



# Apparel Export Promotion Council

## NOTICE INVITING TENDERS

### FOR

#### DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE AT TEXTILES INDIA 2017

#### **Last date & time for submission of Tenders:**

14 JUNE, 2017 Upto 10 am

The Tender Document, complete in all respects, to reach on or before the due date at the following address:

Director (F&E),

Apparel Export Promotion Council,

Apparel House, Sector-44 Institutional Area

Gurgaon, Haryana-122003

#### **Venue for opening Technical Bid:**

Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003

**Date:- 9 JUNE 2017**



## Apparel Export Promotion Council

### **IMPORTANT DATES**

1.	Issue of Tender Notice & Document	09/06/2017
2.	Last date & time for submission of tender	14/06/2017 up to 10 AM
3.	Date & time of opening of Technical Bids	14/06/2017 at 10 AM
4.	Date & time of opening of Financial Bids	15/06/2017 at 10:30 AM

**NOTICE INVITING TENDERS  
FOR  
"DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE  
AT TEXTILES INDIA 2017"**

**1. BACKGROUND**

Chairman, AEPC desires that a Thematic Buyers lounge be set up at Textiles India 2017 by AEPC as per the given details.

The apparel industry touches almost every urgent environmental topic: increasing landfills, challenged resource pool, climate change, reducing biodiversity and water scarcity. We at, Apparel Export Promotion Council of India, strive to keep these issues at the forefront of our Manufacturers', brands' and consumers' thinking.

In following with this, the concept for the AEPC Inspirational Buyers Lounge is suggested hereunder-

1. Two areas of 54 square metres (6 m x 9 m) each are allotted for the same. They will be taken in bare space format.
2. The theme is focused on –

**STITCH TO SUSTAIN-ALL ABOUT BECOMING SUSTAINABLE**

3. The exhibit will have the following objectives:
  - a. Showcase sustainability in the Indian Apparel Industry.
  - b. Increase awareness among our Apparel export community about importance of Sustainability in manufacturing.
  - c. Educate the exporter community about How to go sustainable- Little steps towards a big change
  - d. Convey to the community the role of AEPC as an Agent of change towards achieving sustainability and use this platform to bring the interested together.
  - e. This will serve as the Kick off point for the Sustainability drive by AEPC
  - f. INVOLVEMENT OF ATDC STUDENTS- The platform will be used as an opportunity to showcase the skills and talent of the ATDC students to the participating exhibitors, visiting buyers and the government bodies. Selected students will travel to the venue and be present to showcase their collection to the visitors to get a first hand feedback on their work. This will be a huge learning opportunity for them.
4. The thematic lounge will showcase the following:

How to adopt sustainability across the Apparel value chain at **PRE FABRICATION, FABRICATION** and **AFTER USE/ AFTER LIFE** stages

AEPC invites Tenders from established agencies/firms (single entity) for

**“DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE  
AT TEXTILES INDIA 2017”.**

**The offer of tender for “DESIGN AND ERECTION OF INSPIRATIONAL BUYERS  
LOUNGE AT TEXTILES INDIA 2017 ” will be valid upto 31<sup>st</sup> March, 2018.**

**Amendment in Tender Document:** At any time till 7 days before the deadline for submission of bids, AEPC may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the bid document by amendment. Such modifications shall be uploaded in the AEPC website. All such amendments shall be binding on all the bidders. AEPC also reserves the right to amend the dates mentioned in the tender.

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## 2. SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

### Purpose/ Objective

Keeping in mind the outlined objectives written above, an Inspirational Buyers Lounge has to be designed and executed. The various elements in the lounge will be represented through the following methods:

<b>SUSTAINABILITY MEASURE</b>	<b>PRESENTATION MODE</b>
<b>PRE FABRICATION</b>	
i. Building up a local supply chain/ Proximity sourcing	GRAPHIC and INFORMATION
ii. Building up an ethical supplier base	GRAPHIC and INFORMATION
iii. Build Raw material origin traceability	GRAPHIC and INFORMATION
iv. Innovation for sustainable and recyclable materials- Reduce reliance on virgin raw material	SAMPLES of BCI COTTON, RECYCLED FABRIC
v. Innovation in design, pattern making, cutting, material application	GARMENTS
vi. Design to improve usability and extend life span of garment	STITCHES SAMPLES
<b>FABRICATION</b>	
i. Adopt Lean manufacturing practices	GRAPHIC and BROCHURE
ii. Innovate in technology and processes to save on energy consumption	GRAPHIC and BROCHURE/ SAMPLES
iii. Innovate in technology and processes to save on water consumption	GRAPHIC and BROCHURE/ SAMPLES
iv. Ensure healthy and safe working conditions and worker welfare( with special emphasis on female workers)	GRAPHIC and INFORMATION
v. Manufacture to extend life span of garment/ Quality	GRAPHIC and BROCHURE/ SAMPLES
vi. Reduce/ reconstitute factory floor waste	SAMPLES
<b>AFTER USE/ AFTER LIFE</b>	
i. Adopt Agile fashion practices with less pre commitment in production (develop garments in response to market)	GRAPHIC
ii. Reduce post use textile waste by way of pre planned second life of product or reconstitution into new fibre/ fabric to Close the Loop	SAMPLES and BROCHURES
iii. Adopt least levels of packaging and sustainable materials on packaging	SAMPLES
iv. Educate on maintenance methods to reduce energy and water consumption	SAMPLES OF TAGS/ AFTER CARE POSTERS

## Description of the Lounge

### **1. How should the stall design be**

- Since the space will also serve as the Buyers lounge, the wall spaces and corners may be used for the exhibit so that they do not hinder movement in the lounge
- Alternatively the exhibits may be used as partitions between meeting islands
- It is suggested that the materials used in construction of the pavilion be all natural/ recycled or sustainable
- The exhibit, if possible, should be reusable and may be transported to AEPC HO in Gurgaon for extended display- a separate quote needs to be submitted for this

### **2. The exhibit will have the following material to display:**

- Fibre samples
- Yarn samples
- Fabric samples
- Garments samples- about 10 each
- Brochures/ pamphlets
- Information and graphics
- AEPC and ATDC Branding

3. **The details of the material required for construction of the stall should be given as follows. Some indicative items are given hereunder along with the unit of quantity. Other items required as per design may be given in a similar format.**

Sl. No.	PARTICULARS of STALL CONSTRUCTION REQUIREMENT	QTY	UNIT
Area - 6m x 9m x 2 areas including one pantry of 4 sq metre each. Both areas may be designed in coordinating but different ways based on the same theme			
Please make the list as per your design and 3d view developed basis the concept brief given			
1	Raised Platform made of suitable material	As per design	sq metres
2	Any ceiling if required	As per design	sq metres
3	Any Pillars if required	As per design	running metres
4	Other Raised Platform if any	As per design	Metres
5	Dummies	20	Dummies
6	Display frames – as detailed in presentation	As per design	nos.
7	Extra Platform- for VIP lounge if any	As per design	sq metres
8	Glass partition if any	As per design	sq metres
9	Electrical Installation: complete wiring/ fitting & fixture on hire	Give numbers	
10	Information panels walls- Digitally printed	Qty As per design	sq metres
11	Digital printing on 3 D pyramidal forms on poster made of suitable material as per design	Qty As per design	sq metres
12	Cutout letters of gold branding- AEPC & ATDC and other	Qty As per design	
13	Digital printing of logos on panels/ walls	Qty As per design	sq metres
14	Plants in white or wooden planters	20	nos.
15	Pantry	2 x 2	Metres

**Note- Please keep room for some last minute design changes and improvements if felt absolutely necessary. All material is on rent.**

4. **The panels, furniture and accessories required for buyers lounge purpose will be as follows in each area**

- 2 Meeting islands with 1 three seater white sofa and two single seater white sofas and glass top centre table each
- 3 Meeting islands with 3 white chairs and one glass top centre table each
- Spare 6 chairs may be kept available if required for use
- An arrangement of flowers on each table for the three days
- One litter bin
- Wall panels for information and graphics as shown in indicative illustration( as mentioned in above table of construction requirements)



- Upto 10 Dummies- black. Details of Male/ female/ child to be shared later( as mentioned in above table of construction requirements)
- Upto 15 Bamboo hangers on 1 bamboo rail/ illustrated wooden stands in each area as shown in illustration



- Wooden frames as shown in illustration ( as mentioned in above table of construction requirements)





- Reading stands- approx 16 one alongside each garment/ dummy- as shown in illustration



- Wooden cubes- 8 nos.18" x 18" x 18" - as shown in illustration



- Brochure stand- 2 nos. - as shown in illustration



**3. Suggested distribution of wall panels and frames – please refer to the visuals provided**

- The panels for information and frames for garments will be distributed along the walls at intervals as shown in the given visuals
- While four frames may be used for garment display, the remaining garments can be displayed on dummies and hangers

**4. Branding**

- Reference picture for lettering in gold metal to be mounted on top of wooden frame enclosed in picture of lounge( as mentioned in above table of construction requirements)
- Wordings to be provided later

**5. Erection and set up details**

- The garments will be fabricated before hand and carried to the venue alongwith other material for display.
- The construction and set up of the structure of both areas of Inspiration cum Buyers lounge will begin on 28/06/2017 with stall construction at the venue.
- It will be uninstalled on 02/07/17 at the end of the exhibition.
- It may be transported to AEPC HO in Gurgaon for extended display- a separate quote needs to be submitted for this

## What will be provided by AEPC

- A detailed presentation including the concept and design brief ( enclosed)
- All samples of garments, samples of fabrics yarns fibre etc-
- All written content required in lounge
- All brochures and hand outs for the lounge

## Deliverables with timeline for approvals

<u>Deliverables</u>	<u>Timeline for Approval from AEPC</u>
<b><u>Phase I</u></b>	
FINAL Concept development to be presented in the form of 3D rendering and views for both lounges	Along with bid
Names and samples of all materials to be used, pictures of furniture and accessories to be used	Along with bid
Imagery, cut outs etc to be used , Sizes of all graphics	By 18 June 2017
<b><u>Phase II</u></b>	
Construction and Set up of the lounges	From 27 June 2017
Handover for placing the contents	Handover by 10 AM of 29 June 2017
Wrap up and dlsmantling	To begin in Evening 6 pm of 2 July 2017. To be completed by 12 midnight of 2 July 2017

**Delivery Deadline** – as mentioned above

## **Project Monitoring and Reporting Arrangement**

As the project will be implemented under the overall supervision of AEPC, Gurgaon. During the conceptualization and implementation of the given design, the Agency shall make detailed presentations to AEPC from time to time as and when required by AEPC. The final Lounge shall be erected after incorporating all the comments of AEPC.

## **Nature of assignment**

The contract will be awarded one time, starting from the date of issue of the Award letter. This includes:

1. One-time design development and erection of the Lounge in the committed timeline and with above indicated deliverables
2. Help with putting up the merchandise and garments etc in the lounge space
3. Repair and Maintenance of the Lounge over the three days of the event
4. De-installation of the Lounge from the venue
5. Safety of the lounge
6. Transport of materials to and from venue
7. Transport on dismantled and other wastes to dumping area



**NOTICE  
INVITING TENDERS FOR  
"DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE  
AT TEXTILES INDIA 2017"**

**GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BIDS**

1. Sealed Tenders are invited directly from established agencies/firms (single entity) for **DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE AT TEXTILES INDIA 2017**
2. Tender Document can be downloaded from the website of AEPC [www.aepcindia.com](http://www.aepcindia.com)
3. Tenders are invited for ONE TIME erection of inspirational buyers lounge
4. **The agency should have the Registration no. of Service Tax, PF and ESI which is mandatory.**
5. The bid should be in two separate sealed envelopes clearly mentioned as "**Technical Bid**" and "**Financial Bid**" and both the sealed envelopes to be put into another envelope and it should be super scribed as "**DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE AT TEXTILES INDIA 2017**"
6. The last date of receipt of bid in a sealed envelope is **14 June 2017** upto 10 AM addressed to **The Director (F&E), Apparel Export Promotion Council, Apparel House, Sector-44 Institutional Area, Gurgaon, Haryana-122003.** Alternatively, the sealed envelope may be sent through Registered post/ Courier/by hand and should reach to us on or before the last date & time. The Bidder will ensure that it is received in Apparel House, Gurgaon before the due date & time. The offers received after the due date and time will not be entertained. The tender received through e-mail etc. would not be considered.
7. The Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty five Thousands only) in the form of Demand Draft/Bankers Cheque drawn in favour of "**Apparel Export Promotion Council**" payable at **Gurgaon, Haryana** is to be submitted along with the technical bid only. It may be noted that the EMD/DD should not be placed along with financial bid. The agencies registered under NSIC are exempted from EMD subject to submission of documentary evidence for the same.
8. In the first stage, only Technical bids will be opened for evaluation on **14 June 2017 at 10 am**
9. Only shortlisted bidders whose bids are technically eligible, as per given criteria, will be eligible for opening of financial bids which will be opened on **15 June 2017 at 10.30 am** . The decision of the AEPC in this regard will be final and no requests will be entertained from the bidders.
10. **AEPC will award the contract to the successful bidder whose bid has been determined to be technically acceptable and eligible and financial bid is**

**lowest, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.**

11. The EMDs of the unsuccessful bidders will be refunded by way of handing over the original Demand Draft/Banker's Cheque duly endorsed by the Competent Authority of the AEPC without any interest. The EMD of the successful tenderer would be replaced by performance guarantee equivalent to the 7% of the total contract value by way of Bank Guarantee / DD / Pay Order in favour of "Apparel Export Promotion Council".
12. All the pages/documents of the bid should bear the dated signature of the tenderer with the stamp of the Firm. All the entries by the tenderer should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
13. Rates should be quoted in Indian Rupees (Rs) both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final. Please ensure to specify about the applicable taxes, if any.
14. Conditional tenders are liable to be rejected.
15. AEPC reserves the right to reject or accept any or all application(s) without assigning any reason(s).
16. AEPC reserves the right to increase or decrease services in Tender document.
17. **AEPC reserves the right to hold the fairs at Delhi-NCR and requirements/services could be assessed accordingly.**
18. If the services of selected agency are not found satisfactory at any stage of the process, the organizer have the right to terminate the contract for without assigning any reason thereof and can award the contract to any other vendor and the agency have no objection for the same and will not claim any losses/damages on any account from the organizer.
19. The terms of payment are as follows:-
  - a) Stage - 1 - 40% of the total contract value on acceptance of the contract letter and submission of the documents related with procuring of material for construction
  - b) Stage - 2 - 30% on the 1<sup>st</sup> day after completion of stall construction and getting written confirmation from the person in charge
  - c) Stage - 3 - Balance 30 % after conclusion of the fair and submission of final bill along with supporting documents.

### **Evaluation Process- Technical Evaluation:**

The agency must submit a print copy of a 10-12 slide presentation at the time of opening bids to effectively:

1. Demonstrate capacity to effectively undertake the task including clarity on experience, manpower, methodology to be followed, technology and tools, graphics and pictures
2. Demonstrate ownership of necessary infrastructure and latest technology& equipment to set up the stall, ensure safety, transport stuff to and from venue and manage logistics
3. Illustrate the design suggested in 3D views from all angles- top view, front view, side view, etc.in the given dimensions of both the lounges. While both should be different from each other, they should still look coordinated
4. Outline the material used in respect of the given concept brief
5. Give details of the lighting used to enhance the design of the space

The Evaluation matrix along with the maximum marks/ weightage that can be scored is as given below:

Sr. No.	Details required/Parameters on which Bidder will be scored	Criteria for scoring	Sub Criteria for scoring	Score	Maximum Marks
1	Prior experience in executing national – level projects on DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE/ THEME PAVILION.	Experience in years	5 or less than 5 years	1	4
			7.5 or less than 7.5 years , more than 5 years	2	
			10 years or less than 10 years, more than 7.5 years-	3	
			More than 10 years	4	
		Number of similar national/ international level projects handled	between 3 to 5 projects	1	11
			between 6 to 10 projects	4	
			between 11 to 15 projects	7	
			more than 15 projects	11	
3	The agency should have a well experienced team with necessary skills and other staff to support the core team	Core team members including designer/ architect/ managerial staff, excluding labour, carpenter, painter etc and other non relevant staff *	1-3 members	4	10
			4-6 members	6	
			7-8 members	8	
			9 or more members	10	

<b>Sr. No.</b>	<b>Details required/Parameters on which Bidder will be scored</b>	<b>Criteria for scoring</b>	<b>Sub Criteria for scoring</b>	<b>Score</b>	<b>Maximum Marks</b>
4	The agency should demonstrate a strong design capability and material sensibility by suggesting a suitable design to strengthen the project implementation in light of stated objectives/ scope, stated in the AEPC presentation	Design of the pavilions	to be judged by a jury nominated by Chairman AEPC, on the basis of the copy of a presentation to be submitted along with bid **	25	35
		Suggestion in material choice-towards sustainability		5	
		Suggestion in layout and ease of movement		5	
<b>TOTAL</b>					<b>60</b>

\* List of core team members to be submitted in enclosed format

\*\* The Design shall be scored by the Jury, to be nominated by Chairman, AEPC. The decision of the Jury shall be final. Jury can select/ reject/ ask for alterations in the submitted design. The Jury's decision shall be abiding on the applicant.



The shortlisted Bidders would be intimated by letters / e-mail with regard to time and place of the opening of the financial bid.

1. The above details of evaluation criteria are only indicative and, hence, subject to addition, modification and deletion.
2. During the course of technical evaluation if found necessary, the Council may seek supplementary details and the same be submitted within the stipulated time. Non-submission of such details in time may render such applications for disqualification from further evaluations.
3. Based on the total technical score, Bidders will be ranked according to their scores with the Bidder having the highest score being followed by the respective Bidders in descending order. The Council reserves the right of opening financial bid/s of only those bidders who have scored 35 or more points in the Technical bid.
4. The Council reserves the right to not open financial bids of bidders that are found to be technically deficient.
5. The marks scored by the Bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the Bidders will be given a weightage of 30. The combined score of technical and commercial bids will determine the L1, L2, L3 and so on.

*AEPC reserves the right to reject any or all the applications at its sole discretion without assigning any reason thereof and without reference to the applicants. Canvassing is prohibited and would lead to disqualification.*

**Illustration of scoring criteria:**

Assume 3 participating Bidders have total technical scores as per column (3) in the table below and in case of rates, the Total rates quoted is as under:

<b>Sr. No. (1)</b>	<b>Description (2)</b>	<b>Total Technical Scores (3)</b>	<b>Rate Quoted (say in Rs. thousands) (4)</b>
1	Firm A	50	35
2	Firm B	60	25
3	Firm C	55	30

The Bidder scoring maximum points in the total technical score i.e. 60 scoring points will be given 100 marks and the marks of the other Bidders will be worked out on proportionate basis for a percentile and thereafter weightage of 70% will be applied on the marks so obtained. Similarly the minimum rate quoted /minimum Financial Bid i.e. Rs. 25 thousand will be given 100 marks and marks of the other Bidders will be adjusted out as illustrated and thereafter weightage of 30% will be applied on marks so obtained. The Score so obtained by all the Bidders will be added and the Bidders will be ranked L1, L2 & L3.

Score obtained by Firm A –  $(50/60) \times 70 + (25/35) \times 30 = 79.72$  marks (Rank 3)

Score obtained by Firm B –  $(60/60) \times 70 + (25/25) \times 30 = 100$  marks (Rank 1)

Score obtained by Firm C –  $(55/60) \times 70 + (25/30) \times 30 = 89.16$  marks (Rank 2)

6. In case of a tie after the commercial evaluation stage, the Council's decision will be final and will be based on marks scored in the technical evaluation only.
7. The response submitted to the Council by the Bidder will be taken to be a legally binding offer from the Bidder, and as such may be accepted or rejected (with or without conditions) by the Council in its sole discretion.
8. The Bidder shall bear all costs associated with the preparation and submission of the Tender. Council will in no case held responsible or liable for these cost, regard less of conduct or outcome of the tender process.
9. The Bidders shall submit their offers strictly in accordance the terms & condition of the Tender document.

## **PROCEDURE FOR SUBMISSION OF BIDS**

The agency qualifying the eligibility criteria shall submit the tender in two separate covers, as follows:-

**Cover (A)** – Superscribed as **Technical Bid**, which should consist of the following documents:-

1. Annexure 1- Eligibility criteria
  - A. Documentary evidence in support of Eligibility Criteria , namely:
    - a) Copy of the Balance sheet and profit and loss account showing average annual financial turnover of at least Rs. 50 lakhs during the last 3 years, ending 31st March, 2017.
    - b) Copy of Certificate of Incorporation
2. Photocopies License /Registration Certificate of the firm.
3. Signature of the bidder or his/her authorized signatory on each page.
4. Copy of PAN Card
5. Copy of Service Tax Registration (ST – 2 forms)
6. Annexure – 2 'Acceptance Letter of the Tenders'
7. Annexure – 3 'Undertaking'
8. Annexure – 4 'Agency's Name and Address'
9. Annexure – 5 - Technical specifications compliance sheet as per the formats given. Enclose Demand Draft for Rs. 25,000/- (Rupees Twenty five Thousands only) towards EMD in favour of "**Apparel Export Promotion Council**" payable at **Gurgaon, Haryana**. The agencies registered under NSIC, are exempted from EMD subject to submission of documentary evidence for the same.
10. Annexure 7- Detail of projects undertaken- enclose Project contract award certificates
11. Annexure 8- Details of Core team employees

**Cover (B)** – Superscribed as **Financial Bid** consisting of the bid amount separately indicating statutory taxes, charges and levies etc. The format for submission of Financial Bid is given in Annexure – 6.

### **DISCLAIMER:**

This tender is being issued by the AEPC for inviting bids for "**DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE AT TEXTILES INDIA 2017**". The words 'Tender' and 'RFP' are used interchangeably to refer this document. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. AEPC reserves the right not to proceed with the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting a Bid.



## Apparel Export Promotion Council

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AT TEXTILES INDIA 2017"**

**Annexure - 1**

**TERMS & CONDITIONS/ELIGIBILITY CRITERIA**

**(a) Eligibility criteria:**

1. Copy of the Balance sheet and profit and loss account showing average annual financial turnover of at least Rs. 50 lakhs during the last 3 years, ending 31st March, 2017.
2. Copies of the work orders evidencing that the agency has experience of at least 3 examples of having successfully completed similar work of **DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE/ THEME PAVILION** at an national/ international business event of similar stature.

**(b) Terms and conditions:**

1. The details of inputs / information required to be submitted by the agency should as per the information mentioned in tender document.
2. The successful agency should submit the Copy of Registration with PF/ESI before award of Contract. In case of not registered/not applicable, the agency should submit an affidavit on Rs. 50/- stamp paper duly notarized indemnifying AEPC for non-applicability of PF/ESI and will be responsible for any claim lodged by concerned authority in future in respect of **APPAREL EXPORT PROMOTION COUNCIL**.
3. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
4. The agency has to sign a non-disclosure agreement with regard to the design and content.
5. The selected agency cannot sublet the work in part or full to another agency.
6. There will be no escalation in the price during entire contract period.
7. **The contract shall be terminated in respect of the followings:-**
  - (i) If, the service of the agency is not found satisfactory or the agency changes

the rate of contract during the contract period.

- (ii) In case the agency fails to execute the job as per the terms and conditions of the agreement, the balance / total work will be got executed through other agencies at the agency's risk and cost.
  - (iii) The decision of the AEPC will be final and binding on the agency and no request will be entertained in any manner.
8. The losses to the AEPC which are directly attributable to the agency shall be deducted from the bills /adjusted from the performance guarantee.
9. TDS will be deducted as per the provisions of Income Tax act, as amended from time to time.
10. **Penalty Clause:**
- a) For non-performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.
  - b) The proportionate penalty as decided by the Chairman/SG, AEPC will be imposed and deducted from the final bill.
11. The EMD shall be forfeited by the AEPC in case:
- i. The tenderer withdraws their offer during the period of tender validity.
  - ii. After opening of Financial Bids, the tenderer fails to honor the contract or refuses to comply with any or all terms and conditions of the tender.
  - iii. If the services of the Agency is not found satisfactory as per the terms & conditions of the tender.
12. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, Chairman, AEPC would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.



# Apparel Export Promotion Council

**NOTICE  
INVITING TENDERS FOR  
"DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE/ THEME  
PAVILION".**

**Annexure - 2**

**Acceptance of the Tenders**

All the clause of tender document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.

Date:  
Signature

Name of Tenderer (in Block Letters).....

Address (with Stamp)

.....  
.....  
.....  
.....



## Apparel Export Promotion Council

**NOTICE  
INVITING TENDERS FOR  
"DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE/ THEME  
PAVILION"**

**Annexure - 3**

**UNDERTAKING**

To,

The Director, F&E  
Apparel Export Promotion Council,  
Apparel House, Sector-44, Institutional Area,  
Gurgaon, Haryana-122003

Sir,

I/We the undersigned, certify that:

1. I/We have gone through scope of work (specification of task) and the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. Our firm has not been black-listed by any agency in India or abroad.

Date:

SIGNATURE OF THE TENDERER WITH SEAL

NAME OF THE TENDERER WITH ADDRESS



# Apparel Export Promotion Council

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**Annexure - 4**

**Name and Address of the Agency**

<p><b>NAME OF THE BIDDER (as per Registration Certificate)</b></p>	
<p><b>COMPLETE POSTAL ADDRESS OF THE BIDDER WITH PHONE NO, FAX NO &amp; E- MAIL ADDRESS (as per Registration Certificate)</b></p> <p><b>Name of the contact person with Mobile number.</b></p>	





# Apparel Export Promotion Council

**NOTICE  
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**Annexure - 5**

**Technical Specification Compliance Sheet**

EARNEST Money Deposit (EMD)	Demand Draft No. _____ dated __ for Rs. 25,000/- (Rupees Twenty Five Thousands only) drawn on (name of the Bank) _____ in favor of "Apparel Export Promotion Council" payable at Gurgaon ( <b>To be enclosed with Technical Bid</b> ).
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## Apparel Export Promotion Council

**NOTICE  
INVITING TENDERS FOR  
"DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE/ THEME PAVILION"**

**Annexure - 7**

**List of Projects undertaken**

List of present and past clients whose project of similar nature has been awarded to you (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid. Please enclose the copies of the Contract award Letter for each.

S.NO	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No (s)	Date on and from which the contract was awarded	No. of persons deployed by your firm

Date:

SIGNATURE OF THE TENDERER WITH SEAL  
NAME OF THE TENDERER WITH ADDRESS



**NOTICE  
INVITING TENDERS FOR  
"DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE/ THEME PAVILION"**

**Annexure - 8**

**Details of Core team members**

S.NO	Name of Person	Designation of the Person with Tel/ Mobile No (s)	Qualifications	Employed since

Date:

SIGNATURE OF THE TENDERER WITH SEAL  
NAME OF THE TENDERER WITH ADDRESS



# Apparel Export Promotion Council

**NOTICE  
INVITING TENDERS FOR  
"DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE  
AT TEXTILES INDIA 2017"**

**Annexure - 6**

**FORMAT FOR SUBMISSION OF FINANCIAL BID**

- |   |                  |
|---|------------------|
| 1. Cost of design and erection of the lounge                | Rs. _____        |
| 2. Cost of maintenance and upkeep                           | Rs. _____        |
| 3. Cost of transport of material                            | Rs. _____        |
| 4. Cost of teams air travel and hotel stay/ local transfers | Rs. _____        |
| <b>5. Total Amount Payable:</b>                             | <b>Rs. _____</b> |
| <i>Less: Discounts, if any</i>                              | Rs. _____        |
| 6. Service tax/VAT/applicable taxes (Please indicate)       | Rs. _____        |
| <b>7. Net Amount Payable</b>                                | <b>Rs. _____</b> |

**Note: To be given in separate envelope super scribing "NOTICE INVITING TENDER FOR "DESIGN AND ERECTION OF INSPIRATIONAL BUYERS LOUNGE AT TEXTILES INDIA 2017"**

Date:

SIGNATURE OF THE TENDERER WITH SEAL  
NAME OF THE TENDERER WITH ADDRESS



# AEPC Inspiration cum Buyers Lounge

Textiles India 2017, Helipad exhibition centre,  
Gandhinagar

**Design brief for stall design and construction**



# Theme- Sustainability on Apparel

The apparel industry touches almost every urgent environmental topic: increasing landfills, challenged resource pool, climate change, reducing biodiversity and water scarcity. We at, Apparel Export Promotion Council of India, strive to keep these issues at the forefront of our Manufacturers', brands' and consumers' thinking. In following with this, the concept for the AEPC Thematic buyers Lounge is suggested hereunder-

- Two areas of 54 square metres each are allotted for the same. Both may be taken in bare space format.
- The theme is focussed on – **SUSTAINABILITY IN APPAREL**



# Theme- Sustainability on Apparel

The exhibit will have the following objectives:

- Showcase sustainability in the Indian Apparel Industry.
- Increase awareness among our Apparel export community about importance of Sustainability in manufacturing.
- Educate the exporter community about How to go sustainable- Little steps towards a big change
- Convey to the community the role of AEPC as an Agent of change towards achieving sustainability and use this platform to bring the interested together.
- This will serve as the Kick off point for the Sustainability drive by AEPC



# How should the stall design be

- Since the space will also serve as the Buyers lounge, the wall spaces and corners may be used for the exhibit so that they do not hinder movement in the lounge
- Alternatively the exhibits may be used as partitions between meeting islands
- It is suggested that the materials used in construction of the pavilion be all natural/ recycled or sustainable
- While both the spaces will be designed differently, they should look coordinated and inter related, based on the same theme.
- The exhibit, if possible, should be reusable and may be transported to AEPC HO in Gurgaon for extended display- a separate quote needs to be submitted for this





# Material to display

The exhibit will have the following material to display:

- Fibre samples
- Yarn samples
- Fabric samples
- Garments samples- about 30- few on dummies few on hangers
- Brochures/ pamphlets
- Information and graphics
- AEPC and ATDC Branding



# Furniture

The furniture required for buyers lounge purpose will be as follows:

- Meeting islands with sofas and centre table
- Meeting islands with chairs and tables
  
- The 54 sq mt area will include 2 x 2 sq metres pantry in each area



# Garment display

The garment display may be done in one/ more of the following ways

- Dummies
- Mannequins – not more than 3 may be required
- Bamboo hangers on a bamboo rail
- Wooden frames- next slide



# Frames

- Reference picture for Wooden frame
- To be used for garment display as shown and as entrance also

# Suggested look of wall panels



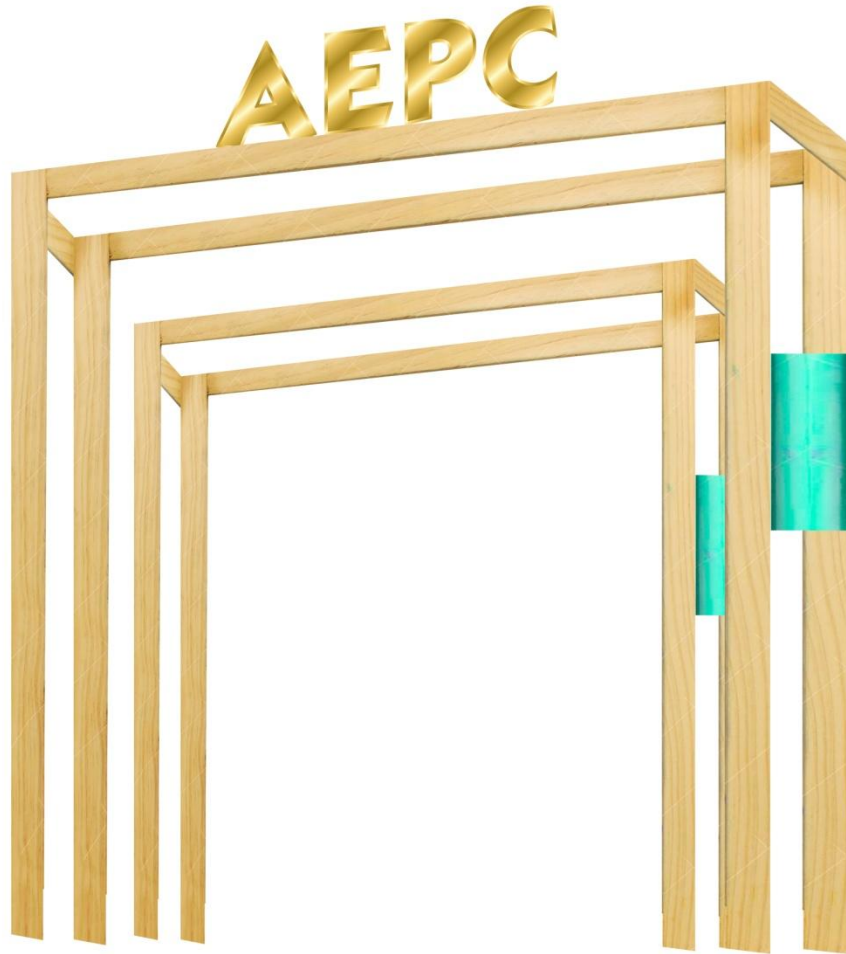
- With 3 d pyramid projections as shown
- To be digitally printed with text and pictures

# Suggested distribution of wall panels and frames

- The panels for information and frames for garments can be distributed along the walls at intervals
- While four frames may be used for garment display, the remaining garments can be displayed on dummies and hangers



# Entrance and Branding



- Wooden frame as entrance gate with suitable height – set of three frames with no base to stand on
- Reference picture for lettering in gold metal to be mounted on top of wooden frame- wordings to be given later



# Other requirements details



- Black dummies/ mannequins- approx 18-20 units- details to be given later
- Wooden/ Bamboo hangers – to be hung on the wooden stands as shown- approx 30
- Reading stands- approx 16
- Brochure stands



# Set up details

- The garments will be fabricated before hand and carried to the venue alongwith other material for display.
- The construction and set up of the structure of Inspiration cum Buyers lounge will begin on 27/06/2017 with stall construction at the venue.
- It will be uninstalled on 02/07/17 at the end of the exhibition before 12 am midnight.
- It may be transported to AEPC HO in Gurgaon for extended display- a separate quote needs to be submitted for this





Thank you