

INDIA TRADE PROMOTION ORGANIZATION

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

FINANCIAL Bids for Construction, Decoration & Allied Services

Name address of the Agency	
Construction, decoration and allied services of IGF/IHF Pavilion at India Home Furnishing Fair/India Garment Fair, Osaka (Japan), July 20-22, 2016 (Description of Work as per layout plans and terms & condition of tender document and as per Annexure 7 & 8.	Total Bid Value of the complete work in YEN including all taxes (In words).....

We undertake to abide by all the terms & conditions of the bid document. We will keep the drawings and other information as made available safe and secret. The information generated at the registration desk shall be deleted from the computers after hard and soft copies have been provided to ITPO

We indemnify ITPO against any claims, loss, suit, liability or judgment suffered or likely to be suffered on account of execution of the contract before, during and after the event.

Date:

Signature of Authorized representative

Name

Company Seal

INDIA TRDE PROMOTION ORGANIZATION
(37th India Garment Fair and 27th India Home Furnishing Fair,
Osaka, Japan (July 20-22, 2016)

Per Unit Details/Break-up of Financial Bid (for reference only and not for comparing/ evaluating each item). Refer clause 8.3 (c)

Please Note: In case of shortfalls either because of reduced scope of work by ITPO or for other genuine reasons the proportionate deductions will be made as per the unit rates provided here below. ITPO will give sufficient notice in advance of such cancellation or reduction in scope of work. However, in case of manpower, if not deputed, full deduction as per the above unit rates will be made.

Detailed Bids for Construction, decoration and allied services for Exclusive Indian Trade Fairs and 'India Pavilion' by India Trade Promotion Organisation										
1. 37th India Garment Fair, Osaka (Japan) July, 20-22, 2016										
<ul style="list-style-type: none"> 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... One fascia with company name (2 for corner Booth) 										
S.No	Description	9	12	15	18	21	24	27	30	36
	Booth size	Sqm.	Sqm.	Sqm.	Sqm.	Sqm.	sqm	Sqm.	Sqm.	Sqm.
	Qty of booths	23	39	4	11	1	1	1	1	1
1	Table Round	1	1	2	2	3	3	3	4	4
	Flat shelves 1000mmw	2	3	4	5	6	6	6	8	10
2	Chairs (not folding chair)	3	4	4	6	8	8	9	12	12
3	Information counter;	1	1	2	2	3	3	3	4	4
4	single hanger stands OR single hanger stands & 1 double hanger stand;	4 or 3+1	4 or 3+1	5 or 4+1	8 or 6+2	10 or 7+3	10 or 7+3	12 or 9+3	12 or 9+3	16 or 12+4
5	Garment rail	3	3	4	6	8	8	9	10	12
6	Hook(rotate/swivel) Hangers	150	200	250	300	350	400	450	500	600
7	Clip Hangers	50	50	75	100	125	140	150	175	200
8	Mannequin(Man or female)	1	1	2	2	2	2	3	3	4
9	Spotlights (60W white FL Spotlight);	6	8	10	12	15	15	18	20	24
10	Power socket (100V),	1	1	2	2	2	2	3	3	4
11	Dustbin with plastic bag;	1	1	2	2	2	2	3	3	4
12	Small flower pot;	1	1	2	2	2	2	3	3	4
13	Iron & iron board;	1	1	1	2	2	2	3	3	4
14	Unit Rate (JPY) – per booth incl. all taxes Total									
	Rate(JPY)									

- Mainline electrical connection and secondary wiring fees should be included with the power

(The quantity of booths mentioned above is tentative)

Note: 1. Actual dimensions, photos and details of material used shall be given regarding things like the information counter, chairs, and table along with quotation. 2. Please specify the spotlight. We would prefer spotlights with high energy efficiency, high luminosity (white light). The idea is to get very good luminosity.

27 th India Home Furnishing Fair 2016							
2	<ul style="list-style-type: none"> 16mm Soft panel 'Expo-loop' 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. One fascia with company name (2 for corner Booth); 						
Sl. No.	Description	India Home Furnishing Fair-Detail of items					
	Booth sizes	9 Sqm.	12 Sqm.	15 sqm.	18 sqm.	21 sqm.	27 Sqm.
	Qty of booths	15	31	2	1	1	1
1	Table Round	1	1	2	2	2	3
2	Chairs (not folding chair)	3	4	4	6	6	9
3	Information counter;	1	1	1	2	2	3
4	Flat Shelves(1000mmw)	3	3	5	6	6	9
5	i) Clip Hangers	50	50	75	100	125	150
	ii) double hanger stand i) & ii) Or	1	1	1	2	2	3
	Curtain rails 2 mm	1	2	2	2	2	3
9	Spotlights (60W white FL Spotlight);	5	6	8	10	12	15
10	Power socket (100V),	1	1	1	2	2	3
11	Dustbin with plastic bag;	1	1	1	2	2	3
12	Small flower pot;	1	1	1	2	2	3
13	Iron & iron board;	1	1	1	2	2	3
	Unit Rate (JPY) – per booth inclusive all taxes						
	Total Cost (JPY) Inclusive of all taxes						
<p><i>(The quantity of booths mentioned above is tentative)</i></p> <p>Note: 1. Actual dimensions, photos and details of material used shall be given regarding things like the information counter, chairs, and table along with quotation, 2. Please specify the spotlight. We would prefer spotlights with high energy efficiency, high luminosity (white light). The idea is to get very good luminosity.</p>							

3.	<p>VIP Room – 36 Sqm</p> <ul style="list-style-type: none"> ➤ Wall panel of 6 mtrs. with planter in front ➤ Curtains-2 ➤ Cabinet with sliding door-2 ➤ Coffee table-1 ➤ Small Refrigerator ➤ Crockery ➤ Sofa(2 seater) – 4 ➤ Sofa(Single Seater) - 1 ➤ Central Table : 3 ➤ Dustbin 2 ➤ Flower with pot :2 ➤ Big Plant with pot (two) ➤ Catalouge display stand-1 ➤ National Flag of India and Japan either on the central table or on the walls. ➤ Water Dispenser 	<p>Total Price</p> <p>----- Yen</p>
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<p>4.</p>	<p>Reception/Registration Counter at 2nd and 3rd floors (As per design/drawing attached) (Annexure 11)</p> <ul style="list-style-type: none"> • 400 mm W x 1000 mm H with shelves on one side; • Counter Chairs : 2 • Backdrop with name of fair/organizer/India in Hindi and Japanese • Five spotlights (50W white FL Spotlight) • Dustbin-one • Flower with pot • Form filling Counters 3 • Two set of computer with printer and scanner to facilitate registration • Registration counters fabricated with prefab systems and to be self illuminated. Managing 3 registration counters at two levels with 6 officers and 6 assistants to enter the data in computer to ensure proper record of all the buyers/visitors. This has to be updated /entered on hourly basis on computer and the soft copy of data has to be given to ITPO team on daily basis. <p>Note: ITPO will provide plastic pouches, lanyard and printed registration badges etc.</p>	<p>Total Price</p> <p>-----</p> <p>Yen</p>
<p>5.</p>	<p><u>Tea/Coffee Corner at 2nd floor and 3rd floor</u></p> <ul style="list-style-type: none"> • Construction of Tea Area at two floors • Four spotlight (50W white FL Spotlight); each floor • Two Tea Boilers; each floor • One Microwave –each floor • One Induction plate- each floor • One Coffee making machine- each floor • Two water coolers/dispenser ;- each floor • Four large waste buckets- each floor • Mineral water supply; each floor • Disposable glass : 1500 per days • Supplies of milk, coffee, sugar, tea bags. disposable cups (1500 per day) etc. • One cleaning person at each floor from setup day (19th July, 2016) until end of fair for ensuring that supplies of milk, Coffee, sugar etc. and disposal of garbage is done regularly. • These persons will also provide service in VIP Room/ITPO office <p>Note: This facility must be fully functional by 10.00 am on 19th July, 2016</p>	<p>Total Price</p> <p>-----</p> <p>Yen</p>
<p>6.</p>	<p>Greenery</p> <p>Flower with pots in all booths, facilities centers and big plants arrangements for reception, Entrance gates and VIP room/Opening Ceremony and cyber cafe, theme areas and meeting rooms, foyers, facility centers, VIP room, Lounges in the halls on the isles etc. for three days i.e. 20.7.2016 to 22.7.2016. (Please explain in details with graphic in the technical bid)</p>	<p>Total Price</p> <p>-----</p> <p>Yen</p>

Bed side carpet (size 3'x6') : 2
 Carpet/rugs : 1
 Side Table : 2
 Mat for side table : 2
 Table lamp : 1
 Curtains : 2 sides

	<p><u>3. Dining Room</u> Big Dining Table - 1 No. Dining Crockery (Complete set)- 1 set Dining Chair - 6 Nos. Dining Cloth/Mat, Napkins - 1 No. Carpet/Rugs Big size - 1 No. Rugs Small Size - 2 Nos. Plants - 2 Nos. Flower with pots - 2 Nos. Curtains two sides - 2 sides</p> <p><u>4. Bathroom: 12 sq. mtrs.</u> Furnish Bathroom Towels Various sizes : 10 Mat/Rugs various size : 3 Mannequin : 1 Bathroom gowns : 1</p> <ul style="list-style-type: none"> • 12 self-standing signs (A4 size) to designated products; • 24 spotlights (300 W)** • The area is distinguished from the rest of the display in a subtle manner by a raised (100mmH+) platform with different carpet; <p>Note: This theme display to be decorated by the agency by having products/samples from the exhibitors on 2nd and 3rd floors. (if you could offer still better package please explain and give cost).</p>	
8.	<p>Entrance Gate at 2nd and 3rd floors (As per designs/drawing attached Annexure - 9)</p> <ul style="list-style-type: none"> • Entrance gate fabricated with the prefab system to be self illuminated • A 5000 mm W x 3500mm H structure with 200mmH lettering to write name of exhibition, smaller lettering for organiser's name; • Self illuminated with tube light : 7 • Plants in planter fabricated in prefab system : 3 • Milky acrylic for backlit panel • Graphic design will be provided by ITPO (You may give your suggestion as well as with costs) 	<p>Total Price ----- Yen</p>
9.	<p>Decoration service</p> <ul style="list-style-type: none"> • Services of 26 professional decorators. Each decorator has to be equipped with proper hand-tools, equipment and accessories including staple guns. • Provision of materials such as adhesive tape, string, hooks and such materials required for display. • The agency has to keep provision of extra hand tools, such as 	<p>Total price ----- Yen</p>

	<p>scissors, staple guns, hammers, etc. for the benefit of exhibitors.</p> <p>Note: These decorators must be available from 11.00 am till 7.30 pm on 20th July for exhibitors. Each decorator will be dedicated for 7-10 booths with a work sheet. The decorator will submit the sheet in the evening indicating the time spent in various booths. The decorator will be allotted the booth for which they will be responsible and they have to get the clearance from the allotted exhibitor that the job is satisfactorily completed.</p>		
10.	<p>Office setup (main)</p> <ul style="list-style-type: none"> • Desktop PC (English OS, Windows Office) with monitor; • Fax/ Colour Photocopying Machine with toner and paper (A4 size) 	<p>Total price</p> <p>----- Yen</p>	
	<ul style="list-style-type: none"> • Colour laser printer with toner and paper (A4 size); • Internet connection (ADSL); • Dustbin <p>Note: Agency has to ensure adequate supply of stationery as is required for a site office.</p>		
11.	<p>Service for Opening Ceremony (As per design/drawing Annexure – 9,13,14)</p> <ul style="list-style-type: none"> • Stage 300mmH (Approx.40 sqm) with Carpet and Backdrop with signage (Stage sign, W 6000mm xH 2000mm); • Sitting arrangement for VIPs with chairs (10 Nos.) better than the audience; • Special red carpet and chairs for invitees (100 pcs) for opening ceremony area; • Two podiums with cover of ITPO logo and above events and flag stand of 2 countries • Public address system; • Ribbon badges with names of VIPs; • Scissors and gloves for each tape-cut participant (10 pcs); • Two trays; • Posts to mount ribbons for tape cutting ceremony at 2nd & 3rd floors • Preparation of MC script with translations of speeches provided into English and Japanese as appropriate; • Operation/management and oversight of opening ceremony. • Indian traditional Lamp lighting (Lamp of 7/8/9 strips, mustered oil, candles, lighter/match box etc. on a proper decorative tray) • Big table covered with decorative satin cloth tightly fit, on Dias • The flower arrangement in the front of table and around the lamp • Flower bouquet: 10 Nos. • India and Japan national flags(big size) with stand <p><u>All these items are to be removed after the event.</u></p>	<p>Total price</p> <p>----- Yen</p>	

18.	<p><u>Photographs with frame</u> Hard copies of two sets of photographs (20"X24") with frame of Hon'ble President and Prime Minister of India. Photographs will be provided by ITPO. In case of urgency only soft copy of the photographs will be provided. These will have to be placed/hanged as per the directions of the team at the time of inauguration/VIP Room/Registration Desk etc.</p>	<p>Total Price Yen</p>
19.	<p><u>Registration Services</u> Managing 3 registration counters at two levels with 6 officers to ensure proper record of all the buyers/visitors. This has to be updated /entered on hourly basis on computer and the soft copy of data has to be given to ITPO team on daily basis.</p> <p>Necessary set of computers, printers, scanners and stationery etc. has to be provided by the agency. ITPO will provide plastic pouches, lanyard and printed registration badges etc.</p>	<p>Total Price Yen</p>
20.	<p><u>Cleanliness</u> The agency will undertake cleaning of entire exhibition space on all floors ie. Ground floor, 2nd and 3rd floors of IGF/IHF pavilions foyer areas .on daily basis and maintain cleanliness throughout the day including removing of garbage bags in dust bins. Cleaning on the day before opening, fair period and thereafter including waste disposal. After the events, all Halls should be given clean and clear to venue authority i.e. Mydome Osaka</p>	<p>Price _____ Yen</p>

21.	<p><u>National Flags of India & Japan</u> Flag of India and Japan on flag mast/pole are to be placed on both sides of the stage at the time of inauguration, seminar and at the registration. Similarly, small size flags on the stand have to be kept at the podiums during the inauguration/seminar and at the registration desks, VIP room, ITPO office etc.</p>	<p>Total Price Yen</p>
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22.	<p><u>Lounge at 2nd floor inside the hall (As per Annexure - 17)</u> Sofa three seater : 4 Central Table/coffee table : 2 Big Plant with planter : 2 Carpet (Magenta colour) : 36 sqm. Flowers with Pot : 2 Partition panel : 2 Spot Light : 8 Digital Print Pasted on partition panels : 4</p>	<p>Total Price Yen</p>
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23.	<p><u>Media Room</u> Chair : 10 Sofa three seater : 1 Central table : 2 Plant big : 1 Flower Pot : 2 Spot light :10 Dustbin : 1</p>	<p>Total Price Yen</p>
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24. Interpreter seating arrangement

At 2 floors

Chair : 20 (Total)

Table/Bench : 6 (Total)

Total Price

.....Yen

25.

Pillars/columns

Pillars/columns in Hall 2BCD at 2nd floor (4Nos.)
should be completely covered with Textile/flex panels/
graphics/pictures

Size of Pillar : 1.38m×1.38m (octagon)

Ceiling height : 4.0m (Hall 2BCD) and 4.5(Hall 1A)

Total Price

.....Yen

**Note: The text materials/basic graphic design will be provided
by ITPO**

Construction time available:

- Booths are to be completed first and handed over to exhibitors by 10.00 a.m. on 19/07/2016 i.e. the day of decoration (assuming one full day is available prior to this for booth set-up).
- Contractor staff should be present on all days during fair period to provide additional items, facilitate smooth electrical connections etc.

Please note:

- Approximately 1550 Sqm area of booths for constructions have been taken in financial bid; however there is likelihood that the area may increase or decrease by 10% to 20% of the size/total area on either side of thematic display in 2nd floor and 3rd floor for booths of IGF and IHF. Agency may please quote/give unit rate in sqm for booth IGF/IHF so that final job order/payment can be decreased/increased proportionately.
- The text materials/basic design enclosed are for reference and tentative. The final design etc shall be provided at the time of awarding the work.

(Signature of Authorized Signatory)

INDIA TRDE PROMOTION ORGANIZATION

**37th India Garment Fair and 27th India Home Furnishing Fair
Osaka, Japan (July 20-22, 2016),
Per Unit Details/Break-up of the additional display aids (optional)**

Please Note: In case of shortfalls either because of reduced scope of work by ITPO or for other genuine reasons the deduction will be made as per these unit rates.

Item No	Item Size/Specs	Unit Price (in JP YEN)
1	Pegboard 900 x 1800H	
2	Pegboard Hook L50	
3	Pegboard Hook L100	
4	Glass Shelf 870x330	
5	High Showcase 520x520x1870H	
6	Low Showcase 1020x520x1050H	
7	Stacking Chair	
8	Round Table R600x650H	
9	Single Hanger Rail W1010xD410xH1050~1750	
10	Double Hanger Rail W1010xD410xH Adjustable	
11	Wall Panel(Hard Type) 990 x 2700H	
12	Wall Panel(Soft Type 16mm) 990 x 2700H	
13	Info Counter 900 x 450 x 930H	
14	Display Counter 1000 x 500 x 750H	
15	Display Counter 1000 x 1000 x 750H	
16	Cabinet with Sliding Door 1000 x 500 x 750H	
17	Cabinet with Sliding Door 1000 x 500 x 900H	
18	Flat Shelf 985x300	
19	Slant Shelf 985x300	
20	Mesh Panel 900 x 1800H	
21	Mesh Panel Hook L100	
22	Mesh Panel Hook L200	
23	Curtain Rail L1000	
24	Curtain Rail L2000	
25	Rectangular Table 1500 x 600 x 700H	
26	Folding Chair	
27	Square Table 450 x 450 x 650H	
28	Standard Hanger	
29	Clip Hanger	
30	Wood Hanger	
31	Iron/Board Set	
32	Name card Receiver	
33	Catalogue Rack A4 Size	
34	Mannequin Female Adult	
35	Mannequin Male Adult	
36	Mannequin Female Child	

37	Mannequin Male Child	
38	Standard LED spotlight Equivalent: Halogen 100W	
39	LED Spotlight 50W Equivalent : Mercury Lamp 300W	
40	HID Floodlight 150W(White Light)	
41	LED Spotlight 95W Equivalent:500W	
42	FL Lamp 40W(White Light)	
43	Power Outlet 100V/5A	
44	Transformer 220-240V/1kW	
45	Adapter	
46	Display Counter(2steps)	
47	Chain & Hook(2pcs/set)	
48	Velcro tape 4 pc/set	
49	Rubbish Bin SE-402	
50	Meeting Set SC-804 x3, R600x650x1	
51	System Frame(3m)	
52	LED Spotlight 20W white	
53	Hook hanger	
54	Plant (Large)	
55	Plant (Medium)	
56	Plant (Small)	
57	Flower pot	
58	Refrigerator 165 ltr.	
59	Glass door	
60	Sofa Single Seater	
61	Sofa Two seater	
62	Sofa Three seater	
63	Table central	
64	Bunting/Graphic per sqm.	
65	Prefab wall(without panel) for stretching textile panels per sqm.	

Note: The unit rate quoted here shall be inclusive of all taxes. The exhibitors have to be provided these items at the above rates. No extra rate/taxes can be charged. The agency, however, for taking the prior/advance bookings can offer discount to the exhibitors to get their demand in advance for better planning.

Optional Activities: (These will be included depends on the needs)

1.	Cultural activities		
	Sl.N.	Description	Rate per performance In JPY
	A	Dance (Indian)	
		Folk	
		Classical	
	B	Song	
C	Music		
Please furnish the detail and level of artists.			

2.	Food:		
	Sl.N.	Description	Unit Rate JPY
	A	Refreshment –Veg/ Non-veg	
B	Lunch/ Dinner –Veg/ Non-Veg		

3.	<p><u>Cyber café</u> Setup of cyber cafe at 2nd floor and 3rd floor</p> <ul style="list-style-type: none"> • Desktop PC (English OS, Windows Office) with monitor-2 Nos. each • B/W laser printer with toner and paper (A4 size); 1 each floor • Internet connection (ADSL for 2 computers); • Tables : 2 nos each floor • Chairs : 6 nos each floor • Dustbin : 1 each floor 	<p>Total Price</p> <p>----- Yen</p>
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4.	<p><u>Facility Centre/Meeting rooms at 2nd and 3rd floor</u></p> <ul style="list-style-type: none"> ➤ Central/Coffee table-2 ➤ Sofa(3 seater)-2 ➤ Flower pots-2 ➤ Dustbin-1 ➤ Chairs: 10 	<p>Total Price</p> <p>----- Yen</p>
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5.	<p><u>To arrange graphic, flex, buntings, panel & flags etc. And installation/hanging in the Halls, Office, VIP rooms/foyers etc.</u></p> <p style="padding-left: 40px;"> Sizes: 2.5mx1m : 5 No. 3.5mx1m : 5 Nos. 2.7m x1m : 5 Nos. </p> <p>The actual requirements will be more depends on the area. <u>The text materials/basic graphic design will be provided by ITPO</u></p> <p>Please provide photographs mentioning size for each of these and give unit rates for each (in case of extra requirement) It is proposed to make the exhibition halls and foyers at 2 floors more colorful and India centric. The agency to prepare these (graphic, flex, buntings, panels & flags etc) and suitably hang/place/install them suitable and appropriate location to make an attractive and bright visual presentation. (As per the details given in the technical bid)</p>	<p>Total Price</p> <p>----- Yen</p> <p>----- Yen</p> <p>----- Yen</p> <p>Rate Per sqm.....Yen</p>
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(Signature of Authorized Signatory)