



**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
(Ministry of Commerce & Industry, Government of India)  
**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**  
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**E-TENDER**  
**FOR**  
**ENGAGING STALL CONTRACTOR/EVENT MANAGER**  
**FOR AQUA AQUARIA INDIA 2019**

## TENDER NOTICE

### TENDER FOR ENGAGING STALL CONTRACTOR / EVENT MANAGER FOR THE AQUA AQUARIA INDIA 2019

Bids are invited from reputed firms for **the Stall contractor/Event Manager for the Aqua Aquaria India 2019** organized by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) scheduled to be held at HITEX Exhibition Center, Hyderabad from 30<sup>th</sup> August to 1<sup>st</sup> September 2019 as per the requirements indicated in the tender document, which will be available on the web site [www.mpeda.com](http://www.mpeda.com), [www.aquaaquaria.com](http://www.aquaaquaria.com)

The bid must be submitted /uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 12 Noon on 22 July 2019 for the Stall Contractor/Event Manager for the **Aqua Aquaria India 2019**'.

Secretary,  
MPEDA

**THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY**  
(Ministry of Commerce & Industry, Government of India)  
**P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.**

**BID DATA SHEET**

Sl. No.	Reference	Description
1.	Name of organisation	MPEDA
2.	Name of the work	Stall contractor / Event Manager for the Aqua Aquaria India 2019 organised by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) scheduled to be held at HITEX Exhibition Center, Hyderabad from 30 <sup>th</sup> August -1 <sup>st</sup> September 2019
3.	Reference No:	Ref: PMP-AAI/TEN/1/2019 02.07.2019
4.	Bid Security (Earnest Money Deposit)	Rs. 2.00 lakhs (Rupees two lakhs only) in the form of Account payee DD from any of the nationalized banks, in favour of “ <b>Aqua Aquaria India</b> ”, payable at Ernakulam
5.	Last Date and Time for Online Submission of Bid	22/07/2019, 12 Noon.
6.	Time and Date of Opening of Bid	10 AM on 24/07/2019
7.	Place of Opening Bid	Office of the Secretary, The Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi – 682 036, Kerala
8.	Opening of Technical Bid	10.30 AM on 24/07/2019
9.	Presentation by the Bidders	12 PM on 24/07/2019
10.	Opening of Financial Bid	04 PM on 24/07/2019
11.	Amount of EMD	Rs. 2,00,000.00
12.	Form of EMD	Demand Draft from any of the nationalized banks, in favour of “ <b>Aqua Aquaria India</b> ”, payable at Ernakulam
13.	Performance Security Deposit	5% of the contract value to be paid to “Aqua Aquaria India” account as interest free deposit
14.	Bid Validity	45 Days
15.	Declaration of Technically Qualified Bidders	To be notified online in CPP Portal <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>

16.	Contact Person	Name: Mr. Premdev Designation: Deputy Director (P & MP)
17.	Bid Submission (online)	02/07/2019 onwards.
18.	Method of Selection	Quality and Cost Based Selection (QCBS)
19.	Weightage Criteria for QCBS	Technical Score : 80 %, Financial Score : 20 %
20.	Type of Financial Bidding	Based on the scope of work
21.	Language of Bid	English
22.	Currency of the Bid	Indian Rupees (INR)

**INDEX**

<b>Sl. No.</b>	<b>CONTENTS</b>	<b>Page No.</b>
<b>1.</b>	<b>TENDER NOTICE</b>	02
<b>2.</b>	<b>BID DATA SHEET</b>	03-04
<b>3.</b>	<b>TENDER DOCUMENT</b>	
	1.Introduction	06
	2.Job description	06
	3.Essential Eligibility Criteria	06-07
	4.Terms & Conditions	07-10
	5.Instruction to bidders	10-13
	6. Schedule of Tendering Process	13
<b>1.</b>	<b>Technical Bid Format</b>	14-16
<b>2.</b>	<b>Financial Bid - General</b>	17-24
<b>3.</b>	<b>Appendix 1</b>	25
<b>4.</b>	<b>Appendix 2</b>	26-28
<b>5.</b>	<b>Appendix 3</b>	29
<b>6.</b>	<b>Appendix 4 – Venue Map</b>	30-31

**TENDER DOCUMENT**  
**THE MARINE PRODUCTS EXPORT DEVELOPEMNT AUTHORITY**  
**HEAD OFFICE, KOCHI -36**

**TENDER DOCUMENT FOR STALL CONTRACTOR/EVENT MANAGER FOR ORGANIZING ‘AQUA AQUARIA INDIA 2019’, AN INTERNATIONAL EXHIBITION ON AQUACULTURE AND ORNAMENTAL FISH SECTORS.**

### **1. INTRODUCTION**

The Marine Products Export Development Authority (MPEDA) (hereinafter referred as “Authority”) is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

### **2. JOB DESCRIPTION**

Tenders in prescribed format are invited from reputed event management group for organizing ‘**Aqua Aquaria India 2019**’ (hereinafter referred as ‘Event’), an International event that showcases the activities and business in the aquaculture and ornamental fisheries sector of the country and abroad, scheduled to be held at HITEX Exhibition Center, Hyderabad from 30<sup>th</sup> August to 1<sup>st</sup> September 2019. The Event will have an exhibition having 250 stalls and expects about 6000 delegates to participate. The sketch of the venue and floor plan are provided at Appendix - 4.

The last date for submission of tenders is 22.07.2019 at 12.00 hrs. The bids shall be opened on 24.07.2019 at 10.30 hrs in the presence of the bidder's representatives who choose to be present at the office of the undersigned during the evaluation process. The Technical bid and Financial bid should be uploaded through the e-procurement <https://eprocure.gov.in> as per the prescribed format. The Financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document, and selected in technical bid.

Those who are meeting the eligibility criteria and are interested to organize the event subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

### **3. ESSENTIAL ELIGIBILITY CRITERIA**

- i. The bidder shall be an event management group having minimum financial turnover of **Rs. 10 crores** and above in a single year, during the last three years commencing from 2016-17.
- ii. The bidder should have organized at least three programs of more than 3000 participants in last 3 years.
- iii. Experience with proof of arranging the programs of Union/State government /PSUs/ Private Enterprises etc. on various social / service and business meet.

- iv. Awards / certificates of excellence received, if any.

### **ESSENTIAL DOCUMENTS FOR ELIGIBILITY**

Bidders intending to respond should submit the following essential documents to be eligible to submit bid. Technical bids of those bidders who do not submit these necessary documents shall not be evaluated.

1. Power of Attorney
2. Company Registration Certificate
3. ESI Registration Certificate
4. EPF Registration Certificate
5. GST registration Certificate
6. Copy of PAN Card
7. Solvency certificate from Bank.
8. Undertaking of not been black listed by any Government Department / PSU during last 3 Years.
9. Income Tax Returns (ITR) acknowledgement of last 3 financial years
10. Audited Financial Statements (Balance Sheets, Profit & Loss and Cash flow) of last 3 financial years
11. Consortium Agreement (bilateral or tripartite, whichever is applicable) (if applicable) clearly indicating the sharing of responsibilities
12. Micro and Small Scale Enterprises (MSME) Registration Certificate, if applicable.

Supporting documents in respect of all above mentioned Eligibility Criteria shall be provided.

### **DUE DILIGENCE BY THE APPLICANT**

Bidders are required to familiarize themselves with the local conditions, venue of the event (HITEX Exhibition Center, Hyderabad, India) and take this aspect into account while preparing the bid.

The Employer shall provide at no cost to the selected bidder the inputs and facilities specified in the Bid Data Sheet.

Bidders shall bear all costs associated with the preparation and submission of their bids and contract negotiation.

## **4. TERMS AND CONDITIONS**

### **4.1 EMD**

The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of **Rs. 2.00 lakhs (Rupees two lakhs only)** in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favour of **Aqua Aquaria India** payable at **Ernakulam**.

The DD should reach the below mentioned address on or before the closing date & time for online tender submission superscribed as “EMD for Event Management of Aqua Aquaria India-2019”.

Office of the Secretary,  
Marine Products Export Development Authority, MPEDA House,  
Panampilly Avenue,  
Kochi – 682 036. Kerala.

- 4.2 The Agency shall not sublet whole or part of the work to any other agency in case of award of contract.
- 4.3 The Agency shall execute, comply and organize the function, in accordance with the contract to the complete satisfaction of the Authority.
- 4.4 In case of default on the part of the agency in carrying out any order, Authority shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Authority and will be deducted by the Authority from any money due or it may become due to the agency.
- 4.5 The decision of the Authority in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
- 4.6 All cases/ proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in proper court having jurisdiction in Ernakulam, Kerala.
- 4.7 In the event of the Agency committing breach of any of the above terms and conditions or the services of the Agency being found to be unsatisfactory, the contract can be terminated by the Authority even before the expiry of the period of agreement by giving 10 days notice to the Agency. Even otherwise the Authority will have the right to terminate the engagement of Agency by giving one month's notice.
- 4.8 The Authority shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
- 4.9 The successful bidder/ contractor/ agency will have to sign a contract agreement with the authorized official of the Authority on a Rs. 300/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.
- 4.10 The Authority reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Authority.
- 4.11 Tender document should be signed on all the pages by the Authorized signatory along with seal of the agency.
- 4.12 Resolution of the Company (if the Tenderer is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.
- 4.13 In the event of the Agency committing a breach of the contract, the Authority is entitled to receive from the Agency compensation to the extent of loss incurred as determined by the Authority for any loss or damage caused to the Authority.



- 4.14 Agencies are advised to fully understand the magnitude of the job involved before submitting the bids.
- 4.15 Falsification / Suppression of information shall lead to the disqualification and blacklisting of the agency from bidding for the tenders floated by MPEDA in future.
- 4.16 Successful agency shall avail necessary approvals from the fire service department, municipality and all other concerned departments about safety of the stalls.
- 4.17 The agency is liable to provide the services / items over and above the items mentioned in the tender by the Authority at unit rate quoted in the tender.
- 4.18 If there is requirement of Advance payment, the schedule of advance payment may please be mentioned explicitly in the Financial bid.
- 4.19 An advance payment of 20% of the bid amount will be paid to the successful bidder along with the work order. Another 30% of the bid amount will be paid 3 days before the commencement of the show, thus limiting the advance payment to a maximum of 50%. The balance 50 % payment would be settled within 2 (TWO) months of the date of submission of bills and other required documents after the show.
- 4.20 The Authority reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Authority.
- 4.21 The Authority is under no obligation to accept the lowest or any tender received in response to this tender notice.

### **4.3 PERFORMANCE SECURITY DEPOSIT (PSD)**

Within ten (10) working days of the date of notice of award of the contract, the successful bidder shall deposit with "Aqua Aquaria India" (AAI) an unconditional and irrevocable Performance Security Deposit (PSD) of 5% of the total contract value from a nationalized or scheduled bank acceptable to MPEDA, payable on demand, for the due performance and fulfilment of the contract by the bidder. If the bidder delays the submission of Performance Security Deposit (PSD) beyond 10 working days, MPEDA will penalize the bidder by charging 1% of the quoted value per week of delay.

All charges and expenses whatsoever such as premium; commission etc. with respect to the performance security deposit shall be borne by the successful bidder. The performance security deposit shall be kept valid till completion of the submission of Proceedings Report of Aqua Aquaria India plus 60 days, that is till October 31, 2019, whichever is later. The performance security deposit may be discharged/ returned by MPEDA upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance security deposit.

In the event of the bidder being unable to service the contract for whatever reason, MPEDA shall revoke the PSD. Notwithstanding and without prejudice to any rights whatsoever of MPEDA under the contract in the matter, the proceeds of the PSD shall be payable to AAI as compensation for the pre-estimated, pre-determined and pre- agreed loss resulting from the bidder's failure to perform/comply its obligations under the contract. AAI shall notify the bidder in writing of the exercise of its right to receive such compensation within a reasonable time. AAI shall also be entitled to make deductions from the bidder's bills, performance security deposit,

or from any other amount due to it, an equivalent value of any payment made to it due to inadvertence, error, collusion, misconstruction or misstatement.

## 5. INSTRUCTIONS TO BIDDERS

Bidders are advised to study the Bid document carefully. Online submission of bids shall be done after careful study and examination of the bid document with full understanding of its implications.

Bidders are requested to submit their bids as per the terms and conditions specified herein. Bidders are required to familiarize themselves with the local conditions, venue of the event (HITEX Exhibition Center, Hyderabad) and take this aspect into account while preparing the bid. Only application of those agencies that fulfill the criteria would be considered by the Authority.

### TAXES

The Bidder shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Employer under the contract. All such duties and taxes must be included by the Bidder in the financial bid indicated as a distinct item.

### 5.1 HOW TO APPLY

The bidders must upload their bids in two bid system through the **e-procurement system of Government of India on Central Public Procurement Portal (eprocure.gov.in)**.

**Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**

### 5.2 SUBMISSION/ UPLOADING OF BID

The bidders are required to submit soft copies of their bids electronically on the CPP portal **<https://eprocure.gov.in>** in Two Bid System not later than the time and date indicated in the Bid Data Sheet, or any extension to this date in accordance with the corrigendum, if issued. Any bid received by the Employer other than through CPP portal or any incomplete Bid document received within the stipulated deadline as per Bid Data Sheet in CPP Portal shall be rejected.

**Bid shall be prepared as per the prescribed formats provided** as attachments.

All the files mentioned should be in PDF format except for the BOQ which should be in .xls format.

The details of Form/s to be uploaded online using CPP Portal under Two Bid System are described as below:

-1: Technical Bid

- i. Scanned copies of EMD shall be uploaded on CPP portal.
- ii. Technical Bid including all the desired documents, forms and formats should be scanned and uploaded.

-2: Financial Bid

- i. Lump-sum cost as per forms and formats prescribed in this document.

### 5.3 BRIEF DESCRIPTION OF THE SELECTION PROCESS

Two Bid selection process based on Quality and Cost Based Selection (QCBS) for evaluating the Bids has been adopted for selection of Event manger comprising:

(a) **The Technical Bid** and (b) **the Financial Bid**. Bids are required to be uploaded as follows: -1: Technical Bid: -2: Financial Bid

In the first stage, “-1: “Technical Bid will be opened and evaluated by the committee as per the evaluation criteria,

In the second stage, “-2: Financial Bid will be opened at a time and date to be informed later **only of those bidders** who are found to be technically qualified as per the mentioned technical qualification criteria.

### 5.4 EVALUATION OF TECHNICAL BID

Technical Bid of the eligible bidders shall be evaluated as per following criteria.

#### 5.4.1 Evaluation of Technical Bid

The Technical Bid of the eligible bidders shall be evaluated based on their past experience, understanding of the proposed methodology, work plan for execution, BOQ prepared by the bidder in commensurate with magnitude of the event and methodology proposed by them and qualification and experience of proposed key experts of the bidder.

The bidders shall make a **power point presentation** of their technical bid. The date and time of bid presentation will be intimated by standard electronic means to the respective bidders by MPEDA. **Bid presentation by all the responsive Bidders is mandatory.**

The Evaluation committee shall evaluate each Technical Bid by awarding marks as per the following criteria and also after listening to the Bidders during Bid-Presentation.

#### Evaluation Criteria of Technical Bid for calculation of Technical Score (TS)

S. No.	Criteria for Evaluation	Max. Marks (TS)
1.	<b>Past Experience of the Bidder</b>	<b>30 Marks</b>
a)	Experience of Successfully organizing Conference/ Exhibition/ Congress/ Convention within last five (05) Years. <b>(Provide best 5 Events of which at least one should be international event).</b>	<b>10</b>
b)	Work with Government Organization in last 10 years. *2 mark for each event if Completion Certificate is submitted and 1 mark, if only work order is submitted)	<b>10</b>
c)	Adequacy of infrastructure and local presence	<b>10</b>
2.	<b>Turn over</b>	<b>10 Marks</b>
a)	The minimum turnover should be 10 crores & above (2 marks for each 1 crore above 10 crores subject to a	<b>10</b>

	maximum of 10 Marks)	
<b>3.</b>	<b>Presentation on the Approach and Methodology</b>	<b>60 Marks</b>
a)	• Understanding about the needs of the show	20
b)	• Proposed Design Theme	15
c)	• Exhibition venue Management	10
d)	• Registration counter Management	5
e)	• Adaptation of Innovative/State-of-the-art Technology	10
<b>Total Marks (TS)</b>		<b>100 Marks</b>

5.4.2 Qualifying Technical Marks: A bidder must get minimum technical marks of 75 to get qualified for opening of financial bid. If any bidder gets marks less than 75, then that particular bidder will not be eligible for further selection process and its financial bid will not be opened.

### 5.5 OPENING OF FINANCIAL BID

Financial bid of only technically qualified bidders shall be opened on the day and time to be informed to the bidders through Electronic media. The financial bid will be opened in the presence of the authorized representatives of such successful bidders, who choose to attend the bid opening.

### 5.6 COMPUTATION OF COMPOSITE SCORE (CS) as per QCBS

Composite Score (CS) of the technically qualified bidders will be calculated as the sum of weightage assigned to 80% of Technical Score (TS) and 20% of Financial Score (FS), which is as follows,

$$CS = (80\% * TS) + (20\% * FS)$$

Where,

CS= Composite Score of Bidder,

TS = Technical Score of Bidder;

FS = Financial Score of Bidder

5.7 TS and FS shall be calculated as follows:

$$TS = 100 \times (\text{Technical marks of Bidder} / \text{Highest Technical mark}) \text{ and,}$$

$$FS = 100 \times (\text{Lowest Financial Bid value} / \text{Financial Bid value of the Bidder})$$

### 5.8 RANKING OF BIDDERS, FINALISATION AND AWARD OF CONTRACT

5.8.1 The Bidders will be ranked according to the composite score obtained by them. Bidder obtaining the highest **Composite Score (CS)** will be selected as the **Successful Bidder**. In case of a tie, event manager with higher Technical Score (**TS**) shall be declared the **Successful Bidder**.

5.8.2 The bid of **Successful Bidder** shall be recommended for award of contract.

The successful bidder/contractor/agency will have to sign a contract agreement with the authorized official of the Authority on a Rs. 300/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.

## 6. SCHEDULE OF TENDERING PROCESS

The Schedule for the process for selection of event manager is as follows:

<b>Sl. No.</b>	<b>Milestone</b>	<b>Date</b>
1	Issuance of Tender notice	02/07/2019
2	Last Date for Online Submission of Bid	22/07/2019
3	Date for Opening of Technical Bid (-1)	24/07/2019
4	Presentation by the Bidders	24/07/2019
5	Opening of Financial Bid (-2)	24/07/2019

**Technical Bid****Last date for receipt of application is upto 22.07.2019 at 12.00 hrs****From**

.....  
 .....  
 .....

**To**

THE SECRETARY  
 The Marine Products Export Development Authority  
 P. B. No. 4272, MPEDA House,  
 Panampilly Avenue, Kochi – 682 036.

Sl. No.	Particulars	Details to be filled in by the Agency
1	Name of the Firm/Agency	
2	Registered office/business address of the agency with telephone, cell, Website, E-mail and fax number	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation & Constitution	
6	Income Tax - PAN No. (Attach copy of PAN)	
7	GST No. (Attach copy of GST registration)	
8	TIN No. (Attach copy)	
9	Turnover during last three years (copy of audited Balance sheet to be enclosed)	
	Year	Turnover in Rupees lakhs (in words and figures)
	2016-17	
	2017-18	
	2018-19	

10	Whether registered with Registrar of Companies? If yes, Date of Registration (Attach copy of Registration)				
11	Customer Profile (Attach copy of work orders/proof & Work completion certificate)				
12	<u>Infrastructure details</u> 1) Details of network/branches of agency in Telangana and other states in India. 2) Whether the agency have adequate professionally trained manpower. 3) Whether the agency is providing services to Union Govt. / Public sector undertakings, Financial institutions, banks/private sector companies, etc. in past three years.				
13	Details of Previous experience as per format below.(Copies of experience certificates, work orders, Work completion certificate and proof of Work order value to be attached)				
14	Whether the agency is an income tax assessee with valid PAN number and having filed its Income tax return for the last three assessment years i.e. 2016, 2017 and 2018. <b>(Attach copy of Income Tax returns for all the above mentioned years).</b>				
15	Any other relevant information				
16	<b>Verification</b> - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Authority.				
17. Format for giving details of key personnel of the agency					
Sl. No.	Name of key personnel	Designation	Years with the Agency	Contact number	Any other information

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**Date:**

**Name & Signature of authorized signatory  
Name & Seal of Agency**

**Past Experience of the Bidder**

*Experience of successfully organizing Workshop/ Conference/ Congress/ Convention/ Symposia within last 5 years:*

(Give best 5 Events and atleast one should be international event)

<b>Sl. No.</b>	<b>Name of Events</b>	<b>Period of Events (From-To )</b>	<b>Name of Client</b>	<b>Value of Work</b>	<b>Venue of Event</b>	<b>Year of Completion</b>	<b>Number of Registered Participants (National and International separately)</b>
1							
2							
3							
4							
5							



**Financial Bid : Part - 1**  
**Last date for receipt of application is upto 22.07.2019 at 12.00 hrs**

**From**

.....  
 .....  
 .....

**To**

THE SECRETARY  
 The Marine Products Export Development Authority  
 P. B. No. 4272, MPEDA House,  
 Panampilly Avenue, Kochi – 682 036.

I/We have read and examined the documents relating to the Event Management of Aqua Aquaria India 2019 scheduled to be held at HITEX Exhibition Center, Hyderabad from 30<sup>th</sup> August to 1<sup>st</sup> September 2019.

Sl. No.	Description	Estimated Qty.	No. of Days	Unit	Rate	Total Amount (INR)
<b>I.</b>	<b>Exhibition and other requirements</b>					
1	Prefabricated stalls of size 3 x 3 m with carpet, R8 system powder coated finish, laminated panels with 1 counter table, 3 chairs, 3 spotlights, 1 power socket (5 amp, 230 V) 1 waste-bin, fascia name for every 9 sq m stall.	300 stalls (2700 sq.m.)	–	Sqm		
2	Providing synthetic new carpet on the floor for the aisle and foyer area. Maintaining the same throughout the exhibition period.	4200	–	Sqm		
3	15 nos of Two level Registration Counters of size 2 x 2 m in ticket disbursing model (top level glass) with carpet, proper signage, direction boards and barricaded queue management system.	1	–	Job		

4	Arrangements for Technical session (500 sqm) in Hall1 with stage/raised platform with Dias seating arrangements for 10 persons, Podium with branding and mike , Pointer, Laptop, Head Table with name plates, 500 conference chairs etc. with a 42" LCD screen for viewing by VIP's seated on the Dias.	1	–	Job		
5	Red carpet for outdoor area including foyer area of the registration counter at exhibition venue	200		Sq.m		
6	Door from corridor to the Technical session	1		Job		
7	Acoustic sound proofing of Technical Session Hall	1		Job		
8	Arrangements for Official Lounge (300 sq.m) outside the Exhibition Hall with 3 seater sofa - 4 Nos., single seater sofa - 4 Nos., centre tables, Coffee vending machine, Visitors chair, 4 glass top round tables, Pedestal fan, LED TV, Refrigerator, Potted plants & drinking Water Dispenser.	1	–	Job		
9	Arrangements for AAI-2019 control room in both the Exhibition Hall area with Moulded chairs - 12 nos; System table - 6nos and extension boards – 4 nos; with power supply	1	–	job		
10	Arrangements for Media Centre( 50 sq.m) in the Exhibition hall area, nearer to the Technical session area with Moulded chairs:25 nos; System tables:10 nos and 4 extension boards with power supply	1	–	job		
11	Flower Decoration for official Lounge (Replace with fresh flowers on daily basis)	1	3	Job		

12	Counter for Help Desk and Information Centre with show branded kiosk (2 at show ground, 1 at airport, 1 each at 2 railway stations(Secunderabad & Hyderabad) and 1 at Bus terminal)	6	–	job		
13	4Mx4M Pagoda at exhibition ground for vehicle display	As per Requirement	–	Per Pagoda		
<b>II.</b>	<b>Venue Branding</b>					
14	Providing digital printed buntings (2 x 4 ft) along the compound wall on GI poles with metal clamps	100 nos		Each		
15	Entrance arch on the main gate of the Exhibition venues with digital printed flex.	1		Each		
16	Welcome board on the main gate with digital printed flex mounted on metal frame 20'x10'	200		Sq.Ft		
17	Entrance arch in front of inauguration hall with digital printed flex	1		Job		
18	Direction way boards of size 8' x 4'	20 nos.		Each		
19	Exhibitor list using digital printed flex mounted on metal frame 32' x10'	320		Sqft		
20	Exhibition Layout 8'x12'	96		Sq.ft		
21	Technical Session schedule using digital print on flex mounted on metal frame 20'x10'	200		Sqft		
22	Sponsor Branding outside Exhibition Hall 10 x 8ft x 2 nos	160		Sqft		
23	Facade at the front side of exhibition hall and venue with Flex Cladding	400		Sq m		
24	Signage stand 2 each in Technical Session area (Reserved, VIP, Media etc )	6 nos		Each		
<b>III.</b>	<b>Inaugural function</b>					

25	Main stage LED backdrop proportionate with the size of the stage. (Technical Session)	1 no.	3	Each		
26	Security Barricade with Metal Detector door frames	20	1	Mtrs		
27	VIP Umbrella	5		Each		
<b>IV.</b>	<b>Stage setting/seating</b>					
28	Inaugural arrangement (Nila vilakk/ kuthuvilakk) (5 feet) with Jasmine garland, kai vilakk, oil, wick, camphor, match box, tissue paper, etc	1		LS		
29	VIP Seats for head table	20 nos	1	Each		
30	Head table set up/Dias suitable for 10 chairs	1	1	Each		
31	Name boards- acrylic	10 nos	1	Each		
32	Floral arrangements on the stage and dias for Technical session (Replace with fresh flowers on daily basis)		2	LS		
33	Hall perfume spray	1	2 days	per unit		
34	3 seater Sofas for VIPs in the audience	12 Nos.	1	Per Sofa		
35	Virgin Carpet in Technical Session Aisle	500 Sq.Ft		Per Sq.ft.		
36	Facilities for Award Distribution Function: Table: with cloth ing and frills	4 nos.	1	Per Table		
<b>V</b>	<b>Sound system</b>					
37	JBL branded sound system (5000 W output)	SET	3	LS		
38	Cordless mikes - Shure/Sennehser	4 nos	3	Each		
39	Goose mike and Collar mike	2+1 no	3	Each		
40	Portable PA System with speakers	1	3	Per/Day		
<b>VI</b>	<b>Stage lights</b>					
41	Professional truss on stage for lights	1 no	1	Each		
42	LED pars for stage event	24 nos	1	Each		
43	Par cans	12 nos		Each		

<b>VII. Food court</b>						
44	Internal Food Court of 350 Sq.M within the Hall No.1 with 15 Nos. of Round Tables and 50 Nos. of chairs and sufficient counters for setting up mini food stalls	1	3	1 Job		
45	Pagoda for fish stall & Food Court with raised platform and carpet	20	3	Each		
46	Ceiling fan for pagodas	20	3	Per/ Fan		
47	Power socket for food vendors (15 amp)	10 nos	3	Each		
48	Water connection for hand washing (tanks and wash basins)	4	3	Job		
<b>VIII Miscellaneous Items</b>						
49	Dust bin 100 litres to be deployed in the exhibition venue	10 nos		Each		
50	Que Manager- SS Finish with Black Ribbon	50		Each		
51	Tables for Security check	6 nos		Each		
52	Hire and labour charges for providing barricade for Connecting Passage Areas (30 ft. x 20 approx) from Hall 1 to Hall 3.			1 job		
53	Backdrop for press meet. Size 16ft x 10ft	160 Sq.Ft		Per Sq.ft.		
54	Power socket for Wi-Fi connection (15A)	5		Per No.		
55	Octonorm Panel Partition in open areas of exhibition hall	25		Per No.		
56	Volunteers for 8 hrs shift per day	20 persons per day	5	Per Person/day		
57	Drinking Water ( Table, Bubble Top & Dispenser) with paper cups	50	3	Per Unit		
58	Plants for decoration	100 Nos	3	Per plant		
<b>IX. Power Generation</b>						
59	Generator set rental per hour with fuel, cable and transportation cost	30KV	1	Per/Hour		

60	Generator set rental per hour with fuel, cable and transportation cost	65KV	1	Per/Hour		
61	Generator set rental per hour with fuel, cable and transportation cost	125KV	1	Per/Hour		
62	Generator set rental per hour with fuel, cable and transportation cost	250KV	1	Per/Hour		
63	Generator set rental per hour with fuel, cable and transportation cost	500 KV	1	Per/Hour		
64	Generator set rental per hour with fuel, cable and transportation cost	750 KV	1	Per/Hour		
65	Generator set rental per hour with fuel, cable and transportation cost	1000 KV	1	Per/Hour		
66	Additional Cabling charges if required	As per Requirement	1	Per/ Metre		
	<b>TOTAL AMOUNT</b>					
	<b>GST</b>					
	<b>Grand Total</b>					

**Financial Bid : Part - 2 (To be enclosed along with technical Bid)**

Sl. No.	Details of the Construction to be carried out/ Service to be provided	Rate (Rs.)
A	Rate for additional octanorm stalls of 3m x 3m., if necessitates within the exhibition area.	
B	Rates for additional facilities that may be required by Exhibitors / Organisers	(quote in the form at Appendix 2 and attach along with Technical Bid)

***(Please refer to Appendix – 3 for the additional details)***

1. Price has to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mismatch in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The Agency agree that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL: Rs. \_\_\_\_\_ (In words) \_\_\_\_\_

\_\_\_\_\_

6. Taxes if any. \_\_\_\_\_

7. Service charge of Rs. \_\_\_\_\_ to be provided to the bidder as percentage of sub Total  
Rs. \_\_\_\_\_

GRAND TOTAL: Rs. \_\_\_\_\_ (In words) \_\_\_\_\_

\_\_\_\_\_

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF THE TENDERER: .....

NAME AND.....

ADDRESS.....

STATUS OF THE

SIGNATORY.....

Place:

Date:

(SEAL)



**APPENDIX – 1**  
**FACILITIES TO BE PROVIDED BY THE BIDDER**

**A. Facilities inside each stall:**

- A1. Fascia with company name
- A2. Carpeting with new carpet inside the stall & in aisle space
- A3. One counter table, 3 Chairs of very good quality.
- A4. Three spot lights
- A5. One 5 AMPS Electrical outlet of 230 V
- A6. One waste paper basket
- A7. 500 litres of purified water (with no chlorine residues) to each of the 17 aquarium stalls.

**B. Common facilities:**

B1.	Virgin Carpeting of different colours in the aisle area and stalls.
B2.	Sufficient number of signage
B3.	Sufficient lighting in the aisle and common areas.
B4.	Liaison with stall holders. For this, the bidder must set up his own properly manned stalls within the Exhibition Hall with mobile phones.
B5.	Cleaning of the aisle space on a hourly basis during the exhibition timings and general cleaning of exhibition area twice a day

**APPENDIX – 2**  
**RATES FOR ADDITIONAL FACILITIES THAT MAY BE REQUIRED BY**  
**EXHIBITORS/ORGANISERS**  
**(Additional requirements will be furnished to the bidder)**

**(To be enclosed along with technical Bid)**

	<b>Items</b>	<b>Unit rate in Rs.</b>
<b>1.</b>	Water connection: The rate payable per tap at the individual stand	Rs.
<b>2.</b>	<b>Light</b> - The cost for additional electrical items to be provided in each stall:	
	a. Spot Light	Rs.
	b. Halogen Lamp	Rs.
	c. LED lamps	
	d. Socket Single phase	Rs.
	e. Power Socket 3 phase	Rs.
	f. Pedestal Fan	Rs.
	g. Portable Coffee making machine	Rs.
<b>3.</b>	<b>Audio-video</b> - The rental charge for 4 days	
	a. LCD/LED Colour TV 32" with stand	Rs.
	b. LCD/LED Colour TV 42" with stand	Rs.
	c. DVD Player with stand	Rs.
	d. LCD Projector with stand	Rs.
<b>4.</b>	<b>Refrigerator</b> – Rental charges for 4 days	
	a. Refrigerator 165 Ltr	Rs.
	b. Refrigerator 90/100 Ltr	Rs.
	c. Deep Freezer –18°C , 7.5 Cu.ft.	Rs.
	d. Deep Freezer –18°C, 15 Cu.ft	Rs.
	e. Special Display Deep Freezer (-18°C) 4 Ft.(length)	Rs.
	f. Special Display Deep Freezer (-18°C) 6 Ft.(length)	Rs.
<b>5.</b>	<b>Potted Plants</b>	
	a. Green potted plants small size	Rs.

	b. Green potted plants big size	Rs.
<b>6.</b>	<b>Miscellaneous</b>	
	a. Barricading the stalls with pedestals and chain / nylon rope - per running Meter	Rs.
	b. Kitchen sink with stand - Quote for standard type	Rs.
<b>7.</b>	<b>Chairs</b>	
	a. Collapsible –fabric seat	Rs.
	b. Moulded – plastic	Rs.
	c. Executive-with arms	Rs.
	d. Easy cushioned	Rs.
	e. Sofa - single seat	Rs.
	f. Sofa (5 seats) – full set	Rs.
	g. High Stool	Rs.
<b>8.</b>	<b>Tables</b>	
	a. Discussion table	Rs.
	b. Coffee table	Rs.
	c. Additional panels	Rs.
<b>9.</b>	<b>Counter/podiums</b>	
	a. Counter-standard	Rs.
	b. Counter- with shelf	Rs.
	c. Counter with glass showcase	Rs.
	d. Information counter-double deck	Rs.
<b>10.</b>	<b>Doors/ceilings</b>	
	a. System door – panel	Rs.
	b. Curtain – cloth with fitting	Rs.
	c. Ceiling grid with pre-fab system	Rs.
<b>11.</b>	<b>Display/décor/cabinets</b>	
	a. Flat shelf	Rs.
	b. Sloped shelf	Rs.

	Panel board – fabric ed	Rs.
	c. Specification stands	Rs.
	d. Book shelf	Rs.
	e. Storage rack	Rs.
	f. Wall showcase with glass shelves	Rs.
	g. Display cabinet 4 ft.	Rs.
	h. Display cabinet 6 ft.	Rs.
<b>12.</b>	<b>Interpreter/Stall attendant</b>	
	a. English speaking stall hostess per day (8 hours)	Rs.
	b. Telugu speaking stall hostess per day (8 hours)	Rs.
	c. Stall Attendant per day (8 hours)	Rs.

**APPENDIX – 3**

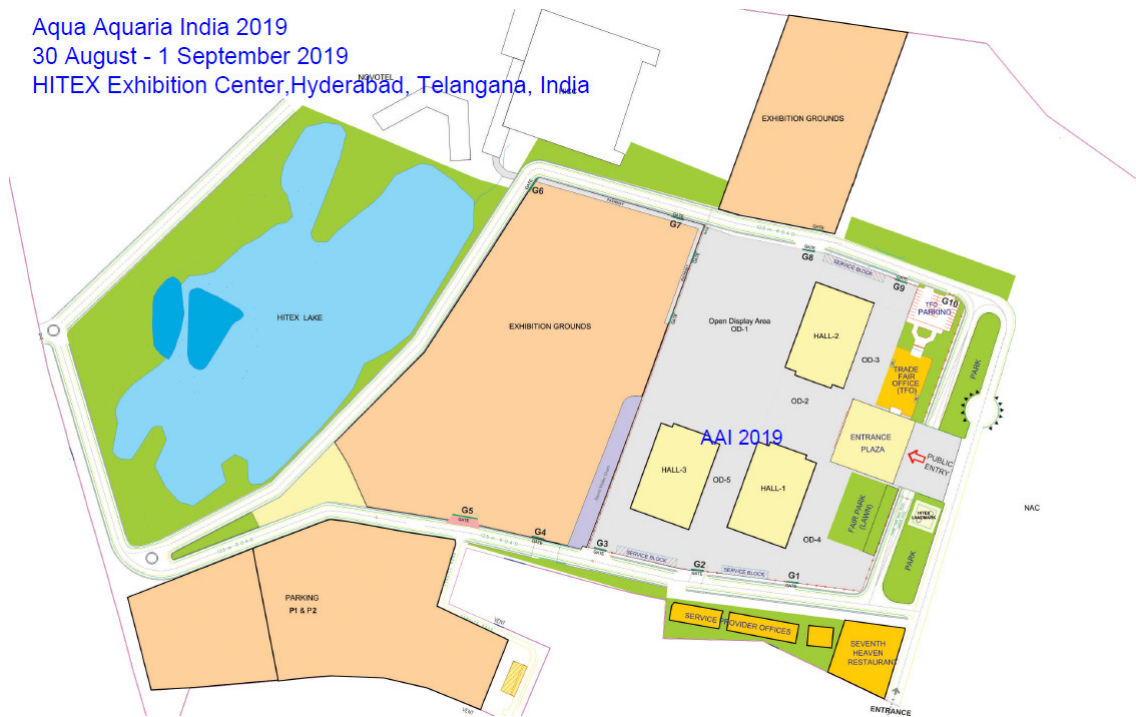
**ADDITIONAL DETAILS TO ACCOMPANY THE TENDER**

1. Description of materials proposed to be used for the stand, superstructure, etc.
2. Proposed lay out of the stalls with numbering.
3. Proposed lay out of the event area with the locations of Arches, Banners, welcome boards, food court etc.
4. Impressive Design and drawings for arches as mentioned in Part – 1 of Financial bid.
5. Crossed Demand Draft for Rs. 2.00 lakhs (Rupees Two lakhs only) towards EMD drawn in favour of the “AQUA AQUARIA INDIA” payable at Ernakulam, Kerala.

APPENDIX - 4

SKETCH OF THE VENUE

Aqua Aquaria India 2019  
30 August - 1 September 2019  
HITEX Exhibition Center, Hyderabad, Telangana, India



Floor Plan for AAI-2019 at HITEX Exhibition Center, Hyderabad.

