



Apparel Export Promotion Council

NOTICE

INVITING TENDERS FOR

“STALL CONSTRUCTION DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT”

Last date & time for submission of Tenders:

8th June, 2017 Upto 5:00 PM

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: - 1st June, 2017

IMPORTANT DATES

1.	Issue of Tender Notice & Document	01/06/2017
2.	Last date & time for submission of tender	8/06/2017 up to 2:00 P.M.
3.	Date & time of opening of Technical Bids	9/06/2017 at 2:30 P.M.
4.	Date & time of opening of Financial Bids	12/06/2017 at 2:30 P.M.

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1. EVENT BACKGROUND

AEPC invites Tenders from established agencies/firms (single entity) for ““STALL CONSTRUCTION DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT”.

The offer of tender for “STALL CONSTRUCTION DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT” will be valid upto 31st August, 2017.

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 / IGFA websites. All such amendments shall be binding on all the bidders. AEPC also reserves the right to amend the dates mentioned in the tender.

2. SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

- a) The agency's main task shall be Stall Construction & related work during 59th India International Garment Fair
- b) To provide passage carpet in the halls.
- c) To construct entry gates at hall No. 5 & 6
- d) To provide furniture at different locations during the fair
- e) To Put up & dismantling of signage/backdrop – Flex, Eco solvent, Sun board etc.
- f) To provide extra panels for masking, ironing facility, PA system etc.
- g) To meet relevant AEPC officials to discuss their needs & to integrate in the fair.
- h) To carry out/implement any other tasks as directed by AEPC.
- i) To setup control room in camp office wherever situated with Technicians/Supervisors during the entire tenancy period for monitoring.
- j) Agency will use all good quality and latest equipments.
- k) AEPC has right to divide the work of stall construction, carpeting and any other work between 2/3 agencies (Hall wise) without assigning any reason.
- l) The agency would put big foot mats at all the entrance of each halls.
- m) The agency would use only White CFL for lighting purpose in all areas including stall lights. However, the agency should also have sufficient number of Yellow CFL in their stock, which can be provided to the participants, on demand.
- n) The agency should finalise the strategy with the office in respect of stall construction and printing of all brandings, name fascia, carpet quality, etc

Availability of space at Helipad Exhibition Centre, Gandhinagar, Gujarat to the agency:

1. **Open space is not available for storage purpose at the venue.**
2. The halls No. 5 & 6 would be available for construction of stalls from 27.06.2017 (10.00 a. m.) for Textiles India 2017.
3. The construction of build up stalls should be completed by 29th June, 2017 (10.00 a.m.), so that the same could be handed over to the participants for decoration & putting up garments in their stalls.

PROCEDURE FOR SUBMISSION OF BIDS

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

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

1. Documentary evidence in support of Eligibility Criteria , namely:
 - i. Copy of the Balance sheet and profit and loss account showing average annual financial turnover of at least Rs. 100 lakhs during the last 3 years, ending 31st March, 2016.
 - ii. Copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of STALL

CONSTRUCTION in the Fair/Exhibitions

2. Demand Draft for Rs. 50,000/- 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.
3. Photocopies License /Registration Certificate of the firm.
4. Signature of the bidder or his/her authorized signatory on each page.
5. Copy of PAN Card
6. Copy of Service Tax Registration (ST - 2 forms)
7. Annexure - 2 ‘Acceptance Letter of the Tenders’
8. Annexure - 3 ‘Undertaking’
9. Annexure - 4 ‘Agency’s Name and Address’
10. Annexure - 5 - Technical specifications compliance sheet as per the formats given.

Cover (B) – Super scribed 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 “**STALL CONSTRUCTION DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT**”. 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.

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GENERAL CONDITIONS /INSTRUCTIONS FOR SUBMISSION OF BIDS

1. Sealed Tenders are invited directly from established agencies/firms (single entity) for STALL CONSTRUCTION during 59th editions of India International Garment Fair, scheduled to be held on 30 June - 2 July, 2017.
2. Tender Document can be downloaded from the website of AEPC www.aepcindia.com and IGFA www.indiaapparelfair.com
3. **AEPC should not pay any state levies and transportation.**
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 “**STALL CONSTRUCTION DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT**”.
6. The last date of receipt of bid in a sealed envelope on or before **8th June, 2017** upto **2.00 pm** addressed to **The Director (Fairs & Exhibitions), 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. 50,000/- (Rupees Fifty 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 **9th June, 2017**.
9. Only shortlisted bidders whose bids are technically appropriate shall be eligible for

opening of financial bids which will be opened on 12th **June, 2017**. 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 where bid has been determined to be techno commercially acceptable 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. 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 like octonorm, carpet and flex.,
 - b) Stage - 2 - 30% on the 1st day after completion of stall construction and getting written confirmation from the respective Hall in charges deputed there.
 - c) Stage - 3 - Balance 30 % after conclusion of the fair and submission of final bill along with supporting documents.



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Annexure - 1

TERMS & CONDITIONS/ELIGIBILITY CRITERIA

(a) Eligibility criteria:

1. The average annual financial turnover during the last 3 years, ending 31st March, 2016, should be at least Rs. 100 lakhs. Balance sheet and profit and loss account to be enclosed along with application.
2. The agency should have experience of having successfully completed similar work of construction of Stall at Helipad Exhibition Centre, Gandhinagar, Gujarat during important exhibitions/fairs.

(b) Terms and conditions:

3. The details of inputs / information required to be submitted by the agency should as per the information mentioned in tender document.
4. The successful agency should submit the Copy of Registration with PF/ESI before award of Contract.
5. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
6. The selected agency should not sublet the work in part or full to another agency.
7. There will be no escalation in the price during entire contract period.
8. **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.
9. The losses to the AEPC which are directly attributable to the agency shall be deducted from the bills / adjusted from the performance guarantee.
10. The EMD/ performance guarantee of the successful bidder will be released after the conclusion of fair once the final payment has been settled.
- 11. 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 SG, AEPC will be imposed and deducted from the final bill.
12. 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.
- 13.** In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, Chairman, AEPC/IGFA would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.

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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)

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

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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



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Annexure - 4

Name and Address of the Agency

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



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Annexure - 5

Technical Specification Compliance Sheet

EARNEST Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 50,000/- (Rupees Fifty Thousands only) drawn on (name of the Bank) _____ in favor of “Apparel Export Promotion Council” payable at Gurgaon (To be enclosed with Technical Bid)
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Company/ Firm	
<p>1. Name of the Company/ Firm and Complete registered address</p> <p>(a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)</p> <p>(b) Has your company/ firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>(c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</p>	
<p>3. Name & Designation of Contact Person</p> <p>-Mobile No (s) of the Contact Person</p> <p>-Fax No(S)</p> <p>-e-mail address</p>	
<p>3. Year of commencement of Business</p>	
<p>4. Statutory Details (photocopy to be attached)</p> <p>- Registration No. of the Firm</p> <p>- PAN no.</p> <p>- Service tax Registration No.</p> <p>- Registration no. of ESI & PF (photocopy of registration to be attached).</p>	
<p>5. NSIC Registration No., if applicable (Photocopy of registration certificate to be attached)</p>	
<p>6. Income Tax Returns for the last three Financial Years</p>	
<p>7. Profile of dedicated team with their qualification and number</p>	

8. List of present and past clients (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 Letter.

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

9. Volume of business done during the last three financial years (please submit documentary evidence) (Rs. in Lacs)

	2013-14	2014-15	2015-16
Details of annual financial turnover (gross)			

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FORMAT FOR SUBMISSION OF FINANCIAL BID

S.NO.	DESCRIPTION OF WORK	QTY	Unit	Rate (Rs.)	Amount (In Rs.)
1	<p>Construction of stalls - Front Maxima and octonorm panel on back (8 ft.) with the following accessories in a stall of 9 sq. mtr.</p> <p>Shell scheme with Front Maxima and octonorm panel (8 Fts.) on back with white ply</p> <p>One cross section of 1.36 M to support the stall</p> <p>One information counter (Table)</p> <p>Two chairs (FRP Bucket chair),</p> <p>Four long arms spot lights</p> <p>Needle punched new wall to wall carpet,</p> <p>One plug 5/15 amps</p> <p>One waste paper basket</p> <p>Design of the stall is attached. The name fascia should be as per the design attached at <u>Annexure 7</u></p> <p><i>Double sided printed logo Textiles India/AEPC flag (Flags - sun pack material with vinyl print on both sides size 12inch x 24 inch for councils logo) in each stall end</i></p>	8000*	Sqm	per sqm	

	<p>The numbers of tables, chairs, spot lights, waste paper basket shall be increased on pro rata basis for bigger size of stalls</p> <p>* The ratio of Bare / Built-up Stall will be 40:60 in the fair.</p> <p><i>(This is only an indicative figure. AEPC reserve the right to change it at any time)</i></p>				
2	Passage carpet (new)	5000	Sqm		
3	Entry Gates - at entrance of hall No. 5 & 6	2	Nos.		
4	Other Items				
A	<p>Arrangement in Round Table (Round table for five, Podium, two table mikes, one on podium, two cordless, sound system & 30 chairs) - 100 sqm.</p> <p>(Sound system, Two hand mikes, three Metal Halide Lights, 12 Q Manager, Podium with mike)</p> <p>Other furniture, if required, as per actual at item wise rate.</p>		Lumpsum		
B	Almirah's with lock in IGFA Secretariat	1	Nos		
C	Refrigerator (320 lts) in IGFA Secretriate	1	No.		
5	Putting up & dismantling of signage/backdrop - flex with frame (bunting inside the halls from ceiling, hall layout & participant list) etc.	Approx. 7500 sq ft.	per sq ft rate		
A	Putting-up and dismantling of signage - Eco solvent		per sq ft rate		
B	Putting up & dismantling of signage/backdrop - vinyl		per sq ft rate		
6	Extra panel	Apprx. 50 nos.	Rate per panel		
7	PA System in both halls		Lump sum		
8	Ironing facility (Iron table & Irons)	2 nos.	lump sum		

9	Buyers/VIP Lounge (100 sqm.) Three Seater Sofa - 5 nos. Two seater Sofas - 8 nos. Single Seater sofa - 4 Glass Top Centre Table - 12 Glass Top Side Table - 10 Chairs - 5 Octonorm Table - 4 Half Glass Panel - 15	1 Nos.	100 sqm.		
10	Stall Layouts, as per our requirement				
11	Furniture - Hanger rail (H -0.50m, L - 0.960m) - Wooden shelves (H - 0.025m, L - 1.0m, W -0.305m) - Revolving Chairs - Cushion chairs - Octonorm tables - Glass top table - Sofa (Single seat) - Sofa (Double seat) - Sofa (Three seater) - Extra Long Arm Extra light with White CFL - Centre table - High/Cocktail Table - Hanger stand - Shelf - Peg Board - Pedestal Fan - Dummies - Half Glass Panel - Metal Halide Light (150 W) - Mesh/Jalli - Lockable Door - Queue Manager - Plug points - Mannequin- Man/Woman/Kid - Hangers of different size - Flower pot		Item wise rate		
12	Minimum Power Load Rates for per KW electric load)				
Note:	The quantity of the shell scheme, carpet or other items may increase/decrease				

Amount in words

(Rupees _____)

Date:

SIGNATURE OF THE TENDERER WITH SEAL

NAME OF THE TENDERER WITH ADDRESS

Note: To be given in separate envelope super scribing "FINANCIAL BID FOR "STALL CONSTRUCTION DURING TEXTILES INDIA 2017 (INCORPORATING 59th INDIA INTERNATIONAL GARMENT FAIR) TO BE HELD FROM 30 JUNE - 2 JULY, 2017 AT HELIPAD EXHIBITION CENTRE, GANDHINAGAR, GUJARAT"



