

**REQUEST**

**FOR**

**EXPRESSION OF INTEREST FOR**

**ORGANIZING**

**Textiles India 2016**  
**( 6<sup>th</sup> – 8<sup>th</sup> October, 2016)**

**IN NCR, DELHI, INDIA**

**CRITICAL DATE SHEET**

Published Date	May 19, 2016 (5:00 PM)
Bid Document Download / Sale Start Date	May 19, 2016 (5:00 PM)
Clarification Start Date	May 19, 2016 (5:00 PM)
Clarification End Date	May 30, 2016 (05:00 PM)
Pre bid meeting	June 3, 2016 (11:00 AM)
Bid Submission Start Date	June 6, 2016 (09:00 AM)
Bid Submission End Date	June 20, 2016 (05:00 PM)
Bid Opening Date	June 22, 2016 (03:00 PM)

**For any Queries, pl. contact:**

**Shri Neerav Kumar Mallick, Director (Exports), Ministry of Textiles,  
Room No. 266, Udyog Bhawan New Delh-110001.  
Ph: 23063728, Email: neeravkr@nic.in**

## 1 INTRODUCTION

The Ministry of Textiles (MoT) proposes to appoint a Technical Agency to act as Exhibition Coordinating Agency (ECA) to coordinate the activities like organizing, marketing, promotion and manage the Textiles India 2016.

The Textiles India 2016 has three parts:

- 1 An Exhibition
- 2 Technical Conference
- 3 Allied Events

All references to “event” in this document refer to the Textiles India 2016.

The ECA is required to coordinate the following activities:

- a) Event and Exhibition Management
- b) Event Marketing and Promotion for participants generation (both domestic and overseas and also visitors promotion.
- c) Website Development and Management, and App Development
- d) Co-ordination with and obtaining clearances from the respective Ministries / Agencies of the Government of India and Government of Uttar Pradesh
- e) Transportation and Hospitality
- f) Optional activities
  - a) Event catering
  - b) Gala dinner
  - c) Cultural programmes
- g) Insurance of the event

The Expression of Interest (EoI) are invited from capable non-profit organizations having sufficient experience to handle such events and interested to provide their services for ‘Textiles India 2016’ to be held during 6th – 8th October, 2016 at India Expo Centre & Mart New Delhi-Greater Noida Expressway. Interested parties may download the RfP document from the Ministry’s web-site [www.texmin.nic.in/](http://www.texmin.nic.in/) and CPPP site <https://eprocure.gov.in/eprocure/app>.

Interested applicants are requested to submit their responses online to the “RfP” on Central Public Procurement Portal (CPPP, <https://eprocure.gov.in/eprocure/app>) as per the schedule as given in CRITICAL DATE SHEET. Manual bids shall not be accepted

The applicant shall submit the EoI online containing details of Technical Bid and financial EoI for engaging Exhibition Coordinating Agency (ECA) for Textiles India 2016 online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

**Eligibility: (To form part of the technical bid)**

1. The organization should be a non-profit organization registered under Section 8 of Companies Act, 2013, Section 25 of Companies Act, 1956, Societies Act and Trust such as Trade Promotion Bodies, Chamber of Commerce, EPCs, Association, etc. The copy of memorandum and article of association should be enclosed.
2. The organization is an Income Tax Assesses for the last three years. IT certificate with PAN/TAN card details to this effect should be enclosed;
3. The organization should pay refundable EMD of Rs. 1 Lac along with the EOI through demand draft / pay orders in favour of Pay and Account Officer, Ministry of Textiles, Udyog Bhawan New Delhi payable at New Delhi. EOI without EMD will not be considered. The Hard Copy of original instruments in respect of cost of tender document, earnest money must be delivered to **“Shri Neerav Kumar Mallick, Director (Exports), Ministry of Textiles, Room No. 266, Udyog Bhawan New Delhi-110001.”**, on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD/ Pay orders, against the submitted bid.
4. The organization has at least 10 regular technical / professional manpower including the qualified supervisor (provide details).
5. The organization should have minimum annual relevant business / billing of Rs. 10 crores during last three years. Copies of the audited balance sheet and profit and loss account of last three years or the Certification from Chartered Accountant be attached in support of this qualification;
6. The organization should have carried out minimum three events ranging over 15000 sq. mtrs. as net area directly or as coordinating agency during the last financial year and should be competent in undertaking promotion activity in print and electronic media both in inland and at overseas countries.
7. The organization should submit duly filled questionnaire enclosed with the EOI along with the brief description and photograph if possible of similar kind of jobs executed.
8. Reference & appointment letters / work orders copies of the projects handled in the last three years should be available.
9. The organization should have Regional Offices and also overseas offices with at least one office at the NCR region.

## 2 ABOUT THE TEXTILES INDIA 2016

'Textiles India 2016' would be held from 6-8 October, 2016 at India Expo Center & Mart, Greater Noida Expressway, Greater Noida India. The exhibition shall display Apparel, Home Furnishings and Floor Coverings; Fibers, Yarns, Wool, Threads & Fabrics, Carpets, Silk, Synthetic, Rayon and Cotton textiles, Jute, Woolen garments, Technical Textiles etc. – All under one roof. The institutions academia and all other sections connected with the sectors are also to be invited to participate. Exhibitors from India and overseas countries shall be the participants. The show will be B2B show open for overseas and volume domestic retail buyers.

## 3 SCOPE OF WORK

The ECA would undertake the coordination of the following activities:

- 1) Event and Exhibition Management
- 2) Event Marketing and Promotion
- 3) Website Development and Management, and App Development
- 4) Co-ordination with and obtaining clearances from the respective Ministries / Agencies of the Government of India and Government of Uttar Pradesh
- 5) Transportation and Hospitality
- 6) \*Technical Conference
- 7) Optional activities
  - a) Event catering
  - b) Gala dinner
  - c) Cultural programmes
- 8) Insurance of the event

*\*The knowledge partner for the technical conference is being identified by the Ministry of Textiles and the ECA has to coordinate with the knowledge partner.*

In each section, the ECA has to outline action plan, roadmap and time line and the functionalities and performance requirements that must be met. For each of these sections, the proposal should provide sufficient detail and documentation to enable us to gain a clear understanding of:

- What is being proposed?
- How to implement the proposed actions?
- Why the proposed actions are the best way to provide the functionalities and meet stated requirements?

The ECA has to appoint agencies to undertake the activities indicated in the scope of work as per GFR norms and CVC guidelines in consultation with the officer of Ministry of Textiles or by the representative authorized by Ministry of Textiles.

### 3.1 Event & Exhibition Management

#### 3.1.1 General

- Event helpline for supporting visitors and exhibitors attending the event.
- Co-ordination with the event-location manager
- Obtaining all necessary clearances and permits to host the event
- Ensure the security and safety of the event location
- Co-ordination with relevant GoI departments and ministries to ensure visits of VIPs proceed smoothly.
- Responsible for receipt / storage / delivery / return of goods and materials to / from the event location, including to assist exhibitors for freight storage, customs clearances etc. in case of international shipment.
- Provide adequate number of help desk and technical support staff for exhibitors with booths and stands
- Wireless facility should meet the adequate standards.

#### 3.1.2. Exhibition

- Dates: 6 – 8 October' 2016
- Location: India Expo Centre, Greater Noida, NCR
- Number of stands and booths by size requirement (the breakdown below is illustrative):
- Break up for 800 : (i) 3 X 4 meter booths - 400 booths  
                                   (ii) 6 X 6 meter booths – 200 booths  
                                   (iii) 12 X 9 meter booths – 100 booths  
                                   (iv) others – 100 booths

There should be a logical basis for the final layout. This logical basis should be based on grouping together certain types of manufacturers as per its functionality for example; all manufacturers of finishing made-up should be clustered together, manufacturers of fabrics & floor coverings should be clustered together, etc.

- Technical requirements for the stands and booths:
  - Adequate electricity power outlets of Projection equipment if required of Flat screen televisions
  - All facilities and stands have to meet fire and safety regulations
- Basic stands will be 4 X 3 square meters. Each basic stand should be furnished with a table and four chairs.
- We expect 800 exhibitors for the basic stands.
- Custom designed stands should be possible. The size of these stands will be a multiple of the basic stands (design and furnishing to be determined in consultation with the exhibitor)

- We expect 100 or more custom stands.
- Design and artwork of the event – minimum three options to be given with two amendments.
- Theme area and other presentation, minimum three options to be given.

#### **Exhibitor and Visitors Targets:**

- 35000 square meters of gross exhibition space (net ground 16,000 sq. mtr)
- 800 – 1000 exhibitors
- 2500 International buyers
- 1000 Indian volume retail buyers  
(Includes organization of Roads show in India and also coordination with Indian Missions overseas)

#### **Design of Logo, Branding**

- Minimum three options to be given.

#### **Registration Counters**

- The registration counter shall be equipped with the following:
  - i. There shall be 40 Registration counters at 6 different locations.
  - ii. The counter shall be managed by lady ushers.
  - iii. The registration badges needs to be bar coded.
- Each counter should be equipped with registration name facia, desk with chairs, PC with scanners and web camera.

#### **Booth Construction**

- 800 stalls.
- Stall shall comprise of name facia, one table, two chairs, 6 spotlights of 60W, Power socket of 5 ampere & a dustbin.
- The stalls shall be divided as per the requirement in 8 halls.
- Three design options to be given.
- Cost of stall should be given in the financial bid.
- Numbering scheme of booths and stands

#### **Parking**

- On construction day: To manage the inventory of the stall construction agency.
- Participants' trucks and other vehicles shall arrive on 1st October 2016, for which entry-exit and liaison with IEML need to be done.
- From 6th October, 2016, buyers and exhibitors vehicles to be managed for entry and exit & liaison with the IEML.
- From 8th October, 2016, 6pm onwards there shall be dismantling. The exit of trucks and others vehicles to be managed.
- In addition, movement of VIP cars to be done.

### Signage's / hoarding

- Minimum three options to be submitted with artwork and with two amendments.
- Appropriate digital and physical signage to indicate location of exhibitors

### Audio Visual equipment

- Data projector & screen - 10 sets
- LCD/LED - 20 sets
- Handhold cordless mike - 30 nos.
- PA System - 10 nos.

### Inauguration, opening and closing ceremony of the Event

- Inauguration by VVIP
- Two design options needs to be submitted with provision of two amendments.
- The head table is required for 20 persons, 4 AV screen with projector.
- Electronic Backdrop, direction panel, information board, sponsored board.
- Location of Opening Ceremony: India Expo Centre, Greater Noida, National Capital Region (NCR)
- Cultural performance of 90 minutes
- Evening Ceremony: A detailed activity and timeline proposal should be made for this with a responsibility matrix
- Location of Closing Ceremony: India Expo Centre, Greater Noida, NCR
- Award to Best Designed Booth in Various Categories.
- Expected number of participants for Closing Ceremony: 2000

### Cafeteria

To be discussed and finalized with Expo Mart to provide:-

- Each hall shall have one cafeteria with the following facilities:
- Twenty tables, sixty chairs, two buffet counters, tea, coffee, snacks & salad, canteen power connection and other necessary facilities for many a cafeteria.

### Security

To be discussed and finalised with Expo Mart to provide:-

- i) Requisite security for day & night.
- ii) 60 wireless sets (small one) for 4 days.
- iii) 6 Door frames for 3 days.
- iv) 12 Metal Detector for 3 days.
- v) X-ray machines for 3 days.

### House keeping

To be discussed and finalised with Expo Mart to provide:-

- 60 House boys for day shift for 6 days.
- 70 House boys for night shift for 6 days.

### **Photography/Videography**

- Photographs – of Size 5”x7” and Size 8”x10”- 1000 photographs.
- Compact Disk (CD) covering main activities and fashion shows held during the fair.
- Videography to be done covering all important events and provided in CD/Pen Drive

### **Printing & Mailing**

- Mailer I, II & III – 30,000 Nos. each i.e. 90,000 mailers.
- Exhibitor Manual – 1500 Nos.
- Fair Guide – 5000 Nos.
- Carry Bags – 5000 Nos.
- Scribal Pads – 5000 Nos.
- Pen – 5000 Nos.
- Invitation Cards – 2000 Nos.
- E-mailers (General and product specific) – 90,000 nos.

## **3.2 Event Marketing and Promotion**

### **3.2.1 Marketing**

- 3.2.1.1 Marketing and promoting the show amongst the prospective exhibitors, overseas buyers and Indian Volume Buyers for attending the show. The strategy for achieving the targets should be described.
- 3.2.1.2 Marketing and promoting the technical sessions and generating participation of leading speakers on the subject and also participation of the target audience. The strategy for achieving the targets should be described.
- 3.2.1.3 A dedicated toll free number to be made available for queries received from overseas buying community.
- 3.2.1.4 A 24x7 calling facility in various international languages to target buying community

### **3.2.2 Promotion**

- 3.2.2.1 Social media strategy (Facebook, LinkedIn, Twitter, Instagram, Tumblr etc.). The strategy should outline not just the development of, for example, a page, or opening of an account, but it should specify how the target audience will be activated.
- 3.2.2.2 Ensure that the print media is aware of and informed about the Textiles Show, and articles/advertorials appear about the importance of the textiles show in newspapers/ National/ International trade magazines/journals.
- 3.2.2.3 Ensure coverage of the event by the broadcast media.

(ECA has to submit Media plan along with the value of each activity to



be undertaken. Once the media plan is approved by the MoT, the selected ECA will be asked to execute the submitted media plan either partially or fully as per the approved budget plan of MoT. However the third party specialized agency for execution of approved media plan will also be selected by the ECA in consultation with MOT)

### 3.3 Event Website Development and Management, and Event “APP”

The website must meet the following criteria:

#### 3.3.1 Optimized for viewing on the following platforms:

- Android smart phones
- iPhones
- Android tablets
- Apple tablets
- Apple desktops
- Windows desktops

#### 3.3.2 Handle 1000 visits/hour

#### 3.3.3 Website should be hosted on a:

- Virtual dedicated server, or
- Dedicated server
- Co-located server

#### 3.3.4 Technical requirements for website:

- Windows or Linux based
- Minimum of 500 GB data transfer every month
- Connection speeds should be a minimum of 1 Gb/second
- MySQL user and database admin console
- MySQL Databases (unlimited number available) of unlimited capacity
- Sub-Domains (unlimited)
- Parked Domains (unlimited)
- Email Addresses (unlimited), IMAP and POP and email forwarding facilities
- Webmail program(s) pre-installed
- FTP Accounts (unlimited)
- SSL shared certificate (included)
- Daily backup facility
- 99.99% server uptime
- Support the following browsers: Chrome 12+, Internet Explorer 7+, Firefox 1.0.5+, Opera 7.52+, Mozilla 1.7.1+, Safari on Mac OS, Mobile browsers

#### 3.3.5 Secure payment (Payment Card Industry Data Security Standard compliant, including Payment Application Data Security Standard compliant) gateway for accepting payments via:

- Visa/Mastercard/JCB/American Express
  - Paypal/PayTM
  - iDEAL Bank Transfer
  - In INR and foreign currencies
  - Swift transfer to Fair Account.
- 3.3.6 The website should be secure from hacking and “attacks.” While this cannot be ruled out, the best available technology should be used and prevailing standards should be adhered to (the standards with which the website will comply should be specified).
- 3.3.7 24/7 technical help desk
- 3.3.8 Copyright - Inform the public about policies on digital rights, copyrights, trademarks, and patents. Ensure that the property rights of the private sector source are adequately protected. (These protections apply to any material posted to federal public websites, such as documents, graphics, or audio files.)
- 3.3.9 Availability of technician during launch of website
- 3.3.10 Accepting registrations and generating invoices regardless of the method of payment (invoices should be automatically generated and mailed to the participants once the payment has been received in the Fair account).
- 3.3.11 Generate an appropriate letter for obtaining an Indian visa for travel to India to attend the fair.
- 3.3.12 Create a database of those registering that can be used for generating the name tags for the visitors when they arrive at the fair.
- 3.3.13 **Event App**
- Develop and provide an interactive App that allows participants to browse the information pertaining to the exhibitors, their booth location, fair facilities and activities and program being organized during the fair. The app must provide the location of the exhibitors in the exhibition via the app.
  - The app must be linked to the website so that the latest program is available to the visitors.
  - App must also provide the necessary information to participants such as:
    - i. Schedule of shuttle buses
    - ii. Alerts pertaining to various programme and activities during the show

### 3.4 Co-ordination with and obtaining Clearances from the Government of India / Government of Uttar Pradesh

- Supporting, facilitating, and expediting the obtaining of visas by delegates.
- Ensuring timely clearance of goods/equipment/materials for the exhibition so as to enable sufficient time for set up and preparation of exhibition booths.
- Ensuring that ALL local permits, clearances, requirements (for example safety, fire, traffic, police) are obtained and met in time.

### 3.5 Transportation and Hospitality

- Hotels for visitors should include 3, 4, and 5 star hotels.
- All transportation (including buses) provided for visitors should have functioning seat belts and in compliance with all road worthiness requirements as specified by the Traffic Police. The road worthiness certification must be proved by inspection of the documents.
- All car transportation provided to visitors at extra cost should have a driver that can speak English, should be easily recognizable by their uniforms, and be equipped with a functioning mobile phone that can operate at the event location.
- Reception desk to meet and greet visitors at the airport (domestic and international), inside the terminal building with clear signage for all arriving visitors. However, the visitors may be provided the option of choosing between the airport transfer option, and alternatives.
- Hotel – event location transfer – There should be shuttle buses should ply every 30 minutes to and from the hotels to the event location. There should be an option for visitors to choose for GPS based Car Service against extra payment.
- Every hotel should have a help desk for visitors. The desk should be able to assist visitors in providing transportation services to and from the hotel to the show location.
- The show location should have an information desk that should be able to assist delegates with:
  - i. Information about the program
  - ii. Transport arrangements
  - iii. First aid
  - iv. Dietary arrangements
  - v. Provision of bottled water to delegates
- There should be a provision to purchase bottled water, snacks, soft drinks, tea and coffee at a restaurant of reputed brand at the venue for the duration of the show. This location(s) should be able to cater to at least 250 people.

### 3.6 Technical Conference

Dates: 6-8 October, 2016

Location: India Expo Centre, Greater Noida, NCR

Number of Seminars : (9 seminars (3 seminars per day), Number of participants per seminars: 60-70 participants per seminars

Format for the sessions: Sessions will take the one of two formats:

- a) Presentations
- b) Workshops
- c) Technical conference: (1 major technical conference) 250-300 participants.

The session with paper presentations by presenters will be moderated by Chairperson. The presenters will require a lectern or dais with a microphone, a screen on which the presentation will be made, and a laptop. The presenters and the Chairperson / Co-Chairperson should be able to see their own presentation on a screen while giving the presentation. There should be adequate number of microphones / collar microphones available for session participants to ask questions of the presenters.

The workshop will involve 4 – 5 speakers, each of whom will make a short prepared statement, followed by discussion. The workshops will be moderated by a Chairperson. Workshop participants will have the opportunity of asking questions at the end of the workshop. Microphones with ushers should be available for these interactive sessions.

Technical requirements for each session:

- Microphones for the presenter
  - Overhead projector for the presentations
  - Laptop
  - Wireless microphones for asking questions
- Ensuring availability of working equipment in each session of the technical conference. Equipment includes a laptop, overhead projector, wireless facility.
- Technical help desk to assist with backup equipment during the conference sessions
- Registration/Information desk for participants
- Preparation and provision of conference materials for participants
- Arrangement of Tea/Coffee and refreshments for participants

The sessions each day) will be from :

**6<sup>th</sup> October' 2016**

12:00 – 13:30 Hrs.

14:30 – 16:00 Hrs.

16:30 - 18:00 Hrs.

**7<sup>th</sup> October' 2016**

10:00 – 11:30 Hrs.  
12:00 – 13:30 Hrs.  
14:30 - 16:00 Hrs.  
16:30 – 18:00 Hrs.

**8<sup>th</sup> October' 2016**

10:00 – 11:30 Hrs.  
12:00 – 13:30 Hrs.  
14:30 – 16:00 Hrs.

Marketing and promoting the technical sessions and generating participation of leading speakers on the subject and also participation of the target audience. The strategy for achieving the targets should be described.

The knowledge partner for the technical conference is being identified by the Ministry of textiles and the ECA has to coordinate with the knowledge partner.

The role of the ECA will be limited to provide the entire infrastructure support system other than the role of the knowledge partner.

**3.7 Optional Activities**

**3.7.1 Event Catering**

- The catering should provide the following options on the menu:
  - i. Vegetarian,
  - ii. Non-vegetarian (both fish and meat option should be provided),
  - iii. Indian and Intercontinental cuisine
- There should, at no time, be more than 15 people waiting in line for the food.

**3.7.2 Gala Dinner**

- Reception will involve serving of alcohol (hard liquor, wine and beer)
- Reception will be followed by the gala dinner
- This will be a sit down dinner
- Menu should include the choice of:
  - i. Vegetarian
  - ii. Non-vegetarian
  - iii. Indian and Intercontinental cuisine
- Dinner will be accompanied with the choice of wine, bottled water, and or soft drinks

**3.7.3 Cultural Programmes**

- Cultural programmes to be of 90 minutes duration before/during dinner.

### 3.8 Insurance of the Event

The ECA accessed the quantum of Insurance with the advisory of insurance consultant and coordinate to take the policy for insurance of the Event.

## 4 CRITERIA FOR EVALUATION OF BIDS

S.NO.	SUGGESTED MARKING SYSTEM	TOTAL MARKS	MARKS SCORED
<b>TECHNICAL OFFER EVALUATION</b>			
A	Strength of organization in handling of the event of scale, number of offices in India and overseas (please provide statement duly self-certified)	20	
B	Number and scale of such events as organizer or coordinating agency within India and outside India in last 12 months. (Please provide a statement in terms of number and sq. mtrs. of each event). Please do not mention the solo conference. Events having like Trade Fairs, technical conference and allied activities with VVIP movement to be mentioned specifically	20	
C	Familiarity with the venue/ complex and had held exhibition(s) in last one year in the complex i.e India Expo Centre & Mart	10	
D	The understanding of the concept of the Textiles India 2016 its planning outline, time line schedule, creatives of proposed artwork, designing, campaign approach, brand building concept and proposed budget of the show and methodology of working.  A complete power point presentation of 20 minutes to be submitted	20	
	Total : marks for Technical evaluation	70	
	Financial offer evaluation	30	
	Total	100	
	The technical proposal should score at least 50 points out of 70 to be considered for Financial evaluation		

## 5 SUBMISSION OF TENDER

The tender shall be submitted online at CPPP website: <https://eprocure.gov.in/eprocure/app>

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

The Technical Bid should provide the following information using the attached standard forms as detailed below:

Form – 1 – Signed and Scanned copy of Format for Cover Letter

Form – 2 – Signed and Scanned copy of Bid Proposal sheet

Form – 3 - Signed and Scanned copy of Performance statement

Form - 4 – Signed and Scanned copy of Technical work cum Financial

Bid Format

Form -5 - Signed and Scanned copy of Questionnaire

In preparing the Technical and financial proposal, bidders are expected to examine this EOI document in detail. The proposal should cover all aspects of the scope of work mentioned in the sections. Any bid not found responsive with this EOI document will be rejected. Material deficiencies in providing the information requested will also result in rejection of the Proposal.

**COVER LETTER**

The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub : EOI document for Textiles India 2016 to be held form 6<sup>th</sup> to 8<sup>th</sup> October, 2016 at IEML, Greater Noida**

Dear Sir,

Having examined the EOI document, we, the undersigned, in conformity with the said contract, offer to provide the said services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.

We undertake, if our proposal is accepted, to provide the services comprise in the contract within the time frame specified, starting from the date of receipt of notification of award from the Client.

We agree to abide by this proposal for the period of 1 year from the date of offer opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We agree to execute a contract in the form to be communicated by the client, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and notice of the award within time prescribed after notification of your intention to accept this proposal.

Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.

We understand that you are not bound to accept a lowest or any offer by you may receive, not to give any reason for rejection of any offer and that you will not defray any expenses incurred by us in preparation of EoI.

As security for the due performance of the undertaking and obligation of the bid we submit herewith demand draft/banker's cheque/ bank guarantee bearing No.....dated..... drawn in favour of \_\_\_\_\_, payable at \_\_\_\_\_ for Rs. \_\_\_\_\_/- (Rs. \_\_\_\_\_ only) payable at Delhi.

Dated this.....day of .....2016

Signature  
In the capacity of Duly authorized to sign bids for and on behalf of



**FORM 2**

**BID PROPOSAL SHEET**

Name of the Company

PAN NO.

Registered office address

Plot No.

Street

Area/Locality

City Pin

Telephone fax

E-mail

URL

**Local office address**

Plot No.

Area/Locality

City Pin

Telephone fax

E-mail

**Contact person**

Name

Designation

Telephone fax

E-mail

**FORM 3**

**Performance statement**

Client/project promoter

Contact person

Address

Plot no.

Street

Area/locality

City pin

Telephone fax

E-mail

URL

Project brief

Role of your organization

Other particulars of the project

Current status of the project

## FORM 4

**Coordinating Agency Charges include following Activities**

<b>Sl. No.</b>	<b>Activity</b>
1	<b>Event and Exhibition Management</b> a) Design Logo and Branding b) Registration Counters c) Booth Construction d) Parking e) Sinages/Hoardings f) Audio Visual Equipment g) Inauguration of the event h) Cafeteria i) Security j) Housekeeping k) Photography/Videography l) Printing and mailing
2	<b>Event Marketing and Promotion</b> a) Marketing b) Promotion c) Include Advertising campaigning
3	<b>Website Development and Management and App Development</b> a) Website Development b) Event App
4	<b>Transportation and Hospitality</b>
5	<b>Optional activities given to ECA</b> a) Event catering b) Gala dinner c) Cultural programmes

The cost of above activities shall be determined through the actual costing to be derived out of 3<sup>rd</sup> party bidding process (wherever required) as per GFR Rules and CVC Guidelines. It would be prime responsibility of the coordinating agency to prepare a RFP, call for bid, process and finalize on behalf of organizer in consultation with MoT. Such payment shall be made separately as per actual cost. The coordinating agency has to submit their bid only for lump sum charges for the entire management, coordination, manpower for coordination, communication and office expenses for all other incidentals which are required to set up the show.

**Financial Bid format**

I \_\_\_\_\_ M/s \_\_\_\_\_ have read contents of the proposal and have understood that the financial bid is being quoted for the work related to complete management and coordination of the Textile India 2016 as proposed by the MOT. The financial bid includes the cost of entire management, coordination, manpower for concept of the Event which includes cost of communication, surface and air Travel, lodging & boarding technical inputs, legal or other vetting of RFP for engagement of third party outsourced vendors and all other official and incidental charges. The cost in lump sum is for the entire period of the event from the date of engagement (which is likely to be within 7 days from the date of finalizing EOI) till the closer of the Event (which includes the final settlement of the accounts with all vendors and submission of the final report) and review for the next show.

Amount Rs. ....plus applicable Government taxes (Cost of third party vendor shall be paid directly or through agency separately).

**FORM 5****QUESTIONNAIRE**

1	Name of the Organization:				
2	Address (a) Office				
	(b) Workshop				
3	Telephone and Fax No.				
	Office				
	E-Mail				
	Residence				
4	Telegraphic / Email Address (if any)				
5	Name & Address of the Proprietor / Partner				
6	Date of Establishment of the organization				
7	A brief description of 3 important jobs done during the last twelve months with photographs. Please attach separate sheet giving information in format provided below:				
	S.No.	Details of the Order/job received from	Value	Place	Period for completion.
8	A brief description of job/s executed during the last one year.				
9	Please enclose Income Tax Return for last 3 years along with PAN/TAN details.				
11.	Annual Turnover during last three years.				
12.	EMD payable to _____ of Rs. _____ by way of Demand Draft.				
13.	Please give any other information (Attach a sheet you may wish to give)				

I certify that I am authorized to furnish the information given above on behalf of the organization. I represent and that it is true to best of my knowledge and belief. I have no objection should this information be verified any time by any officer of MoT or by the representative authorized by MoT.

SIGNATURE

Name in Block letters  
Designation  
Name of the organization & Address

## 6 CRITICAL DATE SHEET

The Client will endeavor to follow the following schedule:

### CRITICAL DATE SHEET

Published Date	May 19, 2016 (5:00 PM)
Bid Document Download / Sale Start Date	May 19, 2016 (5:00 PM)
Clarification Start Date	May 19, 2016 (5:00 PM)
Clarification End Date	May 30, 2016 (05:00 PM)
Pre bid meeting	June 3, 2016 (11:00 AM)
Bid Submission Start Date	June 6, 2016 (09:00 AM)
Bid Submission End Date	June 20, 2016 (05:00 PM)
Bid Opening Date	June 22, 2016 (03:00 PM)

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

## 7 TERMS AND CONDITIONS

1. Organization shall mean the ECA whose offer will be accepted for the award of the work specified and shall include such successful bidder's legal Representatives, successors and authorizes agents.
2. The organization shall give the payment schedule, however, 10% to be released only after the certificate of satisfactory completion of event by the Organizing Secretary.
3. Organization shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep MoT indemnified against all losses, damages and claims arising thereof.
4. Organization shall be solely responsible for payment of wages/salaries/all applicable tax and allowances to their personnel that are applicable under the laws in force including any new act or order of Government that may become applicable. MoT shall have no liability whatsoever in this regard.
5. Organization shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
6. All consumable items & material used by the organization shall be of standard make and approval of designated officer of the MoT shall be taken for the same
7. The Contract stands cancelled without assigning any reasons on the following conditions: -
  - i. On revocation of EOI or increase in rates after opening of the Bid but before validity of quotation expires.
  - ii. On refusal to enter into contract after the award of contract.
  - iii. If the work is not commenced on the date of starting the work after the work is awarded to the contract.
  - iv. Non-production of EMD.

- v. The Event Manager shall stipulate clearly the days required by him for completing the work.
8. The ECA will make his own arrangement for watch and ward till the completion of the work.
9. The ECA will work in close co-ordination with the implementing authority.
10. Insurance of goods during execution of contract will be the responsibility of the ECA and MoT will have no responsibility in the case of fire, theft of goods etc.
11. MoT reserves the right to award the work in full or in part through one or many bidders and to reject any one or all the bids without assigning any reason;
12. Besides the bids, the applicant would be required to give presentations as required by MoT from time to time in New Delhi or other locations as specified from time to time for which no support of the employee shall be borne by the MoT.
13. A self-certificate indicating number of employees on the rolls of the applicant company.
14. Reference letter and work order copies of the projects handled in last 3 years (enclose copies)
15. MoT reserves the right to reject any application without assigning any reasons thereof.
16. The last date for accepting the application is as per critical date sheet. However, the MoT reserves the right to extend the date.
17. The technical & financial bid should be valid till one month after the conclusion of the Project.
18. Since the ECA agency shall be required to coordinate with various agencies, only the service charge or event management fee as a percentage to the total cost must be mentioned in the financial bid.
19. Any other terms & conditions as and when necessary shall be included in the bid.
20. **Conflict of Interest:**
  - a. Client requires that ECA must provide professional and objective services and at all times hold the Client's interest paramount, strictly avoid conflicts with other Assignment/ jobs or their own corporate interests and act without any consideration for future work.
  - b. Conflicting relationships: A ECA (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment/job, (ii) the selection process for such assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the contract.

21. **Disputes:** Any dispute or difference arising out of this contract or in connection therewith which cannot be amicably settled between the parties shall be finally settle under the Arbitration & Conciliation Act 1996 and rules framed thereunder. The arbitration shall take place at New Delhi. The award of the sole arbitrator shall be final and binding on the parties and shall be in lieu of any other remedy. The sole arbitrator under this clause shall be appointed by Secretary(Textiles).
22. **Penalty for deficiency in Services:-** In case of minor deficiency in service (as decided by the client), a written warning to the ECA will be issued and in case of major deficiency in service causing adverse effect on the Event, other penal action including stoppage of complete payment and forfeiting of performance security amount may be initiated by the MoT. Additionally the MoT will also be entitled to recover any actual or potential loss suffered due to commission / omission of the service provider attributable to the deficiency in service as aforementioned. The decision regarding minor/major deficiency will be taken by the MoT and shall be binding on the ECA. Also, defaulting ECA shall be black listed by Ministry of Textiles from bidding / participating in any such bids invited in future.

## 8 Instructions for Online Bid Submission

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

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

### REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.



- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

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

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained

using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.

\*\*\*\*