



THE INDIAN SILK EXPORT PROMOTION COUNCIL
TERMS OF REFERENCE OF TENDER NOTICE (TN) FOR INDIA
INTERNATIONAL SILK FAIR & RBSM
15-17 July, 2019 AT NEW DELHI.

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TERMS OF REFERENCE FOR THE BIDS

About The Indian Silk Export Promotion Council

The Indian Silk Export Promotion Council (ISEPC), registered under Companies Act, 1956 in the year 1983 and sponsored by the Ministry of Textiles to support, protect, maintain, increase and promote the export of silk and silk blended products such as garments, made-ups furnishing and Silk floor covering etc. .

Experienced Agencies having successfully executed atleast 05 (Five) International Garments, Textiles Fairs in the past in India. (Please provide proof).

Note: BSM or stand alone show organized shall not count as Intl. Exhibition.

Requirement:

The Indian Silk Export Promotion Council is intending to organize an **India International Silk Fair cum RBSM from 15-17 July, 2019 in Hall No 12, Pragati Maidan, ITPO New Delhi** which is 7th in the series and for which Tender Notice was published in Financial Express on 9th April, 2019 calling for sealed Technical and Financial bids separately for the under mentioned job specifications by **4:00 pm upto 12th April, 2019:-**

1. Bid for providing Fabrication/Furniture designing layout

- a. **Marketing of 20 participants & assuring visit of 25 Foreign Buyers** from Developed Countries.
- b. Around 115 stands in different sizes of 9 sq mtr or multiple thereof in an area of 1035 sq mtr. are to be erected on Maxima System with provision of the following:-
 - i. Providing 3 side walls of 7 ft. white board panels.
 - ii. Standard fascia for each stand with numbers and name of exhibitors and branding of Council.
 - iii. One table, 3 chairs, 5 LED lights, 1 power point, 18 mtr. running road fixed on the panels or 4 wire mesh or 18 mtr shelves, 1 waste paper basket, inside prescribed carpeting

for a standard stand of 9 sq mtr, meant for international exhibition.

- iv. Carpeting in aisles/passage.
- v. Construction of buyers/VIP lounge with furniture, fixtures i.e. chairs, sofas, tables & office space with furniture for ISEPC Management including photocopy Machine.
- vi. Construction of registration counters for registration of buyers/visitors/exhibitors/help desk including printing of badges with Bar Coding for monitoring.
- vii. Construction of cafeteria for VIPs/Buyers/Exhibitors.
- viii. Installation of hoardings/banners/buntings and preparation of welcome gates at the arrival at Hall at main entry point of Pragati Maidan along with designs thereof .
- ix. Wi-fi Connections for Exhibitors.

Eligibility and Terms and Conditions:

- 1.The Bidder must be a registered company of repute having experienced and undertaken atleast 5 textiles/garment fairs of International standard in India in the past.
2. The Bidder must conform to the intl. of standard ITPO norms and must meet the requirement of the Council.
- 3.The fabricator will be provided a time of 1 and half day for construction and completion in all respect and undertake to handover the possession to the exhibitors latest by 12:00 noon on **14th July 2019**.
- 4.The Bidder should have to mobilize atleast 20 exhibitors who are registered exporters related to the textile sector preferably Silk and Silk blend textiles and having IEC and PAN Number on their own and take the responsibility of collecting participation charges and fulfilling the criteria laid down for a participant by the ISEPC.
5. The Bidder should have to mobilize atleast 25 overseas buyers of Textiles from developed countries as defined under MAI Guidelines of the Department of Commerce Items preferably Silk from developed countries on their own for which Council will provide necessary invitation letters, if required.
6. The Bidder must provide an EMD/EM of Rs. 25,000/- which will be refunded after successful execution of the job along with financial bid.

The Management Committee if feels that the Bidder is not able to meet the above terms and conditions or feel the bidder incompetent to execute the job, it has the power to reject the bid on technical grounds without assigning any reason thereof.

2. Market Promotion of the Fair.

a. Marketing of 05 participants & assuring visit of 10 Foreign Buyers from Developed Countries.

b. The job of general marketing and promotion of the fair in India and abroad which include designing, printing, publishing, brochure posters/mailers and publicity for mobilizing participation of exhibitors and mobilizing visit of overseas buyers as specified in the newspaper advertisement published on 25/03/2019. Designing of website, maintaining Facebook Page, Emailer to buyers and exporter, including buying houses & or publicity after of important buyers. Designing of advertisement within India and Abroad is a part of job, putting hoardings, setting up help desk, standees in hotels or at other designated place for promotion of the fair. Management can ask for advertisement suited to its need or additional cost as quoted in the said Tender Notice.

Eligibility and Terms and Conditions:

1. The Bidder must be a registered company of repute having experienced and undertaken atleast 5 textiles/garment fairs of International standard in India in the past.
2. The Bidder must conform to the int of standard ITPO norms and must meet the requirement of the Council.
3. The Bidder must coordinate with other Vendors for executing the jobs as well as meet out the requirement of Empowered Committee/Agency appointed by the Council for overseeing the requirement of promotion and marketing of fair.
4. The Bidder should have to mobilize atleast 05 exhibitors who are registered exporters related to the textile sector preferably Silk and Silk blend textiles and having IEC and PAN Number on their own and take the responsibility of collecting participation charges and fulfilling the criteria laid down for a participant by the ISEPC.
5. The Bidder should have to mobilize atleast 10 overseas buyers of Textiles from under developed/ developing countries as defined under MAI Guidelines of the Department of Commerce Items preferably Silk from

developed countries on their own for which Council will provide necessary invitation letters, if required.

6. The Bidder must provide an EMD/EM of Rs.25,000=00 with the financial bid which will be refunded after successful execution of the job along with financial bid.

Note: The Management Committee if feels that the Bidders are not able to meet the above terms and conditions or feel the bidder incompetent to execute the job, it has the power to reject the bids on technical ground without assigning any reason thereof.

3. Execution (a) Logistic Services for RBSM & BSM (b) PR Services:

1. Marketing of 10 participants & assuring visit of 20 Foreign Buyers from Developed Countries.

- i. Issuing badges for the buyers/visitors/exhibitors, COA Members, VVIP & to staff after approving it from Committee.
- ii. Handling buyers transportation from hotel to fair venue and vice-versa.
- iii. Providing necessary staff, hostesses coordinators and visitors.
- iv. Maintaining buyers lounge, cafeteria and canteen for providing tea/coffee/snacks and lunch to the VIPs and Overseas Buyers.
- v. To provide two packed lunch (Vegetarian) for each exhibitor having a stand of 9 sq mtr and additional on pro-rata of space basis during fair days.
- vi. To provide transportation to take buyers, exhibitors, staff and other VIPs for the B2B Networking Meeting and get-together on 2nd day organized by the Council in Hotel.
- vii. To provide any additional services requisitioned by the management in connection with the events at fair venue or at B2B Networking meeting venue.
- viii. Help Desk at the designated Hotel to manage movement of buyers to & fro airport and fair ground.

- ix. Installing wi-fi connection at the fair venue on all fair days including barcoding of movement of overseas buyers.
- x. The Bidder must also give charges for additional items to be requisitioned by the participants on payment basis and the rates will be approved by the Empowered Committee but will not be subject to bid.
- xi. To provide logistic support to the Council in organizing RBSM, B2B, Networking meet, Registration of Buyers /Visitors / Exhibitors & Fashion Show, if required.
- xii. To obtain necessary approval/passes including permits from ITPO for movement of buyers/visitors/exhibitors and transportation of exhibitor's goods from main gate to the fair venue and vice-versa.
- xiii. Movement of cars/vehicles for ferrying within fair ground for picking up and dropping of visitors/exhibitors from main gate to the fair venue and vice-versa.
- xiv. Maintaining Registration Desk for registration of exhibitors/visitors and buyers and maintaining data thereof.
- xv. Preparing day wise list of buyers, buying Agent & visitors and supply on time from each exhibitor.
- xvi. To beautify the area in and around of exhibition and hall as the construction in some part of the ground of Pragati Maidan is in progress.

(b) PR Services:

- i. To provide logistic support to ISEPC for Handling of overseas buyers:
- ii. To provide logistic support to pick up/drop of buyers from airport to hotel and transportation from hotel to fair venue and vice-versa.
- iii. To provide support including handling/completion of required documentation for payment reimbursement to buyers under MAI Guidelines.
- v. To provide logistic support for organizing inaugural Ceremony, B2B Networking meet and any other event during the fair.

- vi. To take photographic and video coverage of the fair as well as all other related events and provide copies in CDs/Pen Drive and Album.
- vii. To prepare full report of the fair including list of customers/buyers for presentation to the MOT/DOC and should be accompanied with audio/video clipping. (set of 200 CDs with audio/video clipping to be distributed to exhibitors & for council's future events.
- viii. To provide all visited overseas with the cards.

Eligibility and Terms and Conditions:

1. The Bidder must be a registered company of repute having experienced and undertaken atleast 5 textiles/garment fairs of International standard in India in the past.
2. The Bidder must conform to the international standard of ITPO norms and must meet the requirement of the Council.
3. The Bidder must coordinate with other Vendors for executing the jobs as well as meet out the requirement of Empowered Committee/Agency appointed by the Council for overseeing the requirement of promotion and marketing of fair.
4. The Bidder should have to mobilize atleast 05 exhibitors who are registered exporters related to the textile sector preferably Silk and Silk blend textiles and having IEC and PAN Number on their own and take the responsibility of collecting participation charges and fulfilling the criteria laid down for a participant by the ISEPC.
5. The Bidder should have to mobilize atleast 05 overseas buyers of Textiles from under developed/ developing countries as defined under MAI Guidelines of the Department of Commerce Items preferably Silk from developed countries on their own for which Council will provide necessary invitation letters, if required.
6. The Bidder must provide an EMD/ED of Rs. 25,000=00 with the financial bid which will be refunded after successful execution of the job along with financial bid.

Note: The Management Committee if feels that the Bidder is not able to meet the above terms and conditions or feel the bidder incompetent to execute the job, it has the power to reject the bidder on technical ground without assigning any reason thereof.

4. Marketing

Mobilization of Participants : Tenders invited for mobilization of exporters in Indian Silk/Garments & Accessories from all over India. The exhibitors who are registered exporters related to the textile sector preferably Silk and Silk blend textiles and having IEC and PAN Number on their own and take the responsibility of collecting participation charges and fulfilling the criteria laid down for a participant by the ISEPC.

Interesting Marketing Entrepreneur may send their best Quotation / tender alongwith the EMD/ED of Rs. 05,000=00 with the financial bid which will be refunded after successful execution of the job along with financial bid. The Envelop should be marked as “ **Booking/Selling of Stands**”.

5. Mobilization of Overseas Buyers : Tenders invited for mobilization of buyers from Developed & Developing countries as prescribed under MAI guidelines of Ministry of Commerce. Government of India. Interested entrepreneurs may send their best quotation for providing such services. On receipt of credential of proposed buyers the same will be vetted by the Management Committee of ISEPC as regulated in accordance with the guidelines of the DoC.

Interested Entrepreneur may send their best Quotation tender alongwith the EMD/ED of Rs. 05,000/- with the financial bid which will be refunded after successful execution of the job along with financial bid. The Envelop should be marked as “ **Mobilization of Overseas Buyers**”.

General Terms & Conditions

1. The bidder has to submit quotation in sealed envelopes, clearly Indicating “ Bid for Silk Fair,2019 & the services to be rendered.
 - a. **Technical Bid** : Kindly furnish documents of your past relevant work & your work profile.
 - b. **Financial Bid** : Successful bids will be opened only of those applicants who qualify under Technical Bid, which in the presence of bidder’s representatives by the Empowered Committee of ISEPC. The Committee reserves the right to accept or reject any bid without assigning any reason.
 - c. The Management has the right to appoint one or multiple agencies for promotion of marketing of stands & mobilization of buyers.
 - d. Overall coordination in respect of above services shall be managed by

the ISEPC or its appointed Nodal agency & all vendors will be required to coordinate their respective jobs under its strict compliance.

- e. Visiting buyers will be reimbursed Travel & stay cost as defined under MAI guidelines of DoC which allows assistance only to visiting buyers from under developed countries only.

The Technical Bids shall be opened by the Committee in presence of the Bidders on a date & Time to be intimated by the Council before hand at 1302-04, Ansal Tower, 38 Nehru Place, New Delhi-110019. The Financial bids will be opened only on qualifying Technical Bids by the Bidder. The Non-qualified bidders of Technical & Financial Bids shall be returned without opening along with the deposit given by them. The Bidder can provide proof of experience or competence in the form of documents/photographs/CDs etc.

The Financial Bids must accompany the earnest money as specified in the prescribed favour of **The Indian Silk Export Promotion Council** in separate sealed cover and the rates should be item wise specifying the taxes leviable, if any.