along with their profile/achievements.

Note: In case the professionals are not on regular roles, a letter of comfort to be provided from their collaborators/partners with their credentials.

Sl. No.	Name	Qualification	Specialization	Experience	Specific Achievements
1					
2					
3					

(Attach CV / work profiles and achievements of the experts.)

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

**Annexure-4**

**Proof of Experience in the relevant field (Event Management) for past 5 years Clause II (4)**

**Annual Turnover**

Annual Turnover Data for the Last 5 Years (Similar works only)	
Year	Amount INR

Each Bidder or member of a JV must fill in this form

The information supplied should be the Annual Turnover of the Bidder or each member of a JV in terms of the amounts billed to clients for each year for work in progress or completed.

(Signature of the tenderer/ bidders/JV  
Partners) with company seal/rubber stamp

Authentication by certified by Chartered  
accountant/Auditor with company seal/rubber  
stamp

## Bidder's Information Sheet as per Clause II (6)

Bidder's Information Sheet	
Bidder's legal name	
In case of JV, legal name of each partner	
Bidder's country of constitution	
Bidder's year of constitution (attach Certificate)	
Bidder's legal address in country of constitution	
Bidder's Office address in Delhi/NCR along with all contact details, year since existence etc.	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
<p><b>Attached are copies of the following original documents.</b></p> <ol style="list-style-type: none"> <li>1. In case of a single entity, articles of incorporation or constitution of the legal entity named above.</li> <li>2. Authorization to represent the firm or JV named in above.</li> <li>3. In case of JV, letter of intent to form JV or JV agreement.</li> <li>4. In case of a government-owned entity, any additional documents not covered under 1 above are required.</li> <li>5. PAN, GST, ESI, PF etc.</li> <li>6. MSME Certificate &amp; Current value of order as on the date of submission of tender.</li> </ol>	

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

To be provided on 'Company letter head'

To  
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 \_\_\_\_\_.

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/PSUs or Foreign Governments and are not blacklisted on the date of submission of this bid.
- b. That we have not altered any terms of the tender document and that we have not included any conditions in the financial bid.
- c. 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).
- d. This is to certify that neither I/we/any of us is in any way related to any employee in the Ministry of Tourism, or any of its constituent units.

Name of the Bidder: .....

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp



**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:

I/We am/are aware that I/we have been exempted from submission of Bid Security in lieu of this Bid Security Declaration.

I/We understand that bid must be supported by a Bid-Security Declaration.

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 up to 5 (five) years. 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.

Name and Signature of Authorized Signatory of Bidder  
along with seal of Bidder

**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 Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for Design & Construction of India Pavilion at FITUR 2026.

Sl. No.	Particulars	Rs. (INR)	
		In Figures	In Words
1.	Total Cost of Design, Planning, Execution & Management of India Pavilion at FITUR 2026 venue covering an area of 320 sq. m. as per the works defined in the scope of work (Exclusive of Taxes / GST and inclusive of 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>(Detailed break-up of the costs to be provided as per the quantification submitted along with the bid).</b>		

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:**

1. Financial bids of technically qualified agencies will be evaluated on the basis of total cost for event (i.e. cost quoted for \_\_\_\_\_) exclusive of taxes/GST.
2. GST / Taxes as applicable will be paid by the Ministry of Tourism.

3. 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 will 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 \_\_\_\_\_.

4. Official MEA exchange rates for the month of \_\_\_\_\_ in respect of some of the leading currencies:

Foreign Currency	INR for (name of month)
One US Dollar	Rs.
One Pound Sterling	Rs.
One Euro	Rs.

To view the official currency exchange rates of MEA for the month of \_\_\_\_\_, bidders may refer to Annexure- 9.

5. The rates 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.

6. The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

\*\*\*\*\*

No.Q/FE/747/1/2025  
Government of India  
Ministry of External Affairs  
(Foreign Exchange Section)

New Delhi, the 25<sup>th</sup> Nov, 2025

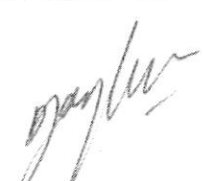
OFFICE MEMORANDUM

**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 30<sup>th</sup> Oct, 2025 on the subject mentioned above, a copy of the statement of the revised official accounting rate for various foreign currencies w.e.f. 1<sup>st</sup> December, 2025 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.

  
(Ajay Kumar)  
Section Officer(FE)  
Tel : 24010921

To  
All Indian Missions / Posts abroad

**OFFICIAL RATE OF EXCHANGE BETWEEN INDIAN RUPEES AND  
FOREIGN CURRENCIES WITH EFFECT FROM 1st DECEMBER 2025**

<u>S.NO.</u>	<u>NAME OF THE COUNTRY</u>	<u>CURRENCY</u>	<u>Revised Rate</u>
1	ALBANIA	LEK	0.9347
2	AFGHANISTAN	AFGHANI	0.7424
3	ALGERIA	DINAR	1.4566
4	ANGOLA	NEW KWANZA	10.2804
5	ARGENTINA	PESO	15.8241
6	ARMENIA	DRAM	4.3071
7	AUSTRIA	EURO 1 (RS.)	104.5900
8	AUSTRALIA	DOLLAR	0.0169
9	AZERBAIJAN	NEW MANAT	0.0192
10	BAHRAIN	DINAR -----(for Rs.100)---	0.4012
11	BANGLADESH	TAKA	1.3640
12	BELARUS	NEW ROUBLE (BYN)	0.0384
13	BELGIUM	EURO 1 (RS.)	104.5900
14	BENIN DAHOMEY	CFA Fr.	6.2717
15	BOLIVIA	BOLIVIANO	0.0760
16	BOTSWANA	PULA	0.1540
17	BRAZIL	REAL	0.0597
18	BRUNEI	DOLLAR	0.0146
19	BULGARIA	NEW LEV	0.0190
20	BURKINA FASO	CFA	6.2717
21	CAMBODIA	RIEL	44.9975
22	CAMERON	CFA Fr.	6.2717
23	CANADA	DOLLAR	0.0156
24	CAPE VERDE	CAPE VERDEAN ESCUDO	1.0694
25	CENTRAL AFRICA	CFA Fr.	6.2717
26	CHAD	CFA Fr.	6.2717
27	CHILE	PESO	10.4268
28	CHINA	(RENMINBI) YUAN	0.0800
29	COLOMBIA	PESO	42.3322
30	CONGO	CFA Fr.	6.2717
31	CONGO (DEM REP)	CONGO FRANC	24.4947
32	CROATIA	EURO 1 (RS.)	104.5900
33	CUBA	PESO(CUP)	0.2682
34	CYPRUS	EURO 1 (RS.)	104.5900
35	CZECH REPUBLIC	KORUNA	0.2344
36	DENMARK	KRONE	0.0717
37	DJIBOUTI REP	DJIB FR	2.0032
38	DOMINICAN REP	DOMINICAN PESO	0.7205
39	EGYPT	POUND	0.5315
40	ERITREA	NAKFA	0.1691
41	ESTONIA	EURO 1 (RS.)	104.5900

<u>S.NO.</u>	<u>NAME OF THE COUNTRY</u>	<u>CURRENCY</u>	<u>Revised Rate</u>
42	ETHIOPIA	BIRR	1.7551
43	EQUATORIAL GUINEA	CFA Fr.	6.2717
44	FIJI	DOLLAR	0.0255
45	FINLAND	EURO 1 (RS.)	104.5900
46	FRANCE	EURO 1 (RS.)	104.5900
47	GABON	CFA	6.2717
48	GEORGIA	LARI	0.0300
49	GERMANY	EURO 1 (RS.)	104.5900
50	GHANA	GH cedi 1	0.1235
51	GREECE	EURO 1 (RS.)	104.5900
52	GUATEMALA	QUETZAL	0.0849
53	GUINEA	GNF	96.8758
54	GUYANA	DOLLAR	2.3033
55	HONG KONG	DOLLAR	0.0866
56	HUNGARY	FORINT	3.7244
57	ICELAND	ICELANDIC KRONA	1.4273
58	INDONESIA	RUPIAH	188.1360
59	IRAQ	DINAR	14.7442
60	IRAN	IRANIAN RIAL	8229.0600
61	IRELAND	EURO 1 (RS.)	104.5900
62	ISRAEL	SHEKEL	0.0364
63	ITALY	EURO 1 (RS.)	104.5900
64	IVORY COAST	CFA	6.2717
65	JAMAICA	DOLLAR	1.7926
66	JAPAN	YEN	1.7182
67	JORDAN	DINAR	0.0080
68	KAZAKHSTAN	TENGE	5.8899
69	KENYA	SHILLING	1.4451
70	NORTH KOREA	WON	0.0145
71	SOUTH KOREA	WON	16.3204
72	KUWAIT	DINAR -----(for Rs.100)--	0.3354
73	KYRGYZSTAN	SOM	0.9858
74	LAOS	NEW KIP	243.7640
75	LEBANON	POUND	1008.8700
76	LIBERIA	LIBERIAN DOLLAR	2.0291
77	LIBYA	DINAR	0.0614
78	LITHUANIA	EURO 1 (RS.)	104.5900
79	MACEDONIA	DENAR	0.5888
80	MADAGASCAR	ARIARY	50.4010
81	MALAWI	KWACHA	19.4252
82	MALAYSIA	RINGGIT	0.0465
83	MALDIVES	RUFUYA	0.1720
84	MALI REPUBLIC	CFA Fr.	6.2717



<u>S.NO.</u>	<u>NAME OF THE COUNTRY</u>	<u>CURRENCY</u>	<u>Revised Rate</u>
85	MALTA	EURO 1 (RS.)	104.5900
86	MAURITANIA	OUGUIYA	0.4433
87	MAURITIUS	RUPEE	0.5129
88	MEXICO	PESO	0.2063
89	MONGOLIA	TUGRIK	39.9208
90	MOROCCO	DIRHAM	0.1041
91	MOZAMBIQUE	METICAL	0.7124
92	MYANMAR	KYAT	23.4716
93	NAMIBIA	DOLLAR	0.1924
94	NEPAL	RUPEE	1.6000
95	NETHERLANDS	EURO 1 (RS.)	104.5900
96	NEW ZEALAND	DOLLAR	0.0194
97	NIGERIA	NAIRA	16.2348
98	NIGER REPUBLIC	CFA Fr.	6.2717
99	NORWAY	KRONE	0.1127
100	OMAN	RIAL -----(for Rs.100)--	0.4185
101	PAKISTAN	RUPEE	3.1673
102	PANAMA	BALBOA 1 (RS.)	89.4700
103	PAPUA NEW GUINEA	KINA	0.0471
104	PARAGUAY	GUARANI	78.1886
105	PERU	NEW SOL	0.0379
106	PHILIPPINES	PESO	0.6647
107	POLAND	ZLOTY	0.0410
108	PORTUGAL	EURO 1 (RS.)	104.5900
109	QATAR	RIYAL	0.0386
110	ROMANIA	NEW LEU	0.0493
111	RUSSIA	ROUBLE	0.9106
112	RWANDA	RF	16.2707
113	SAO TOME	DOBRA(STN)	0.2371
114	SAUDI ARABIA	RIYAL	0.0411
115	SERBIA	RS DINAR	1.1338
116	SENEGAL	CFA	6.2717
117	SEYCHELLES	RUPEE	0.1488
118	SIERRA LEONE	NEW LEONE	0.2548
119	SINGAPORE	DOLLAR	0.0144
120	SLOVAKIA	EURO 1 (RS.)	104.5900
121	SLOVANIA	EURO 1 (RS.)	104.5900
122	SOUTH AFRICA	RAND	0.1924
123	SOUTH SUDAN	SSP	51.0031
124	SPAIN	EURO 1 (RS.)	104.5900
125	SRI LANKA	RUPEE	3.4380
126	SUDAN	SDP	29.5032
127	SURINAM	SRD	0.4332

<u>S.NO.</u>	<u>NAME OF THE COUNTRY</u>	<u>CURRENCY</u>	<u>Revised Rate</u>
128	SWAZILAND	LILANGENI	0.1924
129	SWEDEN	KRONA	0.1056
130	SWITZERLAND	FRANC	0.0088
131	SYRIA	POUND	124.1757
132	TAJIKISTAN	SOMONI	0.1037
133	TANZANIA	SHILLING	27.5051
134	THAILAND	BAHT	0.3652
135	TOGO	CFA	6.2717
136	TRINIDAD & TOBAGO	DOLLAR	0.0753
137	TUNISIA	DINAR	0.0332
138	TURKEY	Turkish Lira	0.4772
139	TURKMENISTAN	MANAT	0.0379
140	UGANDA	NEUSHILLING	40.0123
141	UAE	DIRHAM	0.0402
142	U.K.	POUND STG. 1 (RS.)	118.4300
143	UKRAINE	HRYVNA	0.4709
144	U.S.A.	DOLLAR 1 (RS.)	89.4700
145	UZBEKISTAN	SUM	135.6060
146	VENEZUELA	BOLIVAR SOBERANO	2.6429
147	VIETNAM	DONG	296.8760
148	YEMEN	RIAL	2.6839
149	ZAMBIA	KWACHA	0.2530
150	ZIMBABWE	ZIG	0.3018

**Format for giving information regarding infrastructure facilities****Details of Printing Facilities**

Details of agencies own printing facilities, printing capacity, location of printing facility etc. to be given here. In case they do not have their own printing facility, the details of tie-up organizations for vinyl/flex printing along with their printing capacity per hour in (SFT).

Sl. No.	Name	Specs. Of printers	Printing capacity / hr	Location/address of printer	Signed letter of tie-up for the project.
1					
2					
3					

**Provide details of fabrication facilities**

Details of agencies own fabrication facilities, location of workshop facilities etc. to be given here. In case they do not have their own fabrication facility, the details of tie-up organizations for fabrication of wood and metal works.

Sl. No.	Name	Specs. Of equipment and qty.	manpower	Location address of works facility	Signed letter of tie-up for the project.
1					
2					
3					

(Signature of the tenderer/ bidders/JV Partners)

with company seal/rubber stamp

EDICIÓN EDITION

FITUR 2026

PABELLÓN PAVILION

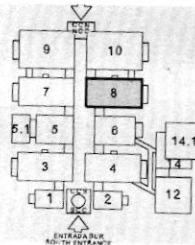
Pabellón 8

SUPERFICIE SURFACE M²

320.00

FECHA DATE

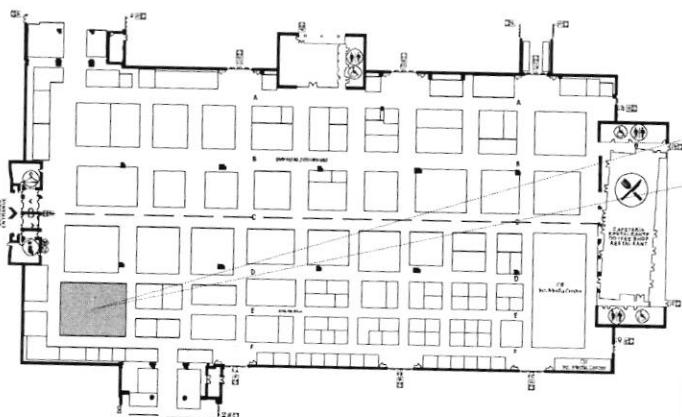
30/10/25 16:53:17



IFEMA  
MADRID

SITUACIÓN DEL STAND STAND LOCATION

NÚMERO NUMBER	ÁREA AREA	NOMBRE EXPOSITOR EXHIBITOR NAME
8D04	320,00	



PLANTA DEL STAND STAND FLOOR

Pasillo / Aisle  
20.0

Pasillo / Aisle  
16.0

India

16.0  
Pasillo / Aisle

20.0  
Pasillo / Aisle

--- CANALETA DE INSTALACIONES  
--- SERVICES DUCT