



ITPO/FS-I/IGF/IHF/Japan/2016

**INDIA TRADE PROMOTION ORGANISATION**

ITPO is inviting online bids through two bid system from the interested companies/organizations for undertaking **Construction, Decoration and Allied services** for the work of twin shows “Construction, Decoration and Allied Services for 37<sup>th</sup> India Garment Fair and 27<sup>th</sup> India Home Furnishing Fair, Osaka (Japan), July, 20-22, 2016”. **Manual bids shall not be accepted.**

- a. The tender documents are available on our website [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and same can be down loaded. However, the documents required such as two DDs towards Cost of Tender and Earnest money (Demand Draft should be in favour of India Trade Promotion Organisation, payable at New Delhi) should be deposited in Room number 109 before the close of time for submitting the e-tender.
- b. Tender documents may be downloaded from ITPO’s web site [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**INDICATIVE CRITICAL DATE SHEET**

<b>Published Date</b>	<b>11/04/2016</b>
<b>Bid Document Download Start Date</b>	<b>12/04/2016</b>
<b>Bid Submission Start Date</b>	<b>12/04/2016</b>
<b>Bid Submission End Date</b>	<b>10/05/2016 up to 3.00 PM</b>
<b>Bid Opening Date</b>	<b>10/05/2016 at 3.30 PM</b>

- c. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the ‘Instructions to the Contractors/ Tenders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>’. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

d. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

- e. Tenderers who have downloaded the tender from the **ITPO's web site** [www.indiatradefair.com](http://www.indiatradefair.com) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ITPO.
- f. Intending Tenderers are advised to visit again ITPO website [www.indiatradefair.com](http://www.indiatradefair.com) and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

**EMD Payment & Tender cost:**

Earnest Money Deposit is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

**BANK Details for EMD Payment through NEFT/RTGS:**

Name of the Beneficiary	:	India Trade Promotion Organisation
Name of the Bank	:	Central Bank of India
Branch Address	:	Pragati Maidan, New Delhi
Account No.	:	1167404133
Type of Account	:	Saving
RTGs Code	:	CBIN 0284078
MICR CODE	:	110016150
PAN NO.	:	AAATI2955C

The Hard Copy of original instruments in respect of earnest money, must be delivered to the **Mr. S. R. Sahoo**, Company Secretary, India Trade Promotion Organisation, Pragati Bhawan, Pragati Maidan, New Delhi – 110001 (India) on or before bid opening date/time as mentioned in critical date sheet. Tenderers shall likely to be liable for legal action for non-submission of original payment instrument like DD/RTGS etc., against the submitted bid. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

### **Submission of Tender**

The tender shall be submitted online in Two part", viz., technical bid and Financial bid.

All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **Technical Bid**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document (As applicable):

- i) Scanned copy of appropriate value of valid registration certificate, experience certificate, PAN No as per the Tender documents.
- ii) Scanned copy of previous three years Income-tax / VAT tax return / latest VAT Clearance Certificate, TIN No, Certificate / Affidavit of partnership firm.
- iii) Scanned copy of audited Balance sheet of last three years.
- iv) Scanned Copy of Attested / True copy of Partnership deed as per the tender documents.
- v) Scanned copy of documents like Earnest Money Deposit.
- vi) Scanned copy of Tender Acceptance Letter

### **Financial Bid**

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BOQ\_XXXX .xls./ pdf format

### **FINANCIAL BID UNDERTAKING**

From: (Full name and address of the Bidder) \_\_\_\_\_

\_\_\_\_\_

To,

\_\_\_\_\_

Dear Sir/Madam,

1. I submit the Price Bid for "**Construction, decoration and allied services for 37<sup>th</sup> India Garment Fair and 27<sup>th</sup> India Home Furnishing Fair, Osaka (Japan), July, 20-22, 2016**" and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Authorized Signatory  
(Signature of the Authorized Person)

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

## 1. INTRODUCTION

- 1.1 India Trade Promotion Organization (ITPO) is the nodal agency of the Government of India (GOI) for promoting trade. To meet its objectives, ITPO organizes trade events, in India and abroad including specialized trade fairs, India shows, buyer seller meets, market surveys, etc.
- 1.2 ITPO will organize **37th India Garment Fair (IGF)** and **27th India Home Furnishings Fair (IHF)** as twin events at **Mydome Osaka, (Japan)** from **July 20-22, 2016**.
- 1.3 The 2016 editions of twin events IGF/IHF are being organized in Halls 3EF, and 2BCD at two levels - 2<sup>nd</sup> and 3<sup>rd</sup> floor in a gross area of 3836 sq. meters and foyer area at Mydome Osaka. Over **100** Indian exhibitors will showcase their products, trends and innovations to sizeable trade visitors from Japan. The layouts of the two floors are enclosed. **(PI refer list of Annexure enclosed)**

## 2. PRODUCT PROFILE

**India Garment Fair 2016** - Men's wear, Women's wear, Children's wear, Fashion accessories (Shawls, Stoles, Belts, Bags, etc.), Fabrics for Garments.

**India Home Furnishing Fair 2016** – Home Furnishings and Made-ups, Cushion covers, Floor Mat Curtains & Embellishments, Bed Linen/ Bed Covers/ Spreads, Table linen, Kitchen linen, Bathroom linen, Napkins, Durries, Rugs, Interior Fabrics, Handloom clothing, Textile Based Handicrafts and other allied products etc.

- 2.1 The objective of this exercise/bid is to create an international standards/level construction and decoration arrangement and provide other facilities for the benefit of exhibitors and buyers/visitors of apparels, garments and home furnishings etc., who shall be visiting the twin events.
- 2.2 The other objective is to get complete record of the buyers/visitors from all regions of Japan by creating registration desks with computerized registration facilities at all the two floors.

## 3. SCOPE OF WORK

- 3.1 ITPO has booked hall No.3 EF at 3<sup>rd</sup> floor and Hall 2BCD at 2<sup>nd</sup> floor and foyer area (Pre-carpeted) with a total gross area of 3836 square meters and Foyers area at Mydome, Osaka. The halls include permanent structure/room(s)/covered area for Office, VIP room, Store etc. There are over 100 exhibitors in the India Pavilion having different size of the booths i.e. 9, 12, 15, 18, 21, 24, 27 & 36 sq mtr as per lay out plans in **(PI refer list of Annexure enclosed)**.



- 3.2** Meeting the requirement of adequate and appropriate bilingual manpower for various functions/tasks during the events.
- 3.3** To have a complete bilingual data base of the actual buyers visited/registered. Further, it is important that the said bilingual data base, which will be provided in hard and soft copies, shall not be used by the agency for any reasons whatsoever. The said data base as produced shall be the property of ITPO. An undertaking to this effect has to be given by the agency.
- 3.4** To provide exhibition services and facilities to the exhibitors and visitors such as lounges, Wi-Fi/internet connectivity, cyber cafes, inauguration, facilities centres, desired display aids, tea/coffee/mineral water corners, etc. with specified greenery/foilage/horticulture etc. at desired places and locations. Inauguration and ribbon cutting will be in the 2<sup>nd</sup> Floor as marked in the layout plan **(PI refer list of Annexure enclosed)**.
- 3.5** Creating and decorating theme displays at both levels i.e. (i) home furnishings at 2<sup>nd</sup> Floor and (ii) Garments and accessories at 3<sup>rd</sup> Floor **(PI refer list of Annexure enclosed)**.
- 3.5.1 Providing office set up for the fair organizing team, meeting rooms, VIP rooms etc. as per the layout plans. **(PI refer list of Annexure enclosed)**.
- 3.6** The work will include construction of booths and allied facilities/displays of IGF/IHF Pavilions and providing other services as per details enclosed at **Annexure 7 and 8. The premises will be available for Construction on 18<sup>th</sup> July 2016 for Hall 3EF and 2BCD from 9.00 hrs. for commencement of Construction. The Construction Work must be completed by 19th July, 2016 by 10.30 a.m. for handing over the booths to the exhibitors. The selected agency will undertake the C & D activities for the event on turnkey basis and on hire purchase.**
- 3.7** Layout plans of two floors indicating the circulation plan of the Hall is attached. The construction & decoration work has to be in accordance with the lay-out plans indicating booth sizes, circulation plan and designs **(PI refer list of Annexure enclosed)**.
- 3.8** The agency will undertake cleaning of entire space on 2<sup>nd</sup> and 3<sup>rd</sup> floors of IGF/IHF pavilions and foyers area on daily basis and maintain cleanliness throughout the day including removing of garbage bags in dustbins.
- 3.9** The agency will ensure presence of sufficient number of technical manpower (decorators, electrical, civil) available on-site throughout the show for attending to any complaint/contingency.

- 3.10** Theme Area(s) at 2<sup>nd</sup> & 3<sup>rd</sup> floor / VIP Room / Office(s) / Registration Desks / Information Booths / Store room / Opening Ceremony / stage and platform / Cyber café(s), tea / coffee / mineral water corner, facility centres etc. are to be constructed and decorated in a manner befitting to the international level of the twin events. **(PI refer list of Annexure enclosed)** (Basic graphic design, layout plans and some Select specimen photographs of the previous editions).
- 3.11** Fascia name and booth numbers will be provided by ITPO separately. Each corner booths will have 2 or 3 fascias.
- 3.12** The agency will provide new carpet for stage and for inauguration indicated in the layout plan and in front of theme area/displays/lounge etc.
- 3.13** The material such as wall panels, furniture, display aids etc. to be provided by the agency has to be of a very high quality and preferably new. Chairs/Tables, counters, display aids etc. provided in the stand area should be of same type & colour (White).
- 3.14** (a) Please provide 3D images/presentation of IGF/IHF pavilions (both hard and soft copy) clearly showing the complete projection of IGF/IHF pavilions from different angles. It must also show the complete 3D look of standard booth of 9/12 sq.mtrs with complete display aids and furniture. The presentation should also show theme pavilion, stage area, graphics/registration counter/entrance gate etc. in detail. The hard copy must be supported with Technical Bid.  
(b) If the selected agency has an India based office then the representative of the agency has to make a presentation to the Competent Authority of ITPO before the event. And if not in India then the power-point presentation of 3-D images of the interiors of two pavilions at two floors including entrance gate etc. has to be sent by e-mail. (This is required 7-10 days before the inauguration).
- 3.15** It shall be the responsibility of the agency for making all items as per tender documents & layout plans.
- 3.16** Power supply and main electrical connection will be arranged by the agency from Mydome Authority (venue). Consumption charges will be paid by ITPO. It shall be the responsibility of the Agency to distribute the electricity across the IGF/IHF Pavilions, all booths, themes, registration desks, entrance gates, stage, tea/coffee counters, office, VIP room, lounge and to various other facilities centres.
- 3.17** The rates will be for the whole duration of the events & include assembling, dismantling, and transportation, maintenance, cleaning on the day before opening and daily thereafter including waste disposal.
- 3.18** The Agency is also required to quote rates for optional items such as furniture/display items including shelve, showcase, garment rail, peg board, tables, chairs etc. for use by ITPO or exhibitors directly. **(PI refer list of Annexure enclosed)**

- 3.19** (a) The selected agency must ensure presence of 4 bilingual-man powers (Japanese and English/Hindi) at the site for construction & maintenance of the pavilion and coordination of the events till the end. Bilingual nodal person for each floor to be available at the designated point throughout the fair days, who can be contacted for immediate requirements, as & when needed.
- (b) Further, bilingual manpower with computer knowledge for managing on the spot computerized registration at all the levels as in Annexure.
- 3.20** The agency will have to settle all bills of the venue authority and other vendors, if any, before vacating the venue, in case services are availed thereof.
- 3.21** (a) Selected photographs/images of the event attached **(PI refer list of Annexure enclosed)** are for reference purpose only.
- (b) Bidder is expected to offer 3-D images (of his concept) of themes, registration counters, inauguration site etc. in hard copy in their technical bid for evaluation.
- 3.22** The feedback forms are to be got filled from the buyers, who will register at the registration desk. The registration desk shall be managed by the agency. The selected agency has to provide all the support and assistance to the persons carrying out the feedback survey.
- <sup>3.23</sup> Provide a bilingual interpreter to the ITPO team, whose primary responsibility shall be to accompany the fair officer/ITPO official during the visit of VIPs to the fairgrounds; official talks with the venue authorities and other vendors. He/she will also be responsible for maintaining the daily attendance record (morning and evening) of all the local manpower engaged either through this agency or through other agencies.
- 3.24** The agency has to ensure provision of onsite help desk with bilingual staff in the Venue on two floors for the preparation day (18th July, 2016) and during the fair period to assist exhibitors and arrange any last-minute requests
- 3.25** (a) Managing the registration counter with local staff/interpreters during fair days by ensuring provision of 2 computer literate manpower who is familiar with English & Japanese for each of the registration desks on 2 floors (4 Nos. – 2 each for each registration desk) (4 men on registration centre, 4 men for feeding data) and to provide one set of computer, printer and card scanner at each of the Registration Desks. **(PI refer list of Annexure enclosed)**
- (b) ITPO expects a flow of around 1000-1500 buyers/visitors every day. They will represent various segments such as buyers/wholesalers/ importer/distributor/media/ government officials/ invitee etc. Each visitor/buyer has to be provided a lanyard with proper details for their identification. The data as collected from the visitors has to be fed in the computer. The manpower should be adequate and efficient enough to not only cater to 1000-1500 visitors/buyers in a period of 5 hours but also be able to get

their visiting cards and make proper entries and records in the computer. Visiting cards so collected shall be numbered and date of visit indicated. The same shall be the property of ITPO and has to be given regularly everyday or next day morning in the visiting card folder.

(c) Lanyard, plastic pouches, printed registration cards etc. shall be provided for use at the registration desks. Other stationery material as required shall be the responsibility of the agency.

**3.26** Feeding information of visitors as per the registration details and submits the daily report as well as consolidated report in a softcopy to ITPO after the conclusion of the event. All material to be provided in hard copy and softcopy in DVDs/Pen drive. The data of visitors should be handed over on 23.7.2016 positively before 1.00 pm. Information is to be kept confidential & all information/database are to be erased from the computer after transfer data in the CDs/DVDs/Pen drives –multi version (Two sets) in the presence of ITPO Officers.

**3.27** As during the forthcoming 2016 editions, the twin events will be held at two levels, it is important that the buyers/visitors are informed at the time of registration itself. Moreover, additional signage informing about the show being on two levels, has to be placed at appropriate places, such as tea/coffee/mineral water counters, lounge, facilities room, registration desk, theme displays etc. informing the buyers/visitors to visit the two levels. The bidders have to give suggestions and idea about this in their technical bid. **(PI refer list of Annexure enclosed).**

**3.28** It is proposed to have theme areas of different sizes at two floors and for both the Product profiles. The IGF theme display on the 3<sup>rd</sup> floor will be in the foyers and IHF theme at 2<sup>nd</sup> floor will also be in the foyer area. The agency has to decorate the theme display with the help of their own decorators by collecting exhibits/samples from the exporters/exhibitors. While the thematic display on the 3<sup>rd</sup> floor will be using the exhibits of the exhibitors on 3<sup>rd</sup> floor and the thematic display on the 2<sup>nd</sup> floor halls shall be made using exhibits/samples of the exhibitors of the respective IHF/IGF at the 2<sup>nd</sup> floor The agency has to ensure that each product/exhibit displayed could be identified with the stall number of the exhibitor for the benefit of the visitors. Provision of putting proper typed labels on the exhibits and full details on the stands must be made.

**3.29** (a) Being 37<sup>th</sup> edition of IGF and 27<sup>th</sup> edition of IHF, ITPO wants to project an India centric image to the twin events in all the exhibition area as well as in foyers including facilities and VIP room etc. Accordingly, India centric graphics, buntings/flags etc. are required to be hanged/placed/displayed at appropriate and prominent places for a creative visual effect.

(b) Flag of India and Japan on flag mast/pole are to be placed on both sides of the stage at the time of inauguration and at the registration. Similarly, small flags on the stand have to be kept at the podiums during the inauguration and at the registration desks, VIP room, ITPO office etc...

- 3.30** (a) Wi-Fi/Internet connectivity in the halls on two floors.  
(b) Telephone connection in ITPO office/cyber café etc.

- 3.31** (a) Actual dimensions, photos and details of material used shall be given regarding things like the information counter, chairs, and table along with quotation.  
(b) Please indicate the specifications of the spotlights being offered. Spotlights with high luminosity (white light) would be preferred. The idea is to get very good luminosity.

#### **4. ELIGIBILITY CRITERIA**

Agencies having the following criteria shall be eligible for making the bids on turnkey basis.

- 4.1 Must be a registered business entity/service provider in Japan. Otherwise if registered in a country other than Japan then they should have an associate/counterpart in Japan, who is registered business entity/service provider in Japan. The Japanese company/counterpart/associate preferably should have an office in Osaka/Kobe region besides other cities of Japan. Registration no., license No. /authority no. and other documents of registration as applicable and copy of certificate/proof etc. must be attached. (Photocopies of TAN/Direct tax/Income tax/Trade Tax/VAT/GST/PAN, etc., and equivalent as applicable may be attached) in the format of technical bid. The Indian company must furnish the name and full address and contact details of Japanese company/counterpart/associate and also submit the original documentary evidence of acceptance letter for joint venture/partnership which will be duly signed and stamped by the authorized signatory of Japanese company/counterpart/associate.
- 4.2 Minimum annual turnover Japanese Yen 80 million or Indian Rupees 50 million for the last 3 years from the business of Construction and decoration of exhibitions. Proof of annual turnover related to Construction and decoration for set up of International Pavilions duly certified by the Chartered Accountant or any other empowered authority (legal/government) must be attached.
- 4.3 A minimum of 3 years experience in construction and decoration of international events organized outside India and for Japanese companies they should have experience preferably of an international event(s) of an international client. List of major events undertaken and clients with whom they have worked in the past must be attached and be included in the envelope of technical bid. Further, the company must have executed Construction & Decoration of International or Indian Exhibition in Japan of minimum area of 2000 (Two thousand) sqm in single event in the past. **The documentary evidence must be attached with the Technical bid.**

5 **GENERAL TERMS & CONDITIONS**

- 5.1 **Prices quoted will be including of all taxes.**
- 5.2 Only online tenders received as per bid documents will be considered. Tenders received through other modes like Fax and email/scan copy shall not be eligible for consideration. The tenders received after due time and date shall not be considered and shall not be opened. These will be returned unopened.
- 5.3 In the event that more than one bidder submits equal bids, ITPO's decision will be final and binding.
- 5.4 The bidder should not have been black-listed by any Govt. agency of India. In all such cases, the tender would be rejected and their earnest money so deposited would be forfeited.
- 5.5 Earnest Money is to be paid by demand draft of a scheduled bank issued in favour of **'India Trade Promotion Organisation', payable at New Delhi.**
- 5.6 The competent authority on behalf of CMD reserves the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition, including that of conditional rebate, is put forth by the bidder shall be summarily rejected.
- 5.7 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be rejected.
- 5.8 The competent authority on behalf of CMD reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.
- 5.9 The tender shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then ITPO shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-tendering process of the work.
- 5.10 This bid document Inviting bids shall form a part of the contract document, therefore, the bidder has to sign each page as acceptance.
- 5.11 On acceptance of the tender, the name of the authorized representative(s) of the contractor who would be responsible for taking instructions from the team leader shall be communicated in writing.

- 5.12 ITPO will not entertain any claim whatsoever in respect of the taxes, if paid by the selected agency.
- 5.13 The agency/contractor shall comply with various local laws in Japan as may be applicable. The contractor shall comply with the provisions of all applicable local labour laws, minimum wages act, or all other similar rules/bylaws. The submission of the bid means that the bidder indemnifies ITPO on any claim whatsoever in this regard.
- 5.14 'Work' means work including execution of work, supply of materials, services and equipments, etc.

***5.15 Any observation of Embassy/ CGI will be taken in to account while deciding the Eligibility of tender documents.***

**6 SPECIFIC TERMS & CONDITIONS**

- 6.1 The approved bidder will work under the directions and guidance of the ITPO. It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for ITPO are in accordance with the laws of land i.e. Japan.
- 6.2 Rates should be quoted in Japanese Yen only and inclusive of all taxes, etc. Rates for services not included in the format may also be indicated, if required.
- 6.3 Interested eligible agency may submit their bids as per **Annexure 1,2,3,7& 8** with supporting documents including earnest money (EMD) of Japanese Yen 4, 00.000/- (JPY four lacs only) or Indian Rupees 2, 25,000/- (Rupees two lacs twenty five thousand only) in the form of a demand draft drawn in favour of **"India Trade Promotion Organisation"** payable at New Delhi. The EMD will be refunded to the un-successful bidder(s) after the selection of the vendor/agency. The EMD will be refunded to the successful bidder only after completion of the project satisfactorily. Misrepresentation of facts/withdrawals of bids will lead to forfeiture of EMD. (Please see clause 8.1 under the head Submission of Bids).
- 6.4 The agency will submit the bills along with documentary proof in original for the job relating to construction, decoration & allied services for releasing the payment.
- 6.5 All materials relating to design for printing of graphics etc. has to be got approved by ITPO team before use, wherever possible.
- 6.6 Agency will ensure that the manpower engaged for Event/jobs should be in line with the local laws. Further, submission of the bid implies that the Agency indemnifies ITPO against any claim whatsoever.

- 6.7 **The Agency is required to do numbering and sign each page of the bid document as well as other scanned documents by the authorized signatory. Authorization letter is to be enclosed.**
- 6.8 **Validity of the bid is till 90 days of the last day of the submission of the bid.**
- 6.9 ITPO requires that bidders under this contract to observe the highest standards of ethics during the period of agreement. Submission of this bid implies that the bidder is free from any vigilance/departmental inquiry of any government. The bidders have to bear the cost associated with the preparation and submission of bid documents at ITPO, New Delhi.
- 6.10 ITPO will reject a proposal for award of work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 6.11 ITPO will declare an Applicant/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded contract/contracts, if at any time, it determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- 6.12 Agency will indemnify ITPO against any claims, loss, suit, liability or judgment suffered or likely to be suffered on whatsoever account.
- 6.13 ITPO reserves the right to :
- Make changes in the Construction & Decoration plan/Scope of work.
  - Extend the deadline for the submission of applications/bid documents at its discretion.
  - Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on ITPO.
  - Suspend the project; cancel the contract with the selected party in part or in the whole at any time if in the opinion of the ITPO it is necessary or expedient in the public interest. The decision of the ITPO shall be final and binding in this regard. ITPO shall also not be responsible for any damage or loss caused or arisen out of aforesaid action.
- ☐ Modify terms and conditions of the contract which shall be granted to the successful bidder after the bidding process, if in the opinion of the ITPO, it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of the ITPO shall be final and binding in this regard.
- 6.14 Provision of onsite help desk with bilingual staff in the venue on two floors for the preparation day (18<sup>th</sup> July, 2016) to assist exhibitors and arrange any last-minute requests.



- 6.15 For interpretation of any clause of this document, the decision of ITPO would be final and binding on the bidder.
- 6.16 Selected images/material of the last events is enclosed for reference purpose only.
- 6.17 IHF/IGF is product specific events. It is important that the exhibitors get full creative freedom to decorate their stalls and display their products. It is therefore important that for the garment section/IGF, the agency must use minimum 16mm Soft panel walls on 3 sides (2 sides for corner booth); Panels must be suitable for direct mounting of products using pins/staples/hook-side/ Velcro tape etc. Similarly for IHF section the agency must ensure 16mm Soft panel 'Expoloop' walls on 3 sides (2 sides for corner booth); Panels must be suitable for direct mounting of products using pins/staples/hook-side Velcro tape etc. If there are better options, the same can be suggested along with graphics and technical specifications and can be included in the technical bid.
- 6.18 At the conclusion of the contract, i.e. on 23rd of July 2016, the agency shall submit the bill along with all the documentary evidences, photographs. Besides the bill, a certificate on the company's letterhead duly signed by the authorized signatory as per the specimen language enclosed (PI refer list of Annexure enclosed) is also to be submitted.
- 6.19 The submission of the bid means/implies that the agency submitting the bid is agreeing to provide the following management services:
- ☐ Provision of alternate designs/colour variations for all areas of venue and signage for selection by ITPO.
  - ☐ Bilingual (English/Hindi, Japanese) management staff must be available to handle enquiries from both ITPO and exhibitors.
  - ☐ Submission of all necessary documentation and application forms to concerned authorities for use of venue and approval of plans etc...
  - ☐ The agency shall maintain a functional site office/help desk at the venue for 5 days, i.e. 18<sup>th</sup> to 22<sup>nd</sup> July, 2016 for which space will be provided by ITPO/venue authority.
  - ☐ Planning for Opening Ceremony including preparation of MC's script and rehearsal on morning of opening and a day before.
  - ☐ Preparation of order form and setup guide for exhibitors (in English) for additional furnishings and display aids.

## 7. CONDITIONS OF CONTRACT

- 7.1 The Contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of the CMD and the Contactor, together with the documents referred to therein including the conditions, the specifications, designs, drawings and instructions issued from time to time by the concerned Fair Officer and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
- 7.2 The Contractor shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.
- 7.3 The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his bid for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all the obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works as the case may be (Sufficiency of Tender).
- 7.4 All documents forming the Contract are to be taken as mutually explanatory of one another.

In case the bidder requires any clarifications or further information, may contact  
**Mr. S R. Sahoo, Company Secretary, India Trade Promotion Organisation,** Pragati Bhawan,  
Pragati Maidan, New Delhi – 110001—Tel: 91-11 23371965, 08527889103  
Email: [companysecretary@itpo.gov.in](mailto:companysecretary@itpo.gov.in) during office hours. (10.00 AM to 6.00 PM)

- 8.3 a) The evaluation of bids will be made in two stages – (i) Earnest Money Deposit with Technical papers and (ii) Financial bids.
- b) Financial bids of only those firms will be considered for opening who have fulfilled the technical requirement/evaluation. After opening of financial bids, financial evaluation will be made & financial ranking statement will be prepared and the selection of the vendor/agency will be done on the basis of L1 (lowest) criteria.
- c) The details of the financial bid as provided (Pl refer list of Annexure enclosed) are for reference purpose only and not for comparison/evaluation of each item of the bid.

**These are being asked so that in case of any reduction in scope of work/shortfall(s) in deliverance, adequate deductions can be made for those particular shortfalls/reductions while making the final payment. All the bidders must provide this information of unit rate etc., specifically for each item in the scope of work.**

d) The unit rates being quoted for each individual item of furniture/display aids shall be considered final. The agency will not be permitted to charge more than that price for any of the items from any exhibitor at any stage. For making prior bookings the discount can however be given. The prices must be quoted inclusive of all taxes (services tax/consumption tax, etc. as applicable) so that ITPO can inform the exhibitors at which rate the extra display aids/item shall be available on site on 19<sup>th</sup>-20<sup>th</sup> July, 2016.

8.4 **Bids received after the deadline of submission of application will not be considered under any circumstances.**

8.5 **No conditional bids shall be considered. This is very important.**

8.6 The draft of Earnest Money Deposit (EMD) has to be physical and in cashable instrument. No guarantees or other bank authority letter shall be accepted. The EMD is interest free.

8.7 Bids received through email/fax shall not be considered

8.8 No modification or substitution of the submitted application/bid shall be allowed. An applicant/bidder may withdraw his application after submission, provided that written notice of the withdrawal is received by ITPO before the due date. In case an applicant/bidder wants to resubmit his application/bid, he shall submit a fresh application/bid following all the applicable terms & conditions by the stipulated date.

8.9. Any document received after the closing date and time shall not be accepted.

8.10. Bidders are requested to refrain from any communication after submission of bid till the opening of the financial bid excepting at the time of opening of the technical bid by the ITPO committee.

## 9. **FORCE-MAJEURE**

If at any time, during the continuance of this contract, the performance in whole or in part, by either party, of any obligation under this is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, Act of State or direction from Statutory Authority, explosion, epidemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of the contractor), fire, floods, natural calamities for any act of GOD (hereinafter referred to as EVENT), provided notice of happenings of any such EVENT is given by the affected party to the other, within 15 Calendar days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any such claims for damages against the other, in respect of such non-performance or delay in performance provided the contract shall be resumed as soon as practicable, after such EVENT comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame

within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option terminate the contract.

#### **10. ARBITRATION**

In case of dispute, the text of English version only will be taken as final. All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi. This clause may not be imposed without the valid contract between ITPO and the agency. Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, design, drawings here-in before mentioned as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders of these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter within the jurisdiction of Delhi.

It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties.

Both the parties (i.e. ITPO and the agency) shall make all effort to resolve any dispute by way of reconciliation. In the event of any doubt, dispute or difference arising under the agreement/award/bid (except as to matters, the decision to which is specifically provided under this agreement/bid) remains unresolved, the same shall be referred to sole arbitration of the CMD, ITPO and the decision given shall be binding on both the parties. The provisions of Indian Arbitration & Conciliation Act 1996 shall also apply on both the parties.

The venue of the arbitration proceeding shall be the office of ITPO or such other place as the CMD, ITPO may decide.

Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the CMD, ITPO.

#### **11. Contractor to indemnify ITPO against Patent Rights**

The contractor shall fully indemnify and keep indemnified the ITPO against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claims made under or action brought against ITPO in respect of any such matters as

aforesaid, the contractor shall be immediately notified thereof and the contractor shall be at liberty, at his own expense, to settle any dispute or to conduct any litigation that may arise there from, provided that the contractor shall not be liable to indemnify the ITPO if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Officer-in-Charge in this behalf.

12. **SAFETY CODE**

Suitable safety should be provided for workmen for all works to prevent any mishap to workers at place of work including Fire Safety, Security, etc. In case, if happened, contractor is responsible for all damages.

13. **TERMS OF PAYMENT:**

Payment to the successful bidder will be made as per following schedule:

☐ Advance up to 25% of the approved bids amount to be paid before undertaking the job subject to submission of acceptable bank guarantee as per the enclosed format (**Annexure 4**) in favour of **India Trade Promotion Organisation** for the similar amount. Bank Guarantee shall be released after the successful completion of the contract period on the satisfactory performance. **(Please note, if the agency does not want advance, then there is no need to give this Bank Guarantee).**

☐ Balance amount, as shall be payable, would be released on completion of the event and satisfactory report of the officer/ITPO team deputed for the event subject to submission of soft and hard copies of evidences of all deliverables and report etc. as envisaged .

☐ **Performance assessment (quantifiable and measurable deliverables).**

The performance of the agency shall be evaluated on the various deliverables mentioned herein based on the evidences provided.

Besides giving evidences as mentioned here above in case of measurable deliverables, attendance sheet of manpower needs to be provided. Allocation of work to the decorators is also to be provided.

☐ **PERFORMANCE ASSURANCE**

**If performance of the agency is not found up to the mark or is less in any of the deliverances/the measurable outputs/agreed deliverables or otherwise less than envisaged as per the scope of work mentioned herein, then ITPO may deduct up to 5% of the total bid value as performance assurance at the time of making final payment. The deduction will be over and above the unit rate deduction for those particular shortfalls/reduction in the scope of work while awarding the work contract, as per the unit rate given by the agency in Annexure 7 & 8.**

<b>Dimension of Exhibition Halls-Mydome Osaka (Japan)</b>					
	2F			3F	
	Hall B	Hall C	Hall D	Hall E	Hall F
<b>Floor Area</b>	569m <sup>2</sup>	422m <sup>2</sup>	947m <sup>2</sup>	949m <sup>2</sup>	949m <sup>2</sup>
<b>Ceiling Height</b>	4.0m			6.5m (dome : 15m)	
<b>Entry / Exit Gates (width X Height)</b>	5.0m×2.3m				
<b>Pillar Dimensions</b>	1.38m×1.38m (octagon)				

◆Foyers area

	2F	3F
<b>Floor Area (width x length )</b>	622m <sup>2</sup>	600m <sup>2</sup>
<b>Ceiling Height</b>	3.8m	2.9m

(On company's letterhead)

**INDIA TRADE PROMOTION ORGANISATION**  
**(37<sup>th</sup> India Garment Fair and 27th India Home Furnishing Fair,**  
**Osaka, Japan (July 20-22, 2016)**  
**Technical Bids for Construction, Decoration & Allied Services**

Sl. No.	Title	Details		
<b>Eligibility Criteria</b>				
1.	Registration no., license No./authority no. and other documents of registration as applicable and copy of certificate/proof etc. must be attached. (Photocopies of tax/Income TAN/Direct e tax/Trade Tax/VAT/GST/PAN, etc., as applicable, may be attached)			
2.	Annual Turnover (last three financial years) (Please attach certificate from Chartered Accountant and other documentary evidences to establish the turnover) Please refer clause 4.2 of Eligibility Criteria	Year I (2012-13)	Year II (2013-14)	Year III (2014-15)
3	Details of Past Experience of Construction and Decoration of exhibition Please refer clause 4.3 of Eligibility Criteria			
	Name of the event of minimum area of 2000 Sqm. of single event in Japan.			
	(Please attach list of Projects/Clients/ Job orders with area/documentary evidences etc.)			
<b>Technical Criteria</b>				
4.	Please provide 3D images/presentation of IGF/IHF pavilions (both hard and soft copy) clearly showing the complete projection of IGF/IHF pavilions from different angles. It must also show the complete 3D look of standard booth of 9 sq. mtrs. with complete display aids and furniture. The presentation should also show theme pavilion, stage area, graphics, buntings, registration desk, inaugural arrangements, installation, hangings, etc. in detail.			
<b>Company Profile</b>				
5.	Name of the Company			
6.	Address			

7.	Telephone	
8.	Fax	
9.	E-mail	
10.	Name of CEO & Title	

11.	Name of the nodal contact person with designation, e-mail id and telephone No.	
	Local contact in India, if any	
12.	Bankers details with A/c No.	
13.	Year of Establishment	
14.	No. of employees	
15.	List of enclosures attached	
16.	Any other additional information, which you like to give	
17.	(A) Details of Japanese company / Associate/ Counterpart in Japan	
	Name & designation of Japanese Associate/counterpart of Japan: Name : Designation: E-mail: Telephone No. Mobile:	

It is certified that all the above information is correct and valid on the date of submission of tender. We have numbered all the pages in this envelope. The total number of pages including those of enclosures are.....

DATE : SIGNATURE OF AUTHORISED

REPRESENTATIVE

Place : NAME  
COMPANY SEAL

(Please attach Authorization letter, if required)

**Note:** 1) Please number and sign each page of this tender document and enclose it in this envelope of Annexure II.

(2) Each document as shall be enclosed has to be signed/stamped.



(On company's letterhead)

**INDIA TRADE PROMOTION ORGANISATION**  
**(37<sup>th</sup> India Garment Fair and 27th India Home Furnishing Fair,**  
**Osaka, Japan (July 20-22, 2016)**

**Bids for Construction, decoration and allied services**

Sl. No.	Title	Details
1.	<b>Name and address of the company</b>	
<b>EMD</b>		
2.	Details of interest free Earnest Money Deposit ( <b>EMD</b> ). The draft of Earnest Money Deposit (EMD) has to be Physical and en-cashable. No guarantees or other bank authority letter shall be accepted. <b>(Please refer clause 4.4 of Eligibility Criteria)</b>	Amount :  Demand Draft No. :  Date :  Bank Name :

DATE : SIGNATURE OF AUTHORISED REPRESENTATIVE

Place : NAME

COMPANY SEAL

(Please attach Authorization letter for signatory)

**PROFORMA FOR PERFORMANCE BANK GUARANTEE**

(To be given only if the agency wants to avail of advance of 25% amount of the bid. This can be given subsequently after the award of work/contract)

To

The Company Secretary  
India Trade Promotion Organisation,  
Pragati Bhawan,  
Pragati Maidan,  
**New Delhi - 110001**

In consideration of the President of India acting through the India Trade Promotion Organisation (hereinafter referred to as 'the ITPO') having agreed to grant a licence to M/s.....of .....(hereinafter called the "LICENSEE") for carrying out the work of **Construction, decoration and allied services for 37<sup>th</sup> India Garment Fair and 27<sup>th</sup> India Home Furnishing Fair, 2016, Osaka(Japan)** on the terms and conditions contained in the said Bid Document, which interalia provides for production of a Bank Guarantee to the extent of `..... ( `..... in words) for the service by way of security for the due observance and performance of the terms and conditions of the said license we.....(indicate the name and address and other particulars of the bank) (hereinafter referred to as 'the Bank') at the request of the LICENSEE hereby irrevocably and unconditionally guarantee to the ITPO that the Licensee shall render all necessary and efficient services which may be require to be rendered by the LICENSEE in connection with and /or for performance of the said LICENSEE and further guarantees that the service which shall be provided by the LICENSEE under the said Bid Document, shall be actually performed in accordance with terms and conditions of the Bid Document to the satisfaction of the ITPO.

2. We, the bank hereby undertake to pay to the ITPO an amount not exceeding Rupees./Yen .....(Rupees/Yen.....only) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said LICENSEE of any of the terms and conditions contained in the said license.

3. We, the bank hereby, in pursuance of the terms of the said license, absolutely, irrevocably and unconditionally guarantee as primary obligee and not merely as surety the payment of an amount of Rupees/yen. .... (Rupees/yen.....only) to the Authority to secure due and faithful performance by the LICENSEE of all his/their obligations under the said License.

4. We, the bank hereby also undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the ITPO stating that the amount claimed is due by way of loss or damage caused or would be caused to or suffered by the ITPO by reason of breach by the said LICENSEE of any of the terms or conditions contained in the said Bid Document or by reason of the LICENCEE's failure to perform any of its obligations under the said License.

5. We, the bank, do hereby agree that the decision of the ITPO as to whether the licensee has failed to or neglected to perform or discharge his duties and obligations as aforesaid and/or whether the service is free from deficiencies and defects and is in accordance with or not of the terms & conditions of the said License and as to the amount payable to the Authority by the Bank hereunder shall be final and binding on the Bank.

6. WE, THE BANK, DO HEREBY DECLARE AND AGREE that :

(a) the Guarantee herein contained shall remain in full force and effect for a period of three years from the date hereof and that it shall continue to be enforceable till all the dues of the Authority/ITPO and by virtue of the said License have been fully paid and its claims satisfied or discharged or till ITPO satisfies that the terms and conditions of the said license have been fully and properly carried out by the said LICENSEE and accordingly discharged this guarantee.

(b) the ITPO shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the term and conditions of the said License or to extend time of performance of any obligations by the said LICENSEE from time to time or to postpone for any time or from time to time any of the powers exercisable by the ITPO against the said LICENSEE and to forbear or to enforce any of the terms and conditions relating to the said License and we shall not be relieved from our liability by reason of any variation or extension being granted to the said LICENSEE or forbearance act or omission on the part of the ITPO or any indulgence by the ITPO to the said LICENSEE or to give such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

(c) any claim which we have against the LICENSEE shall be subject and subordinate to the prior payment and performance in full of all the obligations of us hereunder we will not without prior written consent of the ITPO exercise any legal right or remedy of any kind in respect of any such payment or performance so long as the obligations of us hereunder remains owing and outstanding.

(d) This guarantee shall be irrevocable and the obligations of us herein shall not be conditional of any prior notice by us or by the LICENSEE.

7. We the BANK undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

Date.....day..... for \_\_\_\_\_  
(name of the bank)

Witness:

1..... 2.....

(On company's letterhead)

Dated.....

The Fair In charge,  
IGF/IHF 2016 editions,  
India Trade Promotion Organisation,  
New Delhi-110001

Sub: **Certificate of Authenticity/Genuineness**

(To be given along with the final report/bill while submitting hard evidences of deliverables)

Dear Sir,

We are pleased to enclose herewith our bill/invoice No. dated.... For an amount of Yen..... as per the job order received vide letter/e-mail dated..... from ITPO on the acceptance of our offer vide tender bid dated.....

This is to certify that all the enclosures being given herewith as documentary evidence in the hard copy version/soft version are correct to the best of our knowledge/belief. We have provided the English translation wherever necessary so as to facilitate appreciation of the work undertaken. All the information provided in the CD/Pen drive is also correct and reflects the legitimate work performed by us.

We hereby also undertake that we have deleted the data so collected at the Registration Desk after handing over all the hard and soft copies to ITPO team. Further, the information as gathered has not been passed on to any body other than ITPO officials.

The manpower engaged for carrying out the work under this contract/arrangement has been paid their necessary remunerations as per our arrangement with them. Their particulars, names, addresses, telephone numbers etc. along with their attendance record and details of the work performed, are also enclosed. We indemnify ITPO for any claim whatsoever from any of the person engaged by us for executing the contract/work order.

Thanking you,

Yours  
sincerely,

Date:

Place:

Authorized  
Signatory

(On company's letterhead)

**37<sup>th</sup> India Garment Fair and 27<sup>th</sup> India Home Furnishing Fair,  
Osaka (Japan) July 20-22, 2016**

I/We have read and understood the notice inviting tender, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified to the CMD, ITPO within the time specified, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Terms & Conditions and Conditions of contract and with such materials as are provided and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for ninety (90) days from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of Rs.....has been deposited in cash/demand draft of a scheduled bank as earnest money. I/we agree that the CMD, ITPO or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that CMD, ITPO or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon ordered, up to maximum of the percentage mentioned and those in excess of that limit at the rates to be determined in accordance with the provision contained in tender form.

Further, I/We agree that in case of forfeiture of earnest money as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated

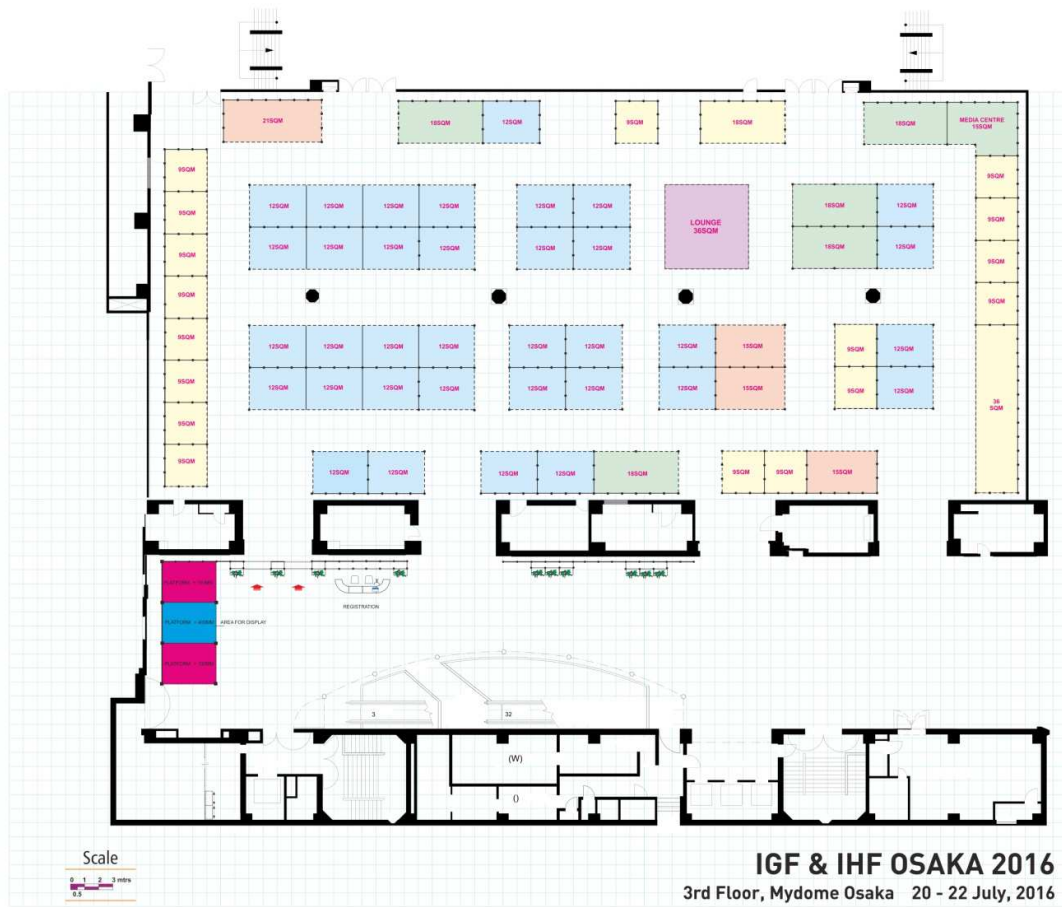
Signature of Contractor  
Postal Address:

Witness:  
Address:  
Occupation:

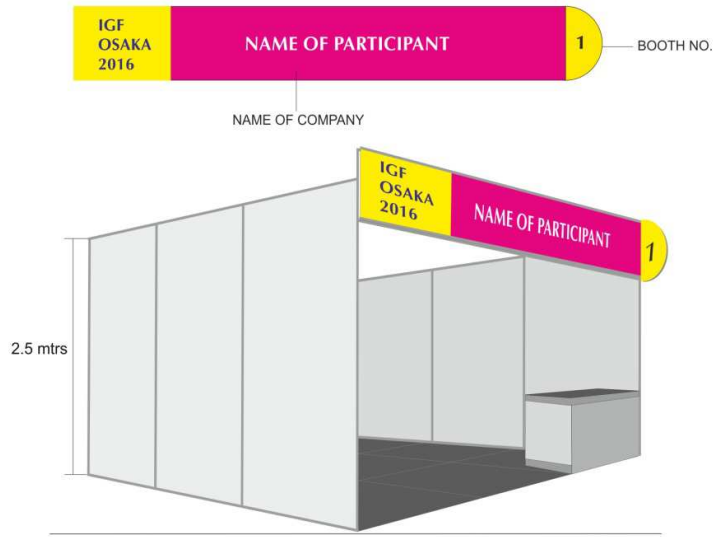
**Annexure: 6**



**Annexure: 7**



**IGF / IHF Osaka 2016 Booth Design**

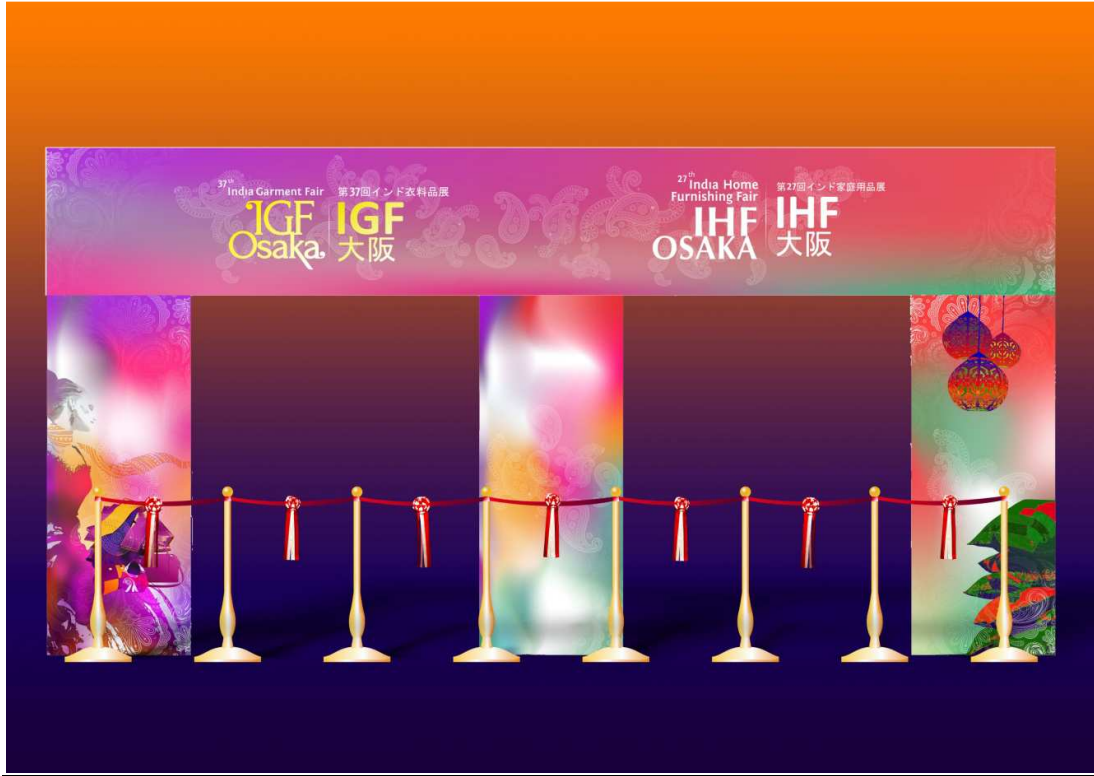


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**IGF / IHF Osaka 2016  
Booth Fascia Design (Tentative Design)**







**OSAKA, JAPAN**

37th INDIA GARMENT FAIR 2016  
27th INDIA HOME FURNISHING FAIR 2016

REGISTRATION\_GATE\_THEME IN THE FOYER AREA FLOOR 2

SCALE 1:100

LEGEND PLAN

- PROFILE PREFAB SYSTEM
- PROFILE MAXIMA
- PARTITION PANEL
- MILKY ACRYLIC FOR BACKLIT PANEL

- PLANTS IN PLANTER FABRICATED IN PREFAB SYSTEM
- REGISTRATION STOOLS
- COMPUTER



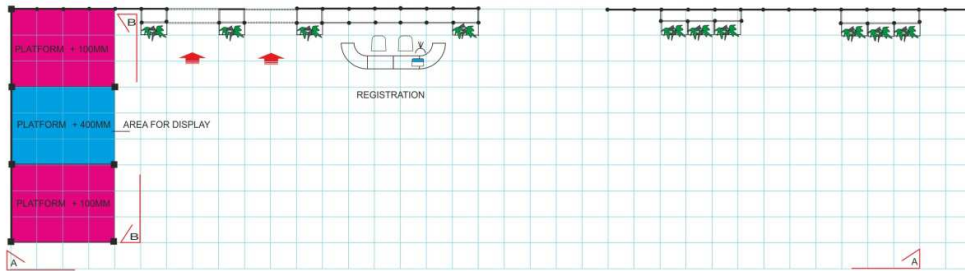
ELEVATION AT 'BB'

REQUIREMENTS IN THE THEME -

- MANNEQUINS - 2 FEMALE STANDING, 2 SITTING  
3 MALE STANDING, 1 SITTING
- 3 CHILDREN STANDING, 1 SITTING
- 12 SELF STANDING SIGNAGES - A4 SIZE
- 4 DECORATIVE CHAIRS
- 1 DECORATIVE ROUND SIDE TABLE
- 1 FLOWER VASE WITH FLOWERS



ELEVATION AT 'AA'



PLAN

**OSAKA, JAPAN**

37th INDIA GARMENT FAIR 2016  
27th INDIA HOME FURNISHING FAIR 2016

REGISTRATION\_GATE\_THEME IN THE FOYER AREA FLOOR 3

SCALE 1:100

LEGEND PLAN

- PROFILE PREFAB SYSTEM
- PROFILE MAXIMA
- PARTITION PANEL
- MILKY ACRYLIC FOR BACKLIT PANEL

- PLANTS IN PLANTER FABRICATED IN PREFAB SYSTEM
- REGISTRATION STOOLS
- COMPUTER



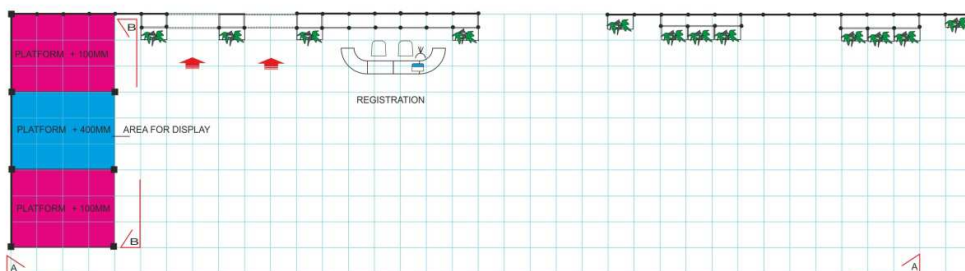
ELEVATION AT 'BB'

REQUIREMENTS IN THE THEME -

- MANNEQUINS - 2 FEMALE STANDING, 2 SITTING  
3 MALE STANDING, 1 SITTING
- 3 CHILDREN STANDING, 1 SITTING
- 12 SELF STANDING SIGNAGES - A4 SIZE
- 4 DECORATIVE CHAIRS
- 1 DECORATIVE ROUND SIDE TABLE
- 1 FLOWER VASE WITH FLOWERS



ELEVATION AT 'AA'



PLAN

(MAY PLEASE SEE THE THEME DISPLAY DURING PREVIOUS YEARS)



**OSAKA, JAPAN**


37th INDIA GARMENT FAIR 2016

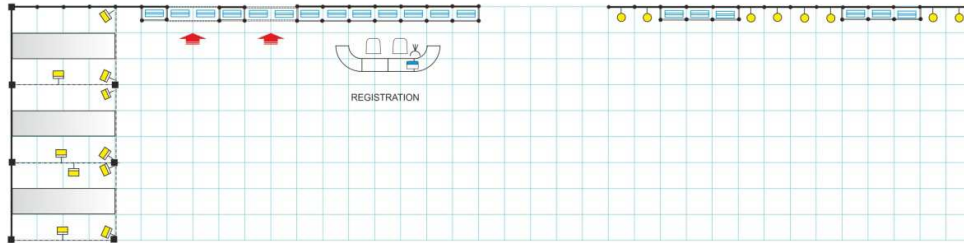
27th INDIA HOME FURNISHING FAIR 2016

REGISTRATION, GATE, THEME IN THE FOYER AREA FLOOR 2

SCALE 1: 100

LEGEND - CEILING AND ELECTRICAL PLAN

-  SPOT LAMP WITH ADJUSTABLE ARM
-  SELF ILLUMINATED WITH TUBE LIGHT
-  HALLOGEN LIGHT
-  SINGLE PHASE SOCKET



CEILING AND ELECTRICAL PLAN





**OSAKA, JAPAN**

37th INDIA GARMENT FAIR 2016

27th INDIA HOME FURNISHING FAIR 2016

REGISTRATION\_GATE THEME IN THE FOYER AREA FLOOR 2

SCALE 1: 100

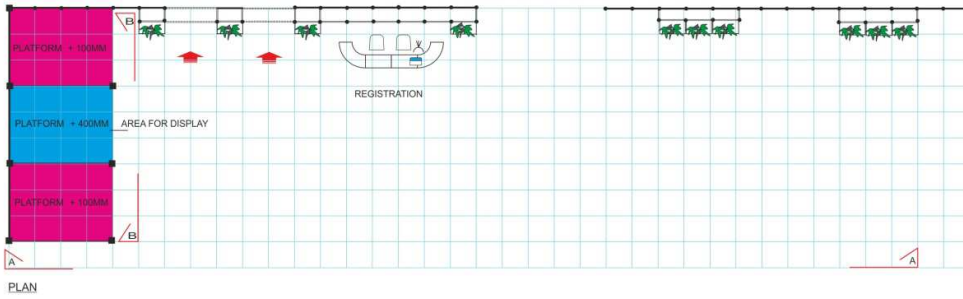
LEGEND PLAN

- PROFILE PREFAB SYSTEM
- PROFILE MAXIMA
- ▬ PARTITION PANEL
- ▬ MILKY ACRYLIC FOR BACKLIT PANEL

- PLANTS IN PLANTER FABRICATED IN PREFAB SYSTEM
- REGISTRATION STOOLS
- COMPUTER



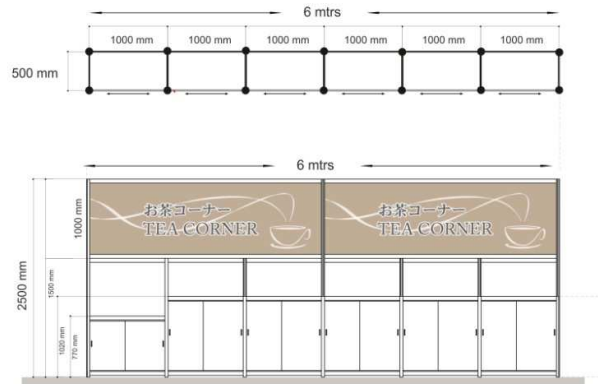
- REQUIREMENTS IN THE THEME :-
- MANNEQUINS - 2 FEMALE STANDING, 2 SITTING
  - 3 MALE STANDING, 1 SITTING
  - 3 CHILDREN STANDING, 1 SITTING
  - 12 SELF STANDING SIGNAGES - A4 SIZE
  - 4 DECORATIVE CHAIRS
  - 1 DECORATIVE ROUND SIDE TABLE
  - 1 FLOWER VASE WITH FLOWERS







**IGF & IHF OSAKA 2016**  
2nd and 3rd Floor tea / coffee corners, Mydome Osaka 20 - 22 July, 2016



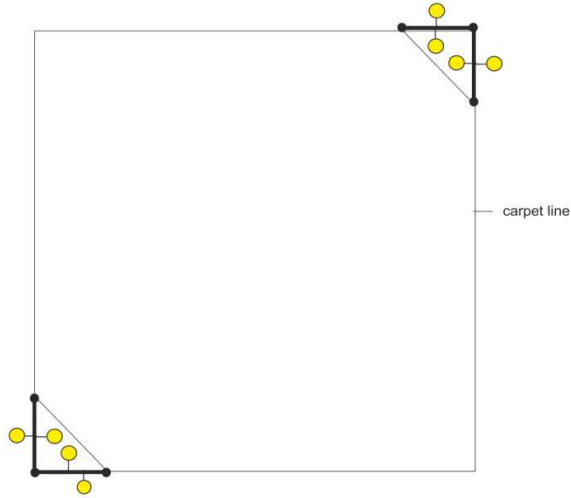




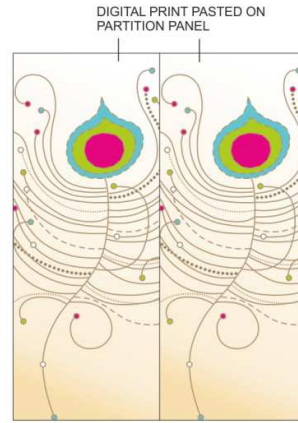
**OSAKA, JAPAN**

37th INDIA GARMENT FAIR 2016  
 27 th INDIA HOME FURNISHING FAIR 2016  
 LOUNGE DESIGN 2nd and 3rd floor  
 SCALE 1: 50  
 LEGEND PLAN

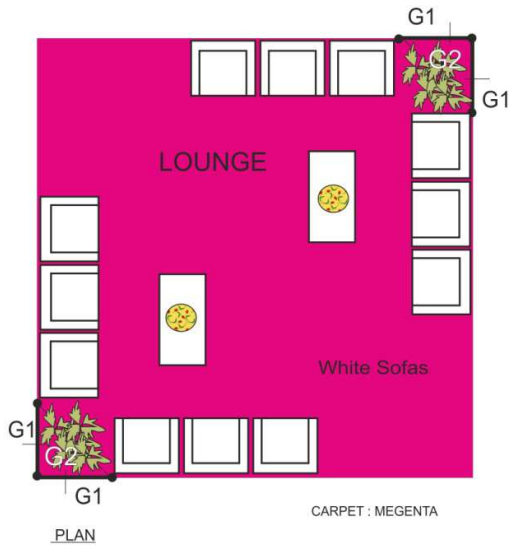
- PROFILE PREFAB SYSTEM
- PARTITION PANEL
-  PLANTS IN PLANTER FABRICATED IN PREFAB SYSTEM
- SPOT LIGHT



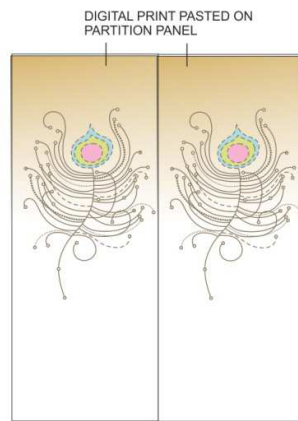
CEILING AND ELECTRICAL PLAN



G 2 PANELS

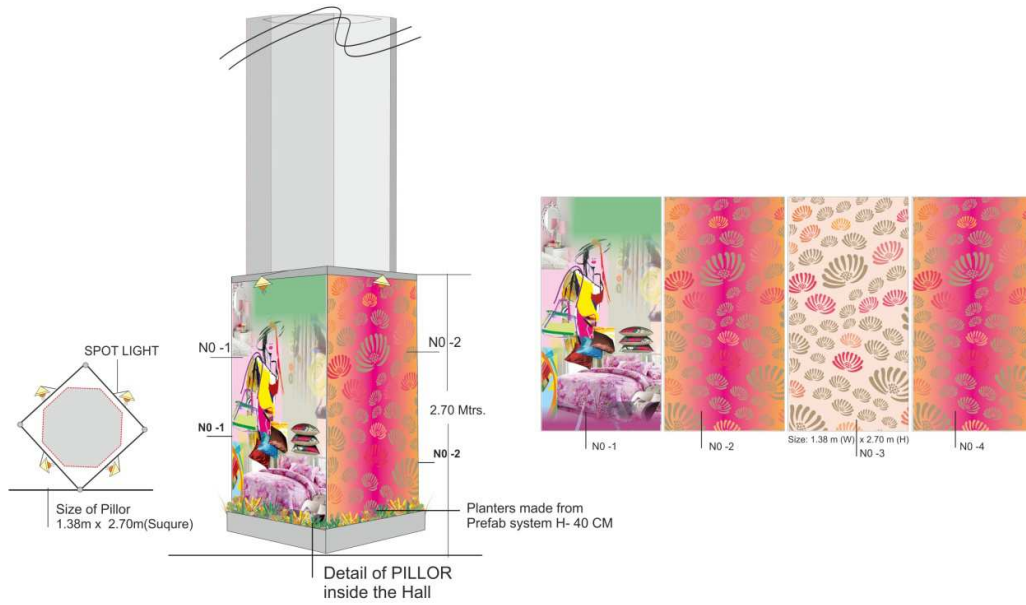


PLAN



G 1 PANELS





**List of documents/reference attached as Annexure for information and guidance:**

<b>Annexure No.</b>	<b>Description of items (In Technical Bid)</b>
1.	Performa of Technical bid for construction, decoration & allied services
2.	Performa of Bids for Construction, decoration and allied services
3.	Performa for performance bank guarantee
4.	Certificate of Authenticity/ Genuineness to be submitted by the agency
5.	Performa of Acceptance of work
6.	Layout plan of booths, circulation plan, booth sizes of 2 <sup>nd</sup> floor
7.	Layout plan of booths, circulation plan, booth sizes of 3 <sup>rd</sup> floor
8.	design of booth – 2 <sup>nd</sup> & 3 <sup>rd</sup> floor
9.	Inauguration and ribbon cutting plan to be held at 2 <sup>nd</sup> floor and Gate Design
10.	Theme display of 2 <sup>nd</sup> & 3 <sup>rd</sup> floor
11.	Design of Registration counter
12.	Design of Registration panels
13.	Design of stage with flower decoration, dais, back drop, country flags, podiums, seating arrangement on dais etc.
14.	Inauguration seating arrangement
15.	Design of Tea/ Coffee corners
16.	Media room/ facility centre
17.	VIP Lounge
18.	Detail/design of pillar
<b>Annexure No.</b>	<b>Description of items (In Financial Bid)</b>
19.	Performa of FINANCIAL BIDS for Construction, decoration and allied services
20.	Per unit details/ Break up of Financial Bid for 37 <sup>th</sup> IGF & IHF
21.	Per unit details/Break up of the additional display aids (Optional)

Please Note: The check list for above bid document is for your reference and guidance only.