

Ref Tender No. AEPC/GUR/Sourcing at Magic/1114/01/2016-2017

Dated:24th Nov.'16

Subject: Sealed quotations are invited through tenders for stall construction and for providing common facilities in the India Pavilion at Sourcing at Magic to be held from 20-23rd February, 2017 at Las Vegas, USA.

Dear Sir,

Apparel Export Promotion Council, Sponsored by Ministry of Textiles, Government of India is a nodal agency to promote and develop the exports of readymade garments from India and to project India's image as a reliable destination for sourcing garments.

1. AEPC has been participating in Sourcing at Magic for the last 18 years. This time, AEPC is making **India Pavilion** of approx. 3000 sqft. built up area of 30 booths of 100 sq. ft. in the said fair scheduled for 20-23 February, 2017 at Las Vegas, USA. We request you to kindly send us your quotation for booth construction and for providing common facilities as mentioned in the terms of reference mentioned in **Annexure – I & Annexure - II. Annexure - I** pertains to Technical bid and **Annexure - II** pertains to financial bid.

2. Total area booked for construction of India pavilion is approx. 3000 sq. ft against which 30 booths of 10x10 sqft each or multiples thereof for the Indian participants would be constructed. **The number of booths can be increased / decreased based on the number of booths sold in India Pavilion in Sourcing at Magic, February, 2017 at the time of closing the show. The standard margin of space will have to be left in the booths for electrical/fire passage as per the rules of the Magic Fair Authority.**

3. If you are registered as an official exhibition contractor with Magic Fair Authority for Sourcing at Magic, Las Vegas, USA for February, 2017 or will be able to hire any official exhibition stall contractor of Magic Fair authority, please arrange to send your quote for construction of 30 booths (apprx. 3000 sq.ft. built up area) through hard copy via courier or submit in person in a sealed envelope marked **"TENDER FOR SOURCING AT MAGIC – 20-23rd February, 2017 "** at the below mentioned address:

**Mr. K S Bisht, Joint Director
Apparel Export Promotion Council
Apparel House, Sector 44,
Institutional area, Gurgaon- 122003
Haryana, India.
Phone : 91 – 124- 2708000**

The sealed envelope should be received in AEPC office by courier or in person latest by **4 :00 PM on 14th December, 2016 (Wednesday)**

4. The project shall be given on turnkey basis and **quotation should be given in US\$ per booth** for stall construction and for providing common facilities as mentioned in **Annexure - II**. The quotation should include all taxes, labour charges, dismantling, **electricity charges**, drayage, hanging charges for banners from ceiling or any kind of other charges what so ever.

Grant of Contract:-

5. The L- 1 bidder will be granted the contract in the US\$ currency, however at the time of releasing the payment if the L - 1 bidder is based in India, then the payment would be released in INR and the conversion from US\$ to INR would be taken at the Reserve Bank of India's rate applicable on the date of release of payment. The INR payment will be made after deducting TDS, Service tax or any other taxes as applicable on the date of release of payment. However, payment to the vendor located outside of India will be made in US\$ or any other foreign currency after fulfilling the formalities as per Reserve Bank of India Taxation norms.

6. The last date for submission of sealed quotation is **4:00 PM on 14th December, 2016 (Wednesday)** as mentioned above in S.no. 3.

7. The bidder / vendor would settle all payment directly to the vendors who will be constructing India Pavilion (in case an Indian bidders hires a stall contractor in Las Vegas, USA or from outside of India) and AEPC will not have any liability of any kind, financial or otherwise to the Magic Fair Authority or the stall contractor which Indian company would hire on behalf of AEPC for construction of India Pavilion. The stall contractor will provide NOC from Magic Fair Authority / GES and the overseas contractor for release of final payment. Also if the L1 bidder is a foreign party, they will also provide NOC from Magic Fair Authority / GES before release of final payments. Final Payment will be received within 3 weeks after receiving the final invoices.

Eligibility:-

8. The bidder should have at least done 2 reputed International shows for construction of at least 30 booths (3000 sqft.) in each show proof of which must be submitted along with the tender in Annexure -I. (Letter copies from the clients should be attached with annexure – I of the Technical bid clearly mentioning the area constructed / No. of stalls constructed and letter copy for satisfactory completion of the job.)

9. The turnover of the company for the last 3 years duly certified by a Chartered Accountant should be submitted along with **Annexure - I**. A copy of PAN card and Registration Certificate (Service Tax / VAT etc.) should be enclosed.

10. An Earnest money deposit of Rs. 1,00,000/- (in case of foreign companies US\$ 1470) must be submitted along with tender document with **Annexure - I** in the form of Bank Draft / RTGS / Bank Pay order / Bank Guarantee in favour of Apparel Export Promotion Council, Gurgaon. The SWIFT details of AEPC are as follows:

Beneficiary : Apparel Export Promotion Council

Bank Name: Indian Overseas Bank

Account No. : 180401000020000

Address : Apparel House, Sector – 44, Institutional area, Gurgaon – 122003 (Haryana), India

Branch code : 1804

SWIFT : IOBAINBBE36

Annexure - I as Technical bid – To be submitted in a sealed separate envelope.

Annexure – II as Financial bid - To be submitted in a sealed separate envelope.

11. Payment Terms

After issuing the work order, no advance payment is released in normal course, however maximum 30% advance of the total contract value can be given to the successful bidder if demanded, against submission of equivalent amount of Bank guarantee / FDR in favour of Apparel Export Promotion Council having valid upto 31.03.2017.

Balance payment will be released after 3 weeks of issuing the invoice, after the satisfactory performance of the vendor. A no dues certificate from Magic Fair Authority, GES and the sub stall contractor is required to be submitted by the vendor before the release of final payment from AEPC.

12. Performance Guarantee

A Performance Guarantee of Rs. 2,00,000/- OR US\$ 2950 should be deposited by successful bidder through Bank Draft / FDR/ Bank Swift transfers drawn in favour of Apparel Export Promotion Council against award of contract letter from AEPC. The validity of the Performance Guarantee should be upto 31.03.2017

The performance guarantee will be refunded after successful execution of the event.

13. Arbitration

If any dispute of difference of any kind whatsoever arises between AEPC and the selected agencies, it will be referred to Chairman (Export Promotion) AEPC for arbitration and their decision shall be final and binding on both the parties.

14. Legal Jurisdiction

Any legal dispute will be subject to jurisdiction of Delhi Courts and no other Court shall have the jurisdiction.

15. Liquidated Damages and completion of work

Work must be completed by 6:00 PM on 19th February, 2017 in all respects. If the vendor is unable to complete the work during the stall construction days of 18th & 19th February, 2017 in all respects and upto 6:00 PM on 19th February, 2017 and leaves the job without completing it, thereby compelling AEPC to get the job done from other vendor, in that case, the vendor will be liable for the following:

- i) The EMD of Rs. 1,00,000/- (US\$ 1470) will be forfeited along with the performance guarantee of Rs. 2,00,000/- (US\$ 2950)
- ii) The equivalent additional amount, which will be paid by AEPC to the new vendor for doing the remaining job, will be charged by AEPC from the vendor (original vendor) OR 10% penalty of the total contract value whichever is more, will be deducted / charged from the original vendor's balance payment.

16. Evaluation of bids

1. AEPC shall evaluate the bids on the basis of technical bid (**Annexure - I**) first. The vendors who qualify the technical bid will be eligible for participating in the financial bid. The L – 1 quote in financial bid of the eligible vendor will be awarded the contract.
 2. The technical bid would be opened on at Apparel House, Gurgaon in the tender committee of AEPC and qualified bidders would be invited during the opening of Financial bids separately.
 3. AEPC reserve the right to accept / reject any of the tenders without assigning any reasons or may ask for presentation from the bidders before finalization.
17. A representative from the selected vendor for stall construction must be present at the venue (Las Vegas Convention Centre, Las Vegas, USA) with resources to help fixing of rails, fascia, electrical work, electrical charging and other adjustments in the stalls during the fair days including set up days i.e. 19th February to 23rd February, 2017 .
18. AEPC reserves the right to increase or decrease services in the Tender document.

Yours faithfully,

(R K Sharma)
Sr. Director
Apparel Export Promotion Council
Sector – 44, Institutional Area,
Gurgaon – 122 003, Haryana, India
Phone : 91-124-2708026
Email : rksharma@aepecindia.com

**ANNEXURE – I
(TECHNICAL BID)**

(To be submitted on the Letter Head of the Company)

1. **Name of the Company** :
2. **Address, Contact details** :
3. **Contact person & Designation** :
4. **Turnover of the Company for the financial year**
FY 2014 – 15 :
FY 2013 – 14 :
FY 2012 – 13 :
(Attached certificate duly certified by Chartered Accountant)
5. **Attached copy of PAN card of the Company** :
6. **Attached copy of Registration (Service Tax / VAT etc.)** :
7. **Work Experience** :
(Attach proof of previous similar work done in reputed international events of minimum 35 stalls (3500 sqft.) along with copies of the work orders issued by client for satisfactory completion of jobs.
8. **EMD Details** :
(Attach details of EMD –DD/PO/RTGS)

I declare that all the above details mentioned are correct and true to my knowledge and any of the above details found false or incorrect in future will make me ineligible for getting the contract and I shall be liable for any legal action taken by AEPC in this regards.

Signature

Name of Partner / Proprietor / Director:

Designation :

Seal of the Company:

Date :

Place:

ANNXURE-II

(FINANCIAL BID – TO BE SUBMITTED ON THE LETTER HEAD OF THE COMPANY)

DESCRIPTION OF WORK TO BE CARRIED IN INDIA PAVILION AT SOURCING AT MAGIC
(20-23 February, 2017)

(TERMS OF REFERENCE)

TOTAL NO. OF BOOTHS TO BE CONSTRUCTED OF 100 SQ. FT (10'X10') EACH = 30 NOS. (INCLUDING ONE BOOTH FOR AEPC) FOR FAIR IN 20-23 February, 2017

(THIS WILL INCLUDE GARMENT BOOTHS, ACCESSORIES BOOTHS AND BOOTH FOR AEPC)

A. ITEMS REQUIRED IN 10 x 10 SQFT BOOTH

1. 10 x 10 Sq. ft. pre laminated, white / creamish colour partition with octonorm system and 8 feet height
2. Needle Punch Carpet Flooring
3. Fixing of 1 no. of fascia (size 1 ft(W) x 10 ft(L)) with 1 set of vinyl cut out company name and booth no. The design of name fascia shall be given by AEPC
4. Providing of 150 Nos. of good quality movable plastic **black** hangers either all Top/Bottom Garment hangers or 125 nos. normal Top Garment hangers and 25 Nos. of movable Clip hangers as per the requirement of the exhibitors (as per photograph)
5. Providing 18 Meter garment fixed hanger rail system built in two rows of 9 meters length each at two different heights for garment booths or 18 wooden shelves for accessories stall. The vertical heights of the rail rods should be adjustable so that garments with different heights can be hanged properly (photo attached). Accessories and Garments booth exhibitors can have mix of rails & wooden shelves. However, in corner booth we require 2metre movable hanger rail if the exhibitor wants 12 meter long hanger rail in place of standard 18 Meter long hanger rail.
6. Providing 1 No. square system table (~0.7mW x ~0.7mL x ~0.75mH), table with round shape can also be provided
7. Providing 3 No. of chairs (as per photograph)
8. Providing 1 no. waste paper basket
9. Providing 8 Nos. of white LED spot lights, (20W each)
10. Providing 1 no. of 500 W max. Power socket

The booth would be made as per Magic Fair Authority norms by leaving a space of 9 inches approx. in the back partition. The contractor will check with Magic Fair Authority for norms to be followed for 20-23 February, 2017 fair in this regard.

(For One or Two Booths, 9 Peg Boards with Hooks may be required in place of Item No. 5)

(For Booth sizes of 200 sq. ft. the items in the booth will multiply and there will not be any partition between 100 sq.ft. size booths)

B. ITEMS REQUIRED FOR 10X10 SQFT – (1 AEPC BOOTH) for fair in 20-23 February, 2017

1. 10 x 10 Sq. ft. pre laminated, white / creamish colour partition with octonorm system and 8 feet height
2. Needle Punch Carpet Flooring
3. Fixing of 2 nos. of transit name fascia (size 1400 MM(L) x 400MM (W)) with company name and booth no, along with a wooden element at the side corners(size 300mm(W) at the top& 200mm(W) at bottom and two elements at the middle corner(as per photograph attached)The design of name fascia shall be given by AEPC
4. Providing 5 seats (3+2) small sofa set with centre table.
5. Providing 1 No. of modular system built-in lockable cabinet (~1mWx~0.5mD x 0.75mH) for reception with elevated bar chair.
6. Providing 2 no. of big size waste paper basket
7. Providing 8 Nos. of white LED spot lights, (20W each)
8. Providing 1 no. of 500 W max. Power socket
9. Providing one English speaking hostess in the AEPC Booth.

C. OTHER FACILITIES

1. To make a partition in the AEPC booth to accommodate Tea/Coffee maker & water bottles.
2. Providing 1 no. of “hot and cold” water dispenser starting from stall construction day from 19th February till 23rd February, 2017 alongwith sufficient refill water jars app. 30 bottles of 20 ltrs each to be used from stall construction day of 19th February till the conclusion of the fair. Paper water glasses total 1000 pcs to be provided for drinking water.
3. Providing 40 nos. of 500 ml. mineral water bottles to each stall for total 4 fair days and extra 400 water bottles (500 ml each) in AEPC booth for making tea and for drinking water purpose to be given on 19th February, 2017 evening.
4. Providing 1 no. of coffee/tea maker along with big size boiling water kettle with ingredients like tea bags, coffee powder, milk, sugar, stirrer& water etc., with 500 cups x 4 days (2000 cups) for the exhibitors and guests in AEPC booth during fair days. A round table is to be provided to keep the tea making ingredients.
5. Providing 2 nos. of rectangular double sided Archs (1 ft (H) X 10 ft (w)) between marking “**India Pavilion**” including cost of mounting/dismantling. The design shall be given by AEPC.
6. Providing 3 technicians (including electrician) on set-up days on 18th & 19th February, 2017 and two technicians (one technician + one electrician) from 20th to 23rd February, 2017.
7. A responsible representative from the selected vendor for stall construction must be present at the venue (India pavilion, Las Vegas Convention Center, Las Vegas, USA) with resources to help fixing the nails, fascia, adjustment, electrical works etc., install during the fair dates including set up day (20-23 February, 2017).
8. Providing WI-FI in the India Pavilion to all the Indian Exhibitors.

OTHERS TERMS AND CONDITIONS WILL BE APPLICABLE AS MENTIONED IN THE COVERING LETTER NO.

AEPC/GUR/Sourcing at Magic/1114/01/2016 –17 Dated: 24.11.2016 FROM S.NO. 1 TO 18. Please send your quote on the letter head of the company in average US\$ per booth Including stall construction, AEPC booth and for providing common facilities as mentioned above in Annexure – II.

a) Average price per booth for February, 2017 fair = USD _____

Signature (Name of Partner / Proprietor / Director) alongwith Seal of the Company. Date/Place

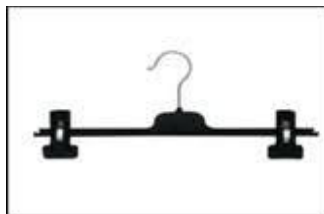
BOOTH



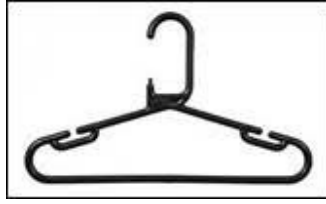
Chair



BOTTOM HANGER



TOP HANGER



AEPC Booth

