



EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender no. EPCH/IHGF-2019/6 - Tender for Development Of Fair Directory On CARD TYPE USB PEN DRIVE

BACKGROUND

The Export Promotion Council for Handicrafts is an apex national level organization of handicrafts exporters for promotion of handicrafts exports from the country. 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 – DEVELOPMENT OF FAIR DIRECTORY ON CARD TYPE USB PEN DRIVE

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 (IEML), Knowledge Park-II, Greater Noida.

The agency is required to develop the software for preparation of Fair Directory (Exhibition Catalogue) on USB Pen Drive and make 2000 copies of the same.

The agency is required to develop the software as per the following:

Development of Intro in Flash on IHGF/IHDS for up to 5 Minutes in Six International Languages:
(Information On this will be Provided by EPCH)

- English
- French
- German
- Italian
- Japanese
- Spanish

1. Development of the Software with the Following Features (Information on this will be Provided by EPCH)
 - Detailed information about the Exhibition
 - Information about the Organizers
 - Participants Search
 - By Name
 - By Product Category
 - By City / State
 - By Hall Number
 - Layout Plans of the Exhibition Halls (Colour Formats)
 - Fair Facilities like Restaurant / Buyer's lounge / Reception, Sections of Display in Graphical Format highlighting the location when Visitor Touches on a Specified Facility
 - Buyers Views
 - Why Should you Visit this Fair
2. Printing in 4 colour (digital) on both sides of the USB Pen Drive
3. Packing of the USB Pen Drive in Transparent PVC Sleeve/Box

TERMS & CONDITIONS

1. The Agency should have a minimum 3 years' experience of providing similar services to events or institutions of repute.
2. The quoted rates will be valid for a period of 2 years.
3. **Branded Card Type USB Pen Drives to be used.**
4. The USB Pen Drive Should be **Auto Run.**
5. There should be **no Setup required** to run the search Engine on Participants.
6. The Database as provided by the Council should not be present in any format and there should be **individual HTML Pages for each Exhibitor.**
7. On the First Screen it should give an option to select the Language in which the intro is to be run.
8. Once the Intro Runs there should be an option to skip the Intro and go to the Page linking the details of the Event as mentioned in point 2 above.
9. The software developed by you will be the property of the Council and the Council reserve the copyright with it.
10. The Council reserves the right to accept or reject any Tender without assigning any reason.
11. The Council reserves the right to issue instructions regarding Changes from time to time as per circumstances.
12. Bank Guarantee (refundable) of Rs. 50,000/- to be submitted by the selected agency.
13. The following EMD (refundable) will be required to be submitted along with the Technical Tender – Rs. 25,000/- .

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 without 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.

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., VAT, 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 as required to be submitted 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 Development of the Fair Directory on USB Pen Drive”**.
- 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 Development of Fair Directory on Card Type USB Pen Drive”
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

Format of “Financial Tender for Development of Fair Directory on Card Type USB Pen Drive” to be printed on Company Letterhead & submitted in Envelop No. 3

1. Name of Agency : _____
2. Address : _____

3. Contact Person : _____
4. Telephone : (Office) _____ (Resid.) _____
(Mobile) _____
Email _____
5. Year of Establishment : _____
6. Previous Experience of handling International Exhibitions / Conferences : _____

7. Charges

Particulars	Rate (in Rs.)	Amount (in Rs.)
Development of initial introduction in PEN for not more than 5 Minutes		
Conversion Cost for Text used in Intro in English into each International <ul style="list-style-type: none"> • French • German • Italian • Japanese • Spanish 	(Rate Per Language Conversion)	
Making of Intro in International Languages <ul style="list-style-type: none"> • French • German • Italian • Japanese • Spanish 	(Rate Per Language Conversion)	
Development of Search Software - browser based with HTML Pages for Each Participant		
Card Type USB Pen Drive (4 GB) Including Media and Replication Charges	Recommended Brand _____	
Printing Charges (both Side)		
Cost of PVC Sleeve/Box		
Total		
Other Charges (Taxes etc.)		
Grand Total		
All Inclusive Cost of 2000 Card Type USB Pen Drive (4 GB)		
All Inclusive Cost of 2000 Card Type USB Pen Drive (8 GB)		

Amount in Words: (Rs. _____)

Optional Costs:

Particulars	Amount
Cost for additional 1000 Units (4 GB)	
Cost of Additional 1000 Units (8 GB)	

DATE : _____ SIGNATURE _____
PLACE : _____ SEAL _____