



The Handloom Export Promotion Council

(Ministry of Textiles, Govt. of India)



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No: HEPC/EF/STAND CONSTRUCTION/DOMOTEX/2020 – Dt. 25.10.2019
Handloom Export Promotion Council, No.34, Cathedral Garden Road, Chennai-34

Inviting bids for appointment of Stand construction agency for Domotex - 2020 to be held at Hannover, Germany during 10-13 January 2020

Sealed quotations are invited from interested and eligible stand construction agencies for Domotex - 2020 to be held at Hannover, Germany during 10-13 January 2020.

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles, Govt. of India, is participating in Domotex-2020 with 20 member exporters, of which stand construction has to be undertaken for 12 booths (approx. 129 sq.mtrs.). The major product profile showcased in this event are Floor covering products.

1. Activities proposed to be undertaken for Stand construction :

i) To construct stalls (approx. 12Nos. – approx. 129 sq.mtrs) using Maxima front + Octanorm Panel. Stall spreading in Hall 9 will measure as follows, which are indicative only,

9 sq.m	- 7nos.
12 sq.m	- 3nos. (including HEPC stall)
15 sq.m	- 2nos.

The stalls will have accessories for display of Floor covering products as listed in Appendix III

ii) Overhead branding : Each booth design will have an overhead branding design "Incredible Textiles of India" above fascia as per Annexure I

2. Responsibility of the Council

- i) Providing list of participants.
- ii) Providing Floor plan and hall plan.
- iii) Providing user id and password for online submission for electricity and other required orders for stand construction.

- iv) Providing customized fascia design.
- v) Approval of stand accessory layout and carpet colour.

3. Responsibilities of the bidder

- i) Stand pavilion design for individual size.
- ii) Undertaking construction for the same as per the approved design, provide carpet colour options, for selection by Council.
- iii) Getting accessories installation position details from participants by sending booth view to the participants.
- iv) Providing the accessories list to participants.
- v) Get the additional accessories details from participants, if required and install the same at venue.
- vi) Delivery and installation of additional accessories at the venue, on request from participants.
- vii) Completion and handing over of stand construction by 5.00 P.M. on 08.01.2020

It may please be noted that delay in completion and handing over of completely constructed stalls will attract imposition of penalty to an amount upto 25% of contract value.

4. Pre-qualification criteria

- i) The agency should be registered under the Companies Act or any other appropriate Act.
- ii) Agency should have turnover of atleast Rs.1 Crore each in the past 3 years or Rs.2 crore in the last financial year.
- iii) The agency should have relevant experience in stand construction abroad in association with Ministries/ Export Promotion Councils/ Export Development Authorities/Commodity Boards/ Other Government Entities.
- iv) Experience in stand construction for atleast two events in Germany within the last 3 years.
- v) The agency should have experience of handling similar project abroad at a cost of Rs.15 lakh and above.
- vi) Supporting documents (Work order containing value of work executed, Photograph of events conducted, Client list etc) in proof of above pre-qualification requirements need to be submitted.

vii) Agency should not have been penalised for any short comings in similar project execution by any Council, Commodities board and other Govt. entity.

5. Procedure to submit bid

i) The agency has to prepare two separate covers viz. one containing technical bid (Appendix – I) and the other containing financial bid (Appendix – II & III). The bids should be as per the prescribed form (Appendix – I, II & III) duly signed and along with requisite documents.

ii) The pre-qualification bid otherwise called technical bid should be put in a sealed envelope superscribed as “**Technical bid**” and financial bid in a sealed envelope superscribed as “**Financial bid**”. Both technical and financial bid have to be put inside a main envelope and sealed superscribed as “**Bid for Stand construction – Domotex 2020**”

iii) The agency should send the filled in application in sealed cover as instructed above and the proposal should reach the following **address before 3.00pm on 06.11.2019**

**The Handloom Export Promotion Council
No.34, Cathedral Garden Road,
Nungambakkam, Chennai-34.
Ph:044-28278879**

iv) The technical bid will be **opened at 4.00 pm on 06.11.2019** in the presence of those bidders who may wish to be present.

v) Financial bid will be opened only of those bidders whose technical bid meets the pre-qualification criteria.

vi) Financial bids of bidders who do not meet the pre-qualification criteria will be returned unopened.

vii) Successful bidders will have to provide performance bank guarantee within 5 days from any Nationalised/Scheduled Bank for 10% of contract value along with their acceptance letter.

6. Terms & Conditions

i) The rates to undertake construction event have to be quoted in Indian Rupees (INR) or in Euros.

ii) The rates need to be quoted per sq.mtr basis covering display accessories as listed in package.

iii) A separate quote for supply of additional accessories viz. light, curtain rod, shelves, peg board, etc. on demand basis need to be given.

iv) The rates furnished in the proforma need to be inclusive of all applicable taxes.

v) If stand construction arrangements are not satisfactory, HEPC reserves the right to undertake such of these activities directly/through any other agency and amount incurred for such work will be deducted from the successful bidder. Further, any unsatisfactory performance and delay in handing over of constructed stall will attract a penalty of upto 25% of total cost.

vi) All the above requirements are indicative and any deviation will be considered on prorata basis with prior approval.

vii) If there is any difference in the amount quoted in value and in words, amount quoted in words will be taken as correct.

viii) The stand construction agency has to coordinate with HEPC (as will be informed to successful bidder).

7. Payment Terms

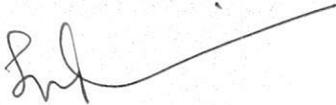
i) 25% on receipt of performance bank guarantee and acceptance letter from the contractor.

ii) 25% on completion of construction and handing over of stalls by the contractor.

iii) 50% on submission of final bill and its acceptance by the Council.

iv) Conditional bid will not be accepted.

v) HEPC reserves the right to seek clarification from any/all bidders and also the right to reject any or all bids without assigning any reason.



**Dr.S.B.Deepak Kumar IAS,
Executive Director**

HANDLOOM EXPORT PROMOTION COUNCIL

TECHNICAL BID

1. Name of the Agency:

2. Address:

3. Name of the authorised person

4. Telephone No:

Office: _____ Mobile: _____

Residence: _____ Fax: _____

5. Documents to be enclosed:

S.No	Prequalification criteria (as per para 4)	Documents required
1	The agency should be registered under Companies Act or any other appropriate Act.	Copy of incorporation certificate under Companies Act or any other appropriate Act
2	Agency should have turnover of atleast Rs.1 Crore each in the past 3 years or Rs.2 crore in the last financial year.	1. Copy of the latest 3 years balance sheet duly certified by the Chartered Accountant 2. Income Tax return of the latest year filed: (2018-19).
3	The agency should have relevant experience in stand construction abroad in association with Ministries/ Export Promotion Councils/ Export Development Authorities/Commodity boards/ Other Government Entities.	Copy of work order awarded by clients with photos
4	Experience in undertaking stand construction for atleast two events in Germany within the last 3 years	Copy of work order awarded by clients.

6. Any other Please specify:

Date:

Signature:

Place:

Company seal:

HANDLOOM EXPORT PROMOTION COUNCIL

FINANCIAL BID

1. Name of the Agency:

2. Address:

3. Name of the authorised signatory:

4. Telephone No:

Office: _____ Mobile: _____

Residence: _____ Fax: _____

1. Cost :

S.No	Particulars	Cost (in Rupees) or Euros
1	Stand construction cost per sq.mtr. Maxima front and Octanorm panel at the back	
	Total cost for 129 sq.mtrs. Maxima front and Octanorm panel at the back	
2	Stand Construction for HEPC Booth 12 m ²	

(Total amount in words Rupees _____ only)

Note: The above rates are inclusive of all applicable taxes.**Payment Terms**

1. 25% on receipt of Performance Guarantee and acceptance from the contractor.
2. 25% on completion of construction and handing over of stalls by the contractor.
3. 50% on submission of final bill and its acceptance by the Council.

I/We agree to all the terms and conditions specified in the notice inviting bid No. HEPC/ EF/
Stand Construction/Domotex 2020 dt.25.10.2019.

Date:

Signature:

Place:

Company seal:

PROFORMA FOR FINANCIAL BID – DOMOTEX 2020

S.No.	Stand construction details
1	<p><u>9 sq.mt Stall (Front side is Maxima & back wall is Octonorm)</u></p> <ol style="list-style-type: none"> 1. Table -1 no. 2. Chair -3 nos. 3. Clamp -1 no per sq.mtr 4. Dust bin -1 5. Power point – 1 6. Lights -150w HQI white lights-4nos 7. Angle light -1 no. on fascia 8. Water -1no. 1.5 Ltr per day 9. 3 meter run company name in back lit fascia (2 name fascias in case of corner stall) in hard board 10. Carpet 11. Overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo
	<p><u>12 sq.mt stall (Front side is Maxima & back wall is Octonorm)</u></p> <ol style="list-style-type: none"> 1. Table -1 no. 2. Chair -4 nos. 3. Clamp -1 no per sq.mtr 4. Dust bin -1 5. Power point – 1 6. Lights -150w HQI white lights-5nos 7. Angle light -1 no. on fascia 8. Water -1.5 Ltrs per day 9. 4 or 3 meter run company name in back lit fascia (2 name fascias in case of corner stall) in hard board 10. Carpet 11. Overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo
	<p><u>15sqm sq.mt stall (Front side is Maxima & back wall is Octonorm)</u></p> <ol style="list-style-type: none"> 1. Table -2 nos 2. Chair -5 nos. 3. Clamp -1 no per sq.mtr 4. Dust bin -1 5. Power point –1 6. Lights -150w HQI white lights-6nos 7. Angle light -2 no. on fascia 8. Water - 3 Ltrs per day 9. 4 or 3 meter run company name in back lit fascia (2 name fascias in case of corner stall) in hard board 10. Carpet 11. Overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo

2	<p>For HEPC's booth (Front side is Maxima & back wall is Octonorm)</p> <ul style="list-style-type: none"> • Info Desk – 1 no. • Chairs – 4 nos • Coffee table -1 • Brochure stand – 1 • HQI light (as per the 9 sq.mtrs. package) • Plug point – 1 • Dust bin - 1 • LED with floor stand around 41" display stand 																					
3	<p>Provision for supply of additional accessories</p> <table border="1" data-bbox="434 566 1305 927"> <thead> <tr> <th>S.no.</th> <th>Items</th> <th>Rate per unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Curtain rod</td> <td></td> </tr> <tr> <td>2</td> <td>Shelves</td> <td></td> </tr> <tr> <td>3</td> <td>Lights</td> <td></td> </tr> <tr> <td>4</td> <td>Table</td> <td></td> </tr> <tr> <td>5</td> <td>Chair</td> <td></td> </tr> <tr> <td>6</td> <td>Pin Board</td> <td></td> </tr> </tbody> </table> <p>(The above display accessories to be kept ready at venue to meet any additional requirement from participants and for which direct payment will be made by participant)</p>	S.no.	Items	Rate per unit	1	Curtain rod		2	Shelves		3	Lights		4	Table		5	Chair		6	Pin Board	
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5	Chair																					
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Note : the above rates are inclusive of all applicable taxes.

(Signature of bidder/ authorized representative)

DOMOTEX 2020**LIST OF ACCESSORIES- 9/12/15 sq.mtrs.**

S.no.	Accessories	9 sq.mtr	12 sq.mtr	15 sq.mtr
1	Front side is Maxima & back wall is Octonorm			
2	Backlit Fascia Board (2 name facias in case of corner stall)			
3	Table	1 no.	1 no.	2 nos.
4	Chair	3 nos.	4 nos.	5 nos.
5	Clamp /per sq.mtr	1 no.	1 no.	1 no.
6	Dust bin	1 no.	1 no.	1 no.
7	Power point	1 no.	1 no.	1 no.
8	Lights (150w HQI white lights)	4 nos.	5 nos.	6 nos.
9	Angle light (on fascia)	1 no.	1 no.	2 nos.
10	Drinking Water per day	1.5 Ltr	1.5 Ltr.	3 ltrs.