

Indiatourism Frankfurt  
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## NOTICE INVITING QUOTATIONS

File No. ITF/TTF/Std/2017-18

Dated: 24.08.2017

Construction of India Pavilion for OTDYKH Moscow Russia, Inwetex– CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia.

India Tourism Frankfurt, an office of the Ministry of Tourism, Government of India invites quotations from professional agency for construction of India Pavilion at the OTDYKH Moscow Russia, Inwetex– CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia.

The participating agencies must have previous experience of conceptualizing, designing and construction of Pavilions at international fairs/marts and exhibitions including pavilions for other countries.

The primary objective of Indiatourism, Frankfurt of participating in the OTDYKH Moscow Russia, Inwetex– CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia is to depict India as a preferred destination for travel and tourism, and to provide a platform for the State Governments and other stakeholders of trade to showcase their tourism products.

A detailed tender document giving guidelines for submission of tenders/bids has been posted on the official website of the Ministry of Tourism [www.tourism.gov.in](http://www.tourism.gov.in) the same may be downloaded by interested agencies for submission of their bids.

Last date for submission of tender is 1600 hrs. on 12.09.2017. In the event of any corrigendum, the same will be issued on the above mentioned websites.

-Assistant Director  
Indiatourism Frankfurt

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TENDER DOCUMENT

File No. File No. ITF/TTF/Std/2017-18

Dated: 24.08.2017

Open Tender for Construction of India Pavilion at OTDYKH Moscow Russia, Inwetex– CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia.

## 1. BRIEF DESCRIPTION OF THE PROJECT

The Indiatourism, Frankfurt regularly participates in International Travel Fairs and Exhibitions, including the Inwetex –CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia.

1.1 For setting up an India Pavilion at these fairs, as listed below, Indiatourism, Frankfurt requires the services of a professional agency for conceptualization, designing and construction of the India Pavilion and providing other related ancillary services during the events

1.2 The Indian Pavilion at these International Fairs should present India as a multi-faceted destination that combines an ancient culture and heritage with a modern, innovative, digital and vibrant present. The pavilion should have mesmerizing and inviting look. It should be open with minimum barriers. The essence of a visit to the India pavilion should be experience based with use of modern technology and alluring to five senses. The aim of the India Pavilion is to give the visitor the experience of visiting India as a tourist, focusing on its varied tourist attractions.

1.3 The India Pavilion invites co-exhibitors from trade fraternity like Tour Operators, Travel Agents, Hoteliers, Airlines and State Governments, who are provided space within the Pavilion to showcase their tourism products and packages. The Pavilion will provide each of the co-exhibitors with self contained booths of 4 sq. mtr each approx. Larger spaces will be provided in multiples of 4 (i.e. 8 sq. mtr. 12 sq.mtr. and so on). The estimated number of booths required for co-exhibitors at the above travel fairs will be as detailed under Specifications and Requirements.

## 2. DETAILS OF THE PAVILIONS

| Name of the Fair | Location of the Fair   | Month of the Fair    | Area (in Sq.m) |
|------------------|------------------------|----------------------|----------------|
| OTDYKH           | Moscow, Russia         | 19-21 September 2017 | 80             |
| Inwetex          | St. Petersburg, Russia | 12-14 October 2017   | 40             |
| TT Warsaw        | Warsaw, Poland         | 23-25 November 2017  | 43.5           |
| CMT Stuttgart    | Stuttgart, Germany     | 13-21 January, 2017  | 52             |
| IMTM Tel Aviv    | Tel Aviv, Israel       | 6-7 February 2018    | 50             |
| FREE Munich      | Munich, Germany        | 21-25 February 2018  | 50             |
| MITT Moscow      | Moscow, Russia         | 13-15 March 2017     | 100            |

2.1 The Areas indicated above are correct as of now and may be subject to change, either by way of an increase or a decrease at the Indiatourism, Frankfurt's discretion.

### 3. SCOPE OF WORK

Conceptualization, designing and construction of India Pavilion and providing other related ancillary services, as detailed in the Specifications and Requirements in para 5 of this tender document, at the OTDYKH Moscow Russia, Inwetex– CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia to be organized in 2017-18.

(1) 3.1 The scope of work will cover providing water supply fittings in the cafeteria and electrical fittings in the pavilion/ and in all booths of co-exhibitors as per requirements and strictly as per the norms of the fair organizers. Cleanliness of highest standard has to be maintained all throughout the fairs and will be the responsibility of the agency.

3.2 The scope of work will include construction of the pavilion at site well in time, maintenance during the event and dismantling of the pavilion after the event.

3.3 All the other ancillary works relating to India Pavilion like printings, providing ethnic uniforms for staff working in the India Pavilion, providing backdrop for Press Conference organised during the event.

3.4 The design must be made adaptable to the booth space of India Pavilion for all fairs as specified above.

3.5 The agency will be fully responsible for receiving and storage of publicity material prior the events that are covered in this tender and making them available at the counter. These publicity materials like brochures, leaflets etc shall be arranged to be sent by the Indiatourism, Frankfurt.

3.6 The India Pavilion must have a fresh look at each of the listed events and must not appear jaded or worn-out due to normal wear and tear or damage to the material used / re-used all throughout the fair. Provision of quality storage has to be kept at all the counters of the stand.

3.7 The Agency should source and display high resolution creatives depicting the MICE facilities / modern infrastructure of India in the stand.

3.8 Pantry with water connection, Sink, Refrigerator, Tea Kettle and Coffee Machine as well as an area for serving drinks and snacks.

### 4. SPECIFICATION AND REQUIREMENTS

4.1 The Incredible India branding should be prominently displayed at a height (either as hanging from ceiling on a truss or at maximum permissible height built up from bottom) from maximum directions.

4.2 The Pavilion should reflect an open and inviting look, with minimum barriers and have a professional, business type lay out conducive for conducting buyer–seller meetings. Material and other items used for construction of India Pavilion should be of International standards. Focus should be on imparting information and also promoting digitally.

4.3 The Pavilion should showcase modern India, along with elements of the country’s heritage, architecture and luxury segments which are the USPs of Indian tourism including effective ‘Incredible India’ branding.

4.4 There should be a dedicated activity area for cultural performances, yoga, sari tying and mehendi demonstrations etc. Provision be kept for holding presentations for a small gathering of 8 to 12.

4.5 Modern technology including large video screens / walls should be incorporated in the Pavilion. The video wall / screen should have provisions for static displays of images for photo opportunities as well as running loops of promotional films.

4.6 There should be easy accessibility to and within the Pavilion and visible with double sided signages for all participants / co-exhibitors in the Pavilion.

**4.7 The pavilion should have :**

- Visible and prominently located reception area(s) with Information Counter(s).
- Individual booths for co-exhibitors with 3 side enclosed/open area, meeting table and 4/6 chairs. Each co-exhibitor booth would be individually branded with their logo graphic and should have individual storage area with coat hanger/s. A common covered storage area. The chairs/tables should occupy minimum space yet comfortable.
- A Pavilion plan display in four corners of the pavilion indicating the placement of booths with booth numbers, for facilitating visitors and business contacts of all the co-exhibitors.
- Individual electrical connections with European sockets. As per the norms.
- Visible fascia for all co-exhibitors.
- Translite / backlit displays to be used in the design of the pavilion.
- Video screen/s wall with dimensions matching area of stands along with necessary playback equipment able to playback movies of different formats through Flash/ USB Drives and DVDs.
- A small presentation area with space for seating around 10-12. The video wall will play promotional films at other times. The continuous playing of HD Incredible!ndia videos and sometimes high quality videos from State Governments/UTs will be the responsibility of the agency.

**5. GUIDELINES FOR SUBMITTING TENDERS:**

**5.1. The tender should be submitted in two covers as follows :**

**Cover-I :** Superscribed “OTDYKH Moscow Russia, Inwetex– CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia - **Technical Bid**”.

To include the following documents/details:

**(i) Details of the Tenderer**

- Profile of the Agency / Company.
- Track record - details of involvement in similar events, with copies of relevant work orders in support of the details furnished. Experience of setting up Pavilions/ Booths/ Stands at International Fairs / Exhibitions / Events as well as at International Tourism related Fairs / Exhibitions Events **during the last three years** may be highlighted.
- All bidders should **submit a self-undertaking that they have never been blacklisted** by any Government of India Ministry/ Department/ Authority/ Organisation/ Agency.
- Details of **any awards** won for stand design in the past three years.

**(ii)** The Concept/ Design of the India Pavilion with detailed layout, decoration plan, etc. **In hard copy as well as on CD.**

**Cover – 2 :** Superscribing “OTDYKH Moscow Russia, Inwetex– CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia **Financial Bid**”

To include the following documents / details:

**(i)** A Financial Bid, **duly dated** and clearly indicating the cost against each of the following components.

- (a) Construction, maintenance & dismantling of the pavilions.
- (b) Decoration and Display within the pavilion.
- (c) Transportation of material if to the site and back.
- (d) Expenditure on other activities as listed in the scope of work above.
- (e) Taxes
- (f) Others
- (g) Total

(cost details to be indicated separately for each fair).

All bidders should indicate separate cost as above as well as the **total cost inclusive of all taxes**. The financial bids will be evaluated on the basis of **total cost inclusive of taxes**.

**(ii)** The financial bid should be in Euros.

**(iv)** The financial bid should contain an undertaking by the agency that the agency accepts and agrees to abide by the terms and conditions as mentioned in this tender document number File No. IITF/ITF/Std/2017-18 dated 24.08.2017

**(v) Format for submission of Financial Bids is given in Annexure I.**

5.2 The two sealed envelopes for financial and technical should be put up in a separate envelope superscribed “**Technical and Financial Bid for “OTDYKH Moscow Russia, Inwetex– CIS Travel Market St. Petersburg Russia, TT Warsaw Poland, CMT Stuttgart Germany, IMTM Tel Aviv Israel, FREE Munich Germany and MITT Moscow Russia”** with the details of the company eg. Full Name, Postal Address, Fax, E-mail, Telephone number of the Tenderer on the bottom left corner of the cover and sent by courier/post to reach the **Indiatourism Frankfurt, Baseler Strasse 48, Frankfurt am Main, 60329 Germany on or before 16:00 hrs. of 12.09.2017**

5.3 All the documents submitted by the agencies should be duly signed and stumped on the important pages by the authorised signatory of the company. The document should be spiral bound, duly page numbered, and properly indexed. The agencies who do not submit their bids in the proper format, with required documents and in the required format would **be liable for rejection.**

5.4 The agencies submitting their bids should also mention that they agree to the terms and conditions mentioned in the tender document.

## 6. **OPENING OF BIDS AND SELECTION PROCEDURE:**

1. Technical bids will be opened by a Constituted Committee which will evaluate the Technical Bids of the agencies which are found eligible after initial scrutiny of the bids.

### 2. **The technical bids will be judged following the criteria as detailed below :**

| S.No. | Component   | Marks               |
|-------|---|---------------------|
| (i)   | Experience of setting up Pavilions/ Booths/ Stands at International Fairs / Exhibitions / Events during last three years                        | 10 marks            |
| (ii)  | Experience of setting up Pavilions/ Booths/ Stands at International <b>Tourism related</b> Fairs / Exhibitions / Events during last three years | 10 marks            |
| (iii) | Awards received for Pavilions / Booths / Stands at events in (i) and (ii) above.  | 5 marks             |
| (iv)  | Concept & Design of Pavilion  | 30 marks            |
| (v)   | Effective Utilisation of Space  | 5 marks             |
| (vi)  | Effective Branding in the Pavilion  | 5 marks             |
| (vii) | Innovative ideas and other attractions in the Pavilion  | 5 Marks             |
|       | <b>Total</b>  | <b>70<br/>Marks</b> |

3. Whereas, Technical Evaluation will carry a weightage of 70 marks, financial bids will carry weightage of 30 marks. The agencies scoring 70 per cent marks (49 marks) or above in Technical Evaluation shall be eligible for opening of their financial bids.

4. The financial bids of **only** those agencies that score 70 per cent marks (49 marks) or above in Technical Evaluation will be opened in the presence of their representatives. The date and time of opening of the financial bids will be conveyed to the selected agencies. Financial evaluation will carry a weightage of **30 Marks**.

5. The agency which scores the highest aggregate marks on the basis of technical and financial evaluation (after adding the scores from the technical and financial evaluation) will be awarded the contract for construction of the India Pavilion at the event.

**F. Terms of Payment:** No advance payments will be made. Payment will be made to the successful bidder as per the following schedule:

- (i) Payment of 30% of the total contractual amount will be made by cheque / bank draft/ electronic transfer as advance 14 days before the fair.
- (ii) Payment of 70% of the total contractual amount will be made through cheque/bank draft/electronic transfer on completion of the Travel Mart, dismantling the pavilion and clearing of the site.

**G. ADDITIONAL INFORMATION**

- (i) India Tourism Frankfurt reserves the right to reject or accept any offer without assigning any reasons whatsoever.
- (ii) Incomplete and conditional bids will be rejected outright.
- (iii) **Any Displays / Translites produced for the India Pavilion at the event will be the property of the Ministry of Tourism, Govt. of India, on completion of the event.**
- (v) **Validity of Tender:** Tender shall remain valid for acceptance for a period of one year from the date of opening of Tender/or till the end of the event for which the tenders were called for, whichever is earlier
- (vi) **Insurance:** Insurance, including transit insurance will be arranged by the service provider.
- (vii) **Liquidated Damages:** In the event of service provider's failure to complete the work within the specified time, and as per the requirements of standards of quality constructions, as mentioned in the tender document, India Tourism Frankfurt will recover from the service provider, as Liquidated Damages, a sum of 10 % of the contract price for every day's delay. Besides, if the execution is delayed the ITF (Indiatourism Frankfurt) may take action to debar the agency from participation in further tenders and/or blacklist the agency. Inferior quality of work may lead to deduction of the contracted amount under rights reserved with ITF.



- (viii) **Termination by default:** India Tourism Frankfurt reserves the right to terminate contract of any agency in case of change in the Government procedures or for unsatisfactory services.
- (ix) **Risk – Purchase Clause:** If the service provider, after submission of tender and the acceptance of the same, fails to abide by the Terms and Conditions of the tender document or fails to complete the work within the specified time or at any time repudiates the contract TF can get the incomplete job completed through alternative sources and if price of completing the work is higher, the service provider shall pay the balance amount incurred by the office for completing the work, to ITF.
- (x) **Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. If there is a delay in performance or other failures by the service provider to perform its obligation under its contract due to event of a Force Majeure, the service provider shall not be held responsible for such delays/failures. If a Force Majeure situation arises, the service provider shall promptly notify the ITF in writing of such conditions and the cause thereof providing sufficient and satisfactory evidence immediately on occurrence of such event. Unless otherwise directed by the ITF in writing, the service provider shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- (xi) **Arbitration:**
- (a) In event of any dispute or difference between the ITF and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Tourism on the recommendation of the Secretary, Department of Legal Affairs ('Law Secretary') Government of India. The provision of Arbitration and Conciliation Act, 1996 (No.26 of 1996) shall be applicable to the arbitration. The Venue of such arbitration shall be at New Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the ITF and the Agency. The cost of the arbitration shall be shared equally by both the parties to the agreement i.e. the ITF and the Agency (ies) and the service provider. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.



- (b) Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the ITF and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.
- (xii) **Jurisdiction:** The contract shall be governed by the Laws of India.
- (xiii) For all purposes, the work order accepted by the bidder and issued by India Tourism Frankfurt will be considered as the formal contract.

**Assistant Director  
India Tourism Frankfurt**

**ANNEXURE I**

**FORMAT FOR FINANCIAL BIDS  
(On the letter head of the company)**

**Date:**

We hereby accept the terms and conditions of the tender number File No. File No. ITF/TTF/Std/2017-18 dated: 24.08.2017 and provide our financial bid as follows:

| <b>Particulars</b>  | <b>Cost (Euro)</b> |
|---|--------------------|
| (a) Construction, maintenance & dismantling of the pavilion.              |                    |
| (b) Decoration and Display within the pavilion.                           |                    |
| (c) Transportation of material if to the site and back.                   |                    |
| (d) Expenditure on other activities as listed in the scope of work above. |                    |
| (e) Taxes   |                    |
| (f) Others  |                    |
| (g) Total   |                    |

**Applicable rate of Tax to be clearly stated.**

**(Signature of Authorised Representative)**