



EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender no. EPCH/IHGF-2019/21 - Tender for Branding Jobs (Banners/Buntings & Common Display Area)

BACKGROUND

The Export Promotion Council for Handicrafts is an apex national level organization of handicrafts exporters for promotion of handicrafts exports from India. The Council is projecting India's image in overseas market as a reliable supplier of high quality handicrafts. The Council organizes export promotional activities in India & abroad. The Council requires these services for its trade fairs organized at the India Expo Centre & Mart, Greater Noida.

SCOPE OF WORK – BRANDING JOBS (BANNERS/BUNTINGS & COMMON DISPLAY AREA, etc.)

The Export Promotion Council for Handicrafts organizes World's Premium & largest IHGF Delhi Fair at India Expo Mart & Center, Greater Noida Expressway, Greater Noida. The Council will be organizing the IHGF Delhi Fair (Autumn) 2019 from 16 - 20 October 2019, IHGF (Spring) 2020 from 15 - 19 April 2020, & the Indian Fashion Jewellery & Accessories Show in July 2020. The exhibition(s) will be held at India Expo Mart & Centre (IEM), Knowledge Park-II, Greater Noida.

The Job requires setting-up Common Display Area, Visitors Lounge, install Banners, Backdrops, Buntings, & Signage's and undertake general decoration and beautification of the exhibition on site.

Agencies having at least 5 years experience in executing similar magnitude of work of introducing theme based concepts in International Trade fairs in India & abroad are invited for the following jobs: -

- A. Registration Area, Common Display Area & Visitors Lounge etc.
- B. Layout/ Backdrops/Signage's/Self standing roller graphics/Cubicles etc.
- C. General Decoration & other Allied Jobs.

TERMS & CONDITIONS

- Entire fabrication is to be completed within 3 days at site and to be removed on the last day on conclusion of the event after 6:00 PM but before morning 9:00 AM on the next day, failing which a penalty equivalent to the rental charges may be levied by the Council. For other events, the time available for execution may vary from 2 – 3 days. Agency shall ensure timely execution of the jobs within the given time frame.
- The Organization will have to submit the Tender along with designs for each job along with the details of the materials to be used for fabrication.
- Design & Quality are the main essence of the job.
- As the fair is being organized on an international scale, the organization will have to design the exhibition on international lines and quality.
- All items to be quoted on hire basis.
- All charges should include installation, dismantling and removal.
- The agency that is offered the above job will be asked to give a security deposit (refundable) of Rs. 250,000/- by way of a demand draft or a bank guarantee.
- The approved rates shall be valid for a period of two years. However, the EPCH reserves the right to review performance vis a vis services and quality of job executed by the agency and if the same is not satisfactory, the EPCH reserves the right to disqualify the agency from its empanelment.

- Tenders without designs / drawings will not be considered.
- The Council reserves the right to select / reject any Tender for the work without assigning any reasons.

In case of any clarifications regarding the scope of work, the same shall be obtained from Mr. Sushil Kumar Agrawal – Assistant Director, EPCH on 011-26135256 ext. 110 or email at ihgf@epch.com .

Other special condition

- (a) Incomplete Tender or without supporting documents or EMD are liable to be rejected.
- (b) EPCH reserves the right to accept or reject any of the Tender in part or full without assigning any reason whatsoever.
- (c) Empanelled agency shall be required to submit performance guarantee as mentioned in the Terms & Conditions in favour of Export Promotion Council for Handicrafts through demand draft.

SPLIT-UP OF WORK

Total work can be awarded to more than one agency.

THE TECHNICAL TENDER SHOULD CONTAIN THE FOLLOWING

The following details are required to be submitted in certified true copy along with the offer with the pages numbered sequentially:

- Profile of the agency on the Format Provided.
- Copy of PAN no., GST no., ESI and PF registration no. etc. as required by law.
- Details of works done during past Five years with name & postal address of clients along with copies of letters of Intent/work orders and completion certificate/ any other document which indicates Completion of the subject contract.
- Accreditation certificate with CII, FICCI, ASSOCHAM, ITPO etc.
- Provide detail of in house infrastructure & staff list.
- CA certificate copy verifying the annual turnover of the agency for the last 3 years.
- All pages of the Tender document including Technical Part/Schedule of Quantities, duly signed & stamped.
- EMD (refundable) of Rs. 100,000/- to be deposited through a demand draft drawn in favour of the Export Promotion Council for Handicrafts.

THE FINANCIAL TENDER SHOULD CONTAIN THE FOLLOWING

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Conditions, additions, deletions or modifications in FINANCIAL PART are not permitted. Any condition mentioned shall not be taken into account either for evaluation or for award of work and shall render the offer liable for rejection.
- All corrections must be stamped and signed.
- Proposers are requested to quote their best prices considering the fact that price negotiation, if required may be held with the Lowest Proposer only. Any claim of whatsoever nature shall not be considered at a later date.
- Payment Terms should be clearly mentioned.

PROCEDURE FOR SUBMISSION OF THE TENDER

The proposer shall take utmost care of the following:

- The Tender shall be submitted in two parts namely, **Technical Part (Envelop No. 2)** and **Financial Part (Envelop No. 3)** respectively.
- TENDER shall be submitted in a **Sealed Cover (Sealed Outer Envelop no. 1) super scribed Tender for Branding Jobs (Banners/Buntings & Common Display Area).**
- The Sealed Outer Envelop shall contain separately sealed Envelop No. 2 – Technical Tender & Envelop No. 3 - Financial Tender.
- Name of Tender, Tender Document No. and name of Proposer shall also be clearly written outside the sealed envelopes along with the address and contact details.
- The Tenders on the enclosed format can be submitted by **05th August 2019 upto 4.00 PM** in the Council's office at Vasant Kunj, New Delhi.
- The Sealed Outer Envelope No. 1 and all the respective sealed envelopes (Envelop no. 2 and Envelop no. 3) shall all bear the address given below:

The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6&7, Sector ‘C’, LSC,
Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (ext. 110)

Procedure: If the Financial Part is found in open condition or Envelop – 2 and Envelop - 3 are wrongly marked such offer will be rejected.

EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

The Tender document shall be read in conjunction with any amendment issued subsequently.

Tender documents once issued are non transferable in other name and shall at all times remain the property the exclusive property of the owner with a license to the Proposer to use the Tender documents for limited purpose of submitting the Tender.

Evaluation Process:

- In case the documents/evidence submitted by agency is found inadequate the Tender will be liable to be rejected.
- A Committee will evaluate the papers received on the basis of the documents and details provided by the agency.
- The profile and track record of the agency, turnover, credentials including past similar assignments etc. shall be used as a means of evaluating the capability and capacity of each agency to execute the job in a safe, successful and timely manner.

Format of “Technical Tender for Tender for Branding Jobs (Banners/Buntings & Common Display Area)” to be printed on Company Letterhead & submitted in Envelop No. 2

Name of the Agency _____

Address _____

Contact Person _____

Contact Details (Mobile) _____ (Landline) _____

Email _____

PAN no. _____

TAN no. _____

GST no. _____

EMD details (Pl. enclose self-certified copies)
Rs. _____ Demand draft no. _____ dt. _____

Annual Turnover 2016 – 2017 in Rs. _____

2017 – 2018 in Rs. _____

2018 – 2019 in Rs. _____

(Pl. enclose a copy duly certified by a chartered accountant)

Details of Past Experience of Exhibitions/Trade Fairs (similar work) executed in past 5 years. Name of the Exhibitions in which service provided.

2014 – 2015

2015 – 2016

2016 – 2017

2017 – 2018

2018 – 2019

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place: -

Date:-

Signature & Seal

SCOPE OF WORK & FORMAT OF “TECHNICAL TENDER FOR BRANDING JOBS (BANNERS/BUNTINGS & COMMON DISPLAY AREA) FOR THE FAIR” TO BE PRINTED ON COMPANY LETTERHEAD & SUBMITTED IN ENVELOP NO. 3

<p><u>1. COMMON DISPLAY AREA</u></p> <p>Common Display Area to be developed in approximately 300 sq. mt. with wooden platform, carpeting, ply & fabric walls, etc. for display of large & small objects with display aids, focus light effect, digital graphics, carpeting, fascia, etc.</p> <p>PI also quote per sq. mt. rates Rs. _____</p>		
<p><u>2. VISITORS LOUNGE</u></p> <p>Visitors Lounge to be set-up in approximately 300 sq. mt. the lounge should be created with an International feel and ambience. The lounge should have impressive Entrance and open enclosure (visible) side open wall decoration with graphics matching the ambience and aesthetics of the exhibition with matching sofas & chairs for seating of 125 people at one time, sufficient area (30 ft. x 3 ft.) for buffet laying is desired. AV of 42” LED with DVD Player, general lighting, carpeting, etc.</p> <p>PI also quote per sq. mt. rates Rs. _____</p>		
<p><u>3. LIST OF EXHIBITORS AND LAYOUT OF EXHIBITION HALLS & MART (size 25 ft. x 8 ft.)</u></p> <p>Digitally printed (4 colour printing on flex) and mounted on steel frames. (Self-standing).</p> <p>Please also quote per Square Feet rates in Rs. _____</p>	<p>2</p>	
<p><u>4. MART BUILDING ABOVE ENTRANCE GATES. (size 23 ft. x 16 ft.)</u></p> <p>Digitally printed (4 colour printing on flex) and mounted on steel frames.</p> <p>Please also quote per Unit rates in Rs. _____</p>	<p>3</p>	
<p><u>5. TOP OF THE MART BUILDING. (size 140 ft. x 12 ft.)</u></p> <p>Digitally printed (4 colour printing on flex) and mounted on steel frames.</p> <p>Please also quote per Unit rates in Rs. _____</p>	<p>1</p>	

<p>exhibition complex.</p> <p>Please also quote per Square Feet rates in Rs. _____</p>		
<p><u>12. BIG BUNTINGS (size 6 ft. x 50 ft.)</u></p> <p>Digitally printed buntings (4 colour printing on flex) in size 6 ft. x 50 ft. to be hanged at different locations inside the Mart Complex.</p> <p>Please also quote per Square Feet rates in Rs. _____</p>	<p>8</p>	
<p><u>13. SELF STANDING OCTANORM PANELS (size 8 ft. x 3 ft.)</u></p> <p>Self-Standing Octanorm Panels with 4 colour digital prints on both sides of the panels to be placed at different locations inside the Mart Complex.</p> <p>Please also quote per Square Feet rates in Rs. _____</p>	<p>10</p>	
<p><u>14 (a). ENTRANCE GATES OUTSIDE EXHIBITION HALLS ON OCTONORM SYSTEM (Size – Pillar = 2.40 x 0.50 mt. & Horizontal Beam = 5.83 x 0.50 mt.).</u></p> <p>Self-Standing on Octanorm System with 4 colour digital prints on all sides with 4 long arm spot lights. Gates to be placed at the entrance to the exhibition halls.</p> <p>Please also quote per Unit rates in Rs. _____</p>	<p>16</p>	
<p><u>14 (b). ENTRANCE GATES OUTSIDE EXHIBITION HALLS ON BACKLIT IRON FRAME WITH FLEX PRINTS (Size – Pillar = 2.40 x 0.50 mt. & Horizontal Beam = 5.83 x 0.50 mt.).</u></p> <p>Self-Standing & backlit iron frames with digitally print flex in the above dimensions to be placed at the entrance to the exhibition halls.</p> <p>Please also quote per Unit rates in Rs. _____</p>	<p>08</p>	
<p><u>15 (a) BUS STOPS - SELF STANDING OCTANORM PANELS IN BOX SHAPE (size 8 ft. x 3 ft.)</u></p> <p>Self-Standing Octanorm Panels in box shape with 4 colour digital prints on both sides to be placed at different locations outside the Mart Building.</p> <p>Please also quote per Square Feet rates in Rs. _____</p>	<p>12</p>	

