The Handloom Export Promotion Council

(Ministry of Textiles, Govt. of India)

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No:HEPC/EF/STAND CONSTRUCTION/HEIMTEXTIL/2018

Handloom Export Promotion Council, No.34, Cathedral Garden Road, Chennai-34.

10.08.2017

Inviting bids for appointment of Stand construction agency for Heimtextl-2018 to be held at Frankfurt, Germany during 09th to 12th January 2018.

Sealed quotations are invited from interested and eligible stand construction agency for Heimtextil fair to be held at Frankfurt, during 09th to 12th January 2018.

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles, Govt. Of India, is participating in Heimtextil -2018 with 51 member exporters, of which stand construction has to be undertaken for 13 booths (approx. - 173 sq.mtrs.). The major product profile showcased in this event is Home textile products.

1. Activities proposed to be undertaken for Stand construction:

i) To construct stalls (approx. 13 Nos. - approx. 173 sq.mtrs) using standard Octanorm panel. Stall spreading in Hall 10.3 & 6.3 will measure

9 sq.mtrs	-	3 Nos.	-	27 m^2
12 sq.mtrs	-	5 Nos.	-	60 m ²
15 sq.mtrs	-	2 Nos.	-	30 m ²
18 sq.mtrs	-	2 Nos.	-	36 m ²
20 sq.mtrs	-	1 No.	-	20 m ²

and will have accessories for display of home textile products as listed in Annexure I

ii) The booth dimensions and floor plan is listed in Annexure II

2. Responsibility of the Council

- i) Providing list of participants.
- ii) Providing Floor plan and hall plan.

	Promoting	Handloom	Exports	since	1965	
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- 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

- 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 P.M. on 07.01.2018.

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 <u>Rs.1 Crore</u> each in the past 3 years or <u>Rs.2 crore</u> in the last financial year.
- iii) The agency should have relevant experience in organising 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 with superscription "Technical bid" and financial bid in a sealed envelope with superscription "Financial bid". Both technical and financial bid have to be put inside a main envelope and sealed with superscription "Bid for Stand construction Heimtextil 2018"
- 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 pm on $\frac{3\sqrt{\sqrt{2}\sqrt{2017}}}{2017}$

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

- iv) The technical bid will be **opened at 4 pm on** 3103 .2017 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 prequalification 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) only.
- 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 is 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).
- ix) Payment Terms
 - i) 25% on receipt of performance bank guarantee and acceptance letter.
 - i) 25% on completion of construction and handing over of stalls.
 - ii) 50% on submission of final bill and its acceptance by the Council
- x) Conditional bid will not be accepted
- xi) 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.

Rajesh Kumar Sahu Executive Director

Details for construction of Indian Handwovens Pavilion – HEPC @ Heimtextil 2018 fair at Frankfurt, Hall 6.3 & Hall 10.3

1. Scope of work

- > Design and layout for the booth as given by the client
- > Fascia material to be pre-approved by the client
- In-house production and construction as per the drawings
- On-site set up and dismantling with the operation schedule as fixed by the fair authorities
- Carpeting for the booth area as per the client approval
- Transportation and removal of all materials from site belonging to constructor
- > Electrical works including connection and wiring (including power supply)

2. Ownership

- > All items are provided on rental basis only
- > The materials and equipment remain under the constructor ownership at all times and are supplied on rental basis during the event unless otherwise specified
- > The design concept remains the property of HEPC at all times
- > Any items damaged during the event dates shall be reimbursed by the client to constructor.

3. Schedule

- Progress of work shall be according to the schedule indicated by the fair authority.
- 4. Description of work
 - a. Construction work: according to the design drawings

9 sq.mt Stall -

Size	Hall No.	Stall No.
9	10.3	C71C(corner)
9	10.3	C71B
9	10.3	D70B

- Octonorm wall partition
- 3 meter run company name fascia (2 name facias in case of corner stall) in hard board
- Carpet
- overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo
- 1 No. meeting table and 3 Nos. arm chairs
- 3 Nos. of white lights (HQI lights 150watts each)
- 1 No.waste paper basket
- 1 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 3 meter run display shelf (9 Wooden Shelves) and 1 Nos. of 1 meter run cloth rod (Option-A)

(or)

9 Nos of 1 mtre run cloth rod and Securely mounted 1 No. of 1 mtre Wooden Shelve (Option-B)

12 sq.mt stall

4 17			
Size Hall No.		Stall No.	
12	10.3	E60A(corner)	
12	10.3	10.3 D61A(corner)	
12	10.3	D70C(corner)	
12	6.3	A60A	
12	6.3	A60B(corner)	

- wall partition
- 4 or 3 meter run company name fascia (2 name facias in case of corner stall) in hard board
- Carpet
- overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo.
- 1 No. meeting table and 4 Nos. arm chairs
- 4 Nos. of white lights (HQI lights 150watts each)
- 1 No.waste paper basket
- 1 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 4 meter run display shelf (12 Wooden Shelves) and 1 Nos. of 1 meter run cloth rod (<u>Option-A</u>)

(or)

12Nos of 1 mtre run Cloth Rod and Securely mounted 1 No of 1 mtre Wooden Shelve (Option-B)

15 sq.mt stall

Size	Hall No.	Stall No.
15	6.3	A10A(corner)
15	6.3	B11B

- wall partition
- 5 or 3 meter run company name fascia (2 name facias in case of corner stall) in hard board
- carpet
- overhead signages of brand image, (logo will be provided by HEPC)Indian flag and HEPC logo
- 1 No. meeting table and 5 Nos. arm chairs
- 5 Nos. of white lights (HQI lights 150 watts each)
- 1 No.waste paper basket
- 2 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 5 meter run display shelf (15 Wooden Shelves) and 2 Nos. of 1 meter run cloth rods

(Option - A)

(or)

15 Nos of 1 mtre run Cloth rod and Securely mounted 2 Nos of 1 mtre run Wooden Shelves (Option-B)

18 sq.mt stall

Size	Hall No.	Stall No.
18	10.3	F70D
18	10.3	F60D

- wall partition
- 6 or 3 meter run company name fascia (2 name facias in case of corner stall) in hard board
- carpet
- overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo
- 2 Nos. meeting table and 6 Nos. arm chairs
- 6 Nos. of white lights (HQI lights 150 watts each)
- 1 No.waste paper basket
- 3 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 6 meter run display shelf (18 Wooden Shelves) and 3 Nos. of 1 meter run cloth rod

(Option-A)

(or)

18 Nos of 1 mtre run Cloth rod and Securely mounted 3 Nos of 1 mtre shelves (Option-B)

20 sq.mt stall

Size	Hall No.	Stall No.
20	6.3	A10B

- wall partition
- 6 or 3 meter run company name fascia (2 name facias in case of corner stall) in hard board
- carpet
- overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo
- 2 Nos. meeting table and 6 Nos. arm chairs
- 6 Nos. of white lights (HQI lights 150 watts each)
- 1 No.waste paper basket
- 3 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 6 meter run display shelf (20 Wooden Shelves) and 3 Nos. of 1 meter run cloth rod

(Option-A)

(or)

20 Nos of 1 mtre run Cloth rod and Securely mounted 3 Nos of 1 mtre shelves (Option-B)

HEIMTEXTIL 2018 LIST OF ACCESSORIES- 9/12/15/18/20 sq.mtrs.

9 sq.mtrs Stall

- Octonorm wall partition
- 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board
- Carpet
- overhead signages of brand image, (logo will be provided by HEPC) Indian flag and HEPC logo
- 1 No. meeting table and 3 Nos. arm chairs
- 3 Nos. of white lights (HQI lights 150watts each)
- 1 No.waste paper basket
- 1 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 3 meter run display shelf (9 wooden shelves) and 1 Nos. of 1 meter run cloth rod (Option- A)

(or)

9 Nos of 1 mtre run cloth rod and Securely mounted 1 No. of 1 mtre Wooden shelves (Option-B)

12 sq.mtrs. stall

- wall partition
- 4 or 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board
- Carpet
- overhead signages of brand image, (logo will be provided by HEPC) Indian flag and HEPC logo
- 1 No. meeting table and 4 Nos. arm chairs
- 4 Nos. of white lights (HQI lights 150watts each)
- 1 No.waste paper basket
- 1 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 4 meter run display shelf (12 Wooden shelves) and 1 Nos. of 1 meter run cloth rod (Option- A)

(or)

12Nos of 1 mtre run Cloth Rod and Securely mounted 1 No of 1 mtre Wooden Shelve (Option-B)

15 sq.mtr. stall:

- wall partition
- 5 or 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board
- carpet
- overhead signages of brand image, (logo will be provided by HEPC)Indian flag and HEPC logo
- 1 No. meeting table and 5 Nos. arm chairs
- 5 Nos. of white lights (HQI lights 150 watts each)
- 1 No.waste paper basket
- 2 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 5 meter run display shelf (15 Wooden shelves) and 2 Nos. of 1 meter run cloth rods

(Option - A)

(or)

15 Nos of 1 mtre run Cloth rod and <u>Securely mounted</u> 2 Nos of 1 mtre run Wooden Shelves (Option-B)

18 sq.mtrs. stall:

- wall partition
- 6 or 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board
- carpet
- overhead signages of brand image, (logo will be provided by HEPC) Indian flag and HEPC logo
- 2 Nos. meeting table and 6 Nos. arm chairs
- 6 Nos. of white lights (HQI lights 150 watts each)
- 1 No.waste paper basket
- 3 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 3 layers of <u>Securely mounted</u> 6 meter run display shelf (18 Wooden shelves) and 3 Nos. of 1 meter run cloth rod

(Option-A)

(or)

18 Nos of 1 mtre run Cloth rod and <u>Securely mounted</u> 3 Nos of 1 mtre Wooden shelves (Option-B)

20 sq.mtrs stall:

- wall partition
- 5 or 4 meter run company name fascia (2 name fascias in case of corner stall) in hard board
- Carpet
- overhead signages of brand image, (logo will be provided by HEPC) Indian flag and HEPC logo
- 2 Nos of . meeting table and 8 Nos. arm chairs
- 7 Nos. of white lights (HQI lights 150watts each)
- 1 No.waste paper basket
- 3 Nos. of 1mW x 2mH pin board
- 1 No. Electricity socket (for charging laptop, mobiles, etc.)
- 4 layers of <u>Securely mounted</u> 5 meter run display shelf (20 Wooden shelves) and 4 Nos. of 1 meter run cloth rod (Option A)

(or)

20 Nos of 1 mtre run Cloth rods and Securely mounted 4 Nos of 1 mtre Wooden shelves (Option-B)

HANDLOOM EXPORT PROMOTION COUNCIL

TECHNICAL BID

1. Nam	ne of the Agency:		
2. Add	ress:		
3. Name	e of the authorised person		
4. Telep	hone No:		
Office:_		Mobile:	
Resider	ce:	_Fax:	
5. Docu	ments to be enclosed:		
S.No	Prequalification criteria (as per pa	ara 4)	Documents required
1	The agency should be registered act or any other appropriate act.		copy of incorporation certificate under Companies act or any other appropriate act
2	Agency should have turnover of a each in the past 3 years or Rs.2 financial year.		 copy of the latest 3 years balance sheet duly certified by the Chartered Accountant Income Tax return of the lates year filed: (2016-17).
3	The agency should have relevant stand construction abroad in Ministries/ Export Promotion Development Authorities/Commo Government Entities.	association with Councils/ Export	Copy of work order awarded by clients with photos
4	Experience in undertaking standatleast two events in Germany with		Copy of work order awarded by clients.
6. Any c	other Please specify :		
Date:		Signa	ture:
Place:		Comp	pany seal:

HANDLOOM EXPORT PROMOTION COUNCIL

FINANCIAL BID

1. N	ame of the Agency:		
2. A	ddress:		
3. Na	me of the authorised signat	tory:	
4. Tel	lephone No:		
Office	D:	Mobile:	
Resid	lence:	Fax:	
5. C	ost:		
S.No	Particulars		Cost (in Rupees).
1	Stand construction cost p	per sq.mtr.	
	Total cost for so		
(Total am	nount in words Rupees		only)
Note:	The above rates are inclus	sive of all applicable taxes.	
Paym	nent Terms		
	i) 25% on receipt of	f Performance Guarantee and a	acceptance letter.
	i) 25% on completion	on of construction and handing	over of stalls.
	ii) 50% on submission	on of final bill and its acceptanc	e by the Council
I/We agre	ee to all the terms and cond	ditions specified in the notice inv	viting bid No. HEPC/ EF/
Stand Co	onstruction/Heimtextil 2018	dt	
Date:		Signatu	re:
Place	y:	Compar	ny seal:

PROFORMA FOR FINANCIAL BID

S.No.	Stand construction details (Octanorm stand)	Unit rate		Total Amount
1	Octonorm wall partition The stall of the s	(Rate sq.mtr)	per	
	9 Nos of 1 mtre run cloth rod and <u>Securely mounted</u> 1 No. of 1 mtre Wooden Shelve (Option-B)			
	wall partition 4 or 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board Carpet overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo 1 No. meeting table and 4 Nos. arm chairs 4 Nos. of white lights (HQI lights 150watts each) 1 No.waste paper basket 1 Nos. of 1mW x 2mH pin board 1 No. Electricity socket (for charging laptop, mobiles, etc.) 3 layers of Securely mounted 4 meter run display shelf (12 Wooden Shelves) and 1 Nos. of 1 meter run cloth rod (Option-A)			
	12Nos of 1 mtre run Cloth Rod and Securely mounted 1 No of 1 mtre Wooden Shelve (Option-B)			

15 sq.mt stall		
wall partition		
5 or 3 meter run company name fascia (2		
name fascias in case of corner stall) in hard board		
carpetoverhead signages of brand image, (logo will		
overhead signages of brand image, (logo will be provided by HEPC)Indian flag and HEPC		
logo		
1 No. meeting table and 5 Nos. arm chairs		
Nos. of white lights (HQI lights 150 watts)		
each)		
1 No.waste paper basket		
Nos. of 1mW x 2mH pin board		
1 No. Electricity socket (for charging laptop,		
mobiles, etc.)		
3 layers of <u>Securely mounted</u> 5 meter run		
display shelf (15 Wooden Shelves) and 2		
Nos. of 1 meter run cloth rods		
(Option – A)		
(or)		
(51)		
15 Nos of 1 mtre run Cloth rod and Securely mounted 2 Nos of		
1 mtre run Wooden Shelves (Option-B)		
Timile full wooden onewes (Option b)		
40 44 11		
18 sq.mt stall		
wall partition		
6 or 3 meter run company name fascia (2)		
name fascias in case of corner stall) in hard		
board		
• carpet		
overhead signages of brand image, (Design		
will be provided by HEPC) Indian flag and		
HEPC logo		
2 Nos. meeting table and 6 Nos. arm chairs		
6 Nos. of white lights (HQI lights 150 watts		
each)		
1 No.waste paper basket 2 No. of 4 mW/ v. 2 mU min board		
3 Nos. of 1mW x 2mH pin board 1 No. Floatricity cooleat (for charging lepton		
1 No. Electricity socket (for charging laptop, mobiles, etc.)		
mobiles, etc.)		
3 layers of <u>Securely mounted</u> 6 meter run display shelf (18 Wooden Shelves) and 3		
Nos. of 1 meter run cloth rod		
(Option- A)		
(Option- A)		
18 Nos of 1 mtre run Cloth rod and <u>Securely mounted</u> 3Nos of 1 mtre shelves (Option-B)		
20 sq.mt stall		
wall partition		
waii partition 6 or 3 meter run company name fascia (2)		
name fascias in case of corner stall) in hard		
board		
• carpet		
overhead signages of brand image, (Design		
will be provided by HEPC) Indian flag and		
HEPC logo		
2 Nos. meeting table and 6 Nos. arm chairs		
6 Nos. of white lights (HQI lights 150 watts)		
each)		
1 No.waste paper basket		
3 Nos. of 1mW x 2mH pin board		
1 No. Electricity socket (for charging laptop,		
mobiles, etc.)		
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	 3 layers of <u>Securely mounted</u> 6 meter run display shelf (18 Wooden Shelves) and 3 Nos. of 1 meter run cloth rod 		
	(Option- A) (or) 20 Nos of 1 mtre run Cloth rod and <u>Securely mounted</u> 3Nos		
	of 1 mtre shelves (Option-B)		
2	For HEPC's booth		
	 Cushion Sofa set – 3 nos Central Table – 1 nos Info Desk – 1 no. Chairs – 4 nos Coffee table -1 Brochure stand – 1 HQI light (as per the 12 sq.mtrs. package) Plug point – 2 Dust bin - 1 LED with floor stand around 50"display stand 		
5	Provision for supply of additional accessories	(Rate per	(Total for all 6
	1. Curtain rod 2. Shelves 3. Lights 4. Table 5. Chair 6. Pin board (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)	unit)	accessories)
	Stand dimension details along with floor plan		As enclosed in
			Annexure - II
	GRAND TOTAL		

Note: the above rates are inclusive of all applicable taxes.

(Signature of bidder/ authorized representative)



