



# The Handloom Export Promotion Council

(Ministry of Textiles, Govt. of India)



34, Cathedral Garden Road,  
Nungambakkam,  
Chennai - 600 034  
India.

Phone : +91-44-28278879, 28276043  
Tele Fax : +91-44-28271761  
E-mail : hepc@hepcindia.com  
Website : www.hepcindia.com  
MoT Website : www.ministryoftextiles.gov.in

No:HEPC/EF/STAND CONSTRUCTION/HEIMTEXTIL/2019

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

03.09.2019

**Inviting bids for appointment of Stand construction agency for Heimtextil-2020 to be held at Frankfurt, Germany during 07<sup>th</sup> to 10<sup>th</sup> January 2020.**

Sealed quotations are invited from interested and eligible stand construction agency for Heimtextil fair to be held at Frankfurt, during 07<sup>th</sup> to 10<sup>th</sup> January 2020.

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles, Govt. Of India, is participating in Heimtextil -2020 with 56 member exporters, of which stand construction has to be undertaken for 15 booths (approx. – 205 sq.mtrs.). The major product profile showcased in this event is Home textile products.

**1. Activities proposed to be undertaken for Stand construction :**

- i) To construct stalls (approx. 15 Nos. – approx. 205 sq.mtrs) using standard Octanorm panel (option1) / Maxima front + Octanorm Panel (option 2). Stall spreading in Hall 10.3 & 1.2 will measure as follows, which are indicative only.

9 sq.mtrs	-	2 Nos.	-	18 m <sup>2</sup>
12 sq.mtrs	-	8 Nos.	-	96 m <sup>2</sup>
15 sq.mtrs	-	2 Nos.	-	30 m <sup>2</sup>
18 sq.mtrs	-	2 Nos.	-	36 m <sup>2</sup>
25 sq.mtrs	-	1 Nos.	-	25 m <sup>2</sup>

The stalls will have accessories for display of home textile products as listed in Appendix III

- ii) Overhead branding : Each booth design will have an overhead branding design "Incredible Textiles of India" above fascia as per Annexure I (sample design)
- iii) The booth dimensions and floor plan is listed in Annexure II

**2. Responsibility of the Council**

- i) Providing list of participants.
- ii) Providing Floor plan and hall plan.
- iii) Providing user id and password for online submission for electricity and other required orders for stand construction.
- iv) Providing input for customized fascia / overhead branding design.
- v) Approval of stand accessory layout and carpet colour.

**3. Responsibilities of the bidder**

- i) Stand pavilion design including fascia and branding for individual size.
- ii) Undertaking construction for the same as per the approved design, provide carpet colour options, for selection by Council.
- iii) Getting accessories installation position details from participants by sending booth view to the participants
- iv) Providing the accessories list to participants
- v) Get the additional accessories details from participants, if required and install the same at venue
- vi) Delivery and installation of additional accessories at the venue, on request from participants
- vii) Completion and handing over of stand construction by 5 P.M. on 05.01.2020

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

**4. Pre-qualification criteria**

- i) The agency should be registered under the Companies Act or any other appropriate act.
- ii) Agency should have turnover of atleast Rs.1 Crore each in the past 3 years or Rs.2 crore in the last financial year.
- iii) The agency should have relevant experience in organising stand construction abroad in association with Ministries/ Export Promotion Councils/ Export Development Authorities/Commodity boards/ Other Government Entities.
- iv) Experience in stand construction for atleast two events in Germany within the last 3 years
- v) The agency should have experience of handling similar project abroad at a cost of Rs. 15 lakh and above.



- vi) Supporting documents (Work order containing value of work executed, Photograph of events conducted, Client list etc) in proof of above pre-qualification requirements need to be submitted.
- vii) Agency should not have been penalised for any short comings in similar project execution by any Council, Commodities board and other Govt. entity.

#### 5. Procedure to submit bid

- i) The agency has to prepare two separate covers viz. one containing technical bid (Appendix – I) and the other containing financial bid (Appendix – II & III). The bids should be as per the prescribed form (Appendix – I, II & III) duly signed and along with requisite documents.
- ii) The pre-qualification bid otherwise called technical bid should be put in a sealed envelope with superscription “**Technical bid**” and financial bid in a sealed envelope with superscription “**Financial bid**”. Both technical and financial bid have to be put inside a main envelope and sealed with superscription “**Bid for Stand construction – Heimtextil 2020**”
- iii) The agency should send the filled in application in sealed cover as instructed above and the proposal should reach the following **address before 3 pm on 20.09.2019**.

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

- iv) The technical bid will be **opened at 4 pm on 23.09.2019** in the presence of those bidders who may wish to be present.
- v) Financial bid will be opened only of those bidders whose technical bid meets the pre-qualification criteria.
- vi) Financial bids of bidders who do not meet the pre-qualification criteria will be returned unopened.
- vii) Successful bidders will have to provide performance bank guarantee or EMD within 5 working days from any Nationalised/Scheduled Bank for 10% of contract value along with their acceptance letter.

#### 6. Terms & Conditions

- i) The rates to undertake construction event have to be quoted in Indian Rupees (INR) only or in its equivalent Euro per sqm.



- ii) The rates need to be quoted per sq.mtr basis covering display accessories as listed in package.
- iii) A separate quote for supply of additional accessories viz. light, curtain rod, shelves, peg board, etc. on demand basis need to be given.
- iv) The rates furnished in the proforma need to be inclusive of all applicable taxes.
- v) If stand construction arrangements is not satisfactory, HEPC reserves the right to undertake stand construction activities directly/through any other agency and amount incurred for such work will be deducted from the successful bidder. Further, any unsatisfactory performance and delay in handing over of constructed stall will attract a penalty of upto 25% of total cost.
- vi) All the above requirements are indicative and any deviation will be considered on prorata basis with prior approval.
- vii) If there is any difference in the amount quoted in value and in words, amount quoted in words will be taken as correct.
- viii) The stand construction agency has to coordinate with HEPC (as will be informed to successful bidder).
- ix) Payment Terms
  - i) 25% on receipt of performance bank guarantee and acceptance letter.
  - i) 25% on completion of construction and handing over of stalls.
  - ii) 50% on submission of final bill and its acceptance by the Council
- x) Conditional bid will not be accepted
- xi) HEPC reserves the right to seek clarification from any/all bidders and also the right to reject any or all bids without assigning any reason.



**S.B. Deepak Kumar**  
Executive Director

**HANDLOOM EXPORT PROMOTION COUNCIL**

**TECHNICAL BID**

1. Name of the Agency:

2. Address:

3. Name of the authorised person

4. Telephone No:

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Residence: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Documents to be enclosed:

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

6. Any other Please specify :

Date:

Signature:

Place:

Company seal:

## HANDLOOM EXPORT PROMOTION COUNCIL

FINANCIAL BID

1. Name of the Agency:

2. Address:

3. Name of the authorised signatory:

4. Telephone No:

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Residence: \_\_\_\_\_ Fax: \_\_\_\_\_

1. Cost :

S.No	Particulars	Cost (in Rupees).
1	<b>Stand construction cost per sq.mtr.</b>	
	a. Octanorm stand (Option – 1)	
	b. Maxima front and Octanorm panel at the back (Option – 2)	
	<b>Total cost for 205 sq.mtrs.</b>	
	a. Octanorm stand (Option – 1)	
	b. Maxima front and Octanorm panel at the back (Option – 2)	
2	Stand Construction for HEPC Booth 12sqm	

(Total amount in words Rupees \_\_\_\_\_ only )

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

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

I/We agree to all the terms and conditions specified in the notice inviting bid No. HEPC/ EF/

Stand Construction/Heimtextil 2020 dt.03.09.2019.

Date:

Signature:

Place:

Company seal:

**PROFORMA FOR FINANCIAL BID**

S.No.	Stand construction details
1	<p align="center"><b><u>9 sq.mt Stall</u></b></p> <ul style="list-style-type: none"> <li>• Octonorm wall partition</li> <li>• 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board</li> <li>• Carpet</li> <li>• overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo</li> <li>• 1 No. meeting table and 3 Nos. arm chairs</li> <li>• 4 Nos. of white lights (HQL lights 150watts each)</li> <li>• 1 No.waste paper basket</li> <li>• 1 Nos. of 1mW x 2mH pin board</li> <li>• 1 No. Electricity socket (for charging laptop, mobiles, etc.)</li> <li>• 3 layers of <b><u>Securely mounted</u></b> 3 meter run display shelf (9 Wooden Shelves) and 1 Nos. of 1 meter run cloth rod ( <b>Option- A</b> ) ( or )</li> </ul> <p>9 Nos of 1 mtre run cloth rod and <b><u>Securely mounted</u></b> 1 No. of 1 mtre Wooden Shelve (<b>Option-B</b>) <b>( or )</b></p> <p>5nos of 1mtr run cloth rod and 3 layers of securely mounted 2mtr run display shelves (6 wooden shelves) (<b>Option C</b>)</p>
	<p><b><u>12 sq.mt stall</u></b></p> <ul style="list-style-type: none"> <li>• wall partition</li> <li>• 4 or 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board</li> <li>• Carpet</li> <li>• overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo</li> <li>• 1 No. meeting table and 4 Nos. arm chairs</li> <li>• 5 Nos. of white lights (HQL lights 150watts each)</li> <li>• 1 No.waste paper basket</li> <li>• 1 Nos. of 1mW x 2mH pin board</li> <li>• 1 No. Electricity socket (for charging laptop, mobiles, etc.)</li> <li>• 3 layers of <b><u>Securely mounted</u></b> 4 meter run display shelf (12 Wooden Shelves) and 1 Nos. of 1 meter run cloth rod ( <b>Option- A</b> ) ( or )</li> </ul> <p>12Nos of 1 mtre run Cloth Rod and <b><u>Securely mounted</u></b> 1 No of 1 mtre Wooden Shelve (<b>Option-B</b>) <b>( or )</b></p> <p>6 nos of 1mtr run cloth rod and 3 layers of securely mounted 2mtr run display shelves (<b>6 wooden shelves</b>) (<b>Option C</b>)</p>

	<p><b><u>15sqm sq.mt stall</u></b></p> <ul style="list-style-type: none"> <li>• wall partition</li> <li>• 4 or 4 meter run company name fascia (2 name fascias in case of corner stall) in hard board</li> <li>• carpet</li> <li>• overhead signages of brand image, (logo will be provided by HEPC) Indian flag and HEPC logo</li> <li>• 1 No. meeting table and 5 Nos. arm chairs</li> <li>• 6 Nos. of white lights (HQL lights 150 watts each)</li> <li>• 1 No.waste paper basket</li> <li>• 2 Nos. of 1mW x 2mH pin board</li> <li>• 1 No. Electricity socket (for charging laptop, mobiles, etc.)</li> <li>• 3 layers of <b><u>Securely mounted</u></b> 5 meter run display shelf (15 Wooden Shelves) and 2 Nos. of 1 meter run cloth rods</li> </ul> <p><b>( Option – A ) ( or )</b></p> <p>15 Nos of 1 mtr run Cloth rod and <b><u>Securely mounted</u></b> 2 Nos of 1 mtr run Wooden Shelves <b>(Option- B)</b></p> <p><b>( or )</b></p> <p>8 nos of 1mtr run cloth rod and 3 layers of securely mounted 3mtr run display shelves (9 wooden shelves) <b>(Option C)</b></p>
	<p><b><u>18 sq.mt stall</u></b></p> <ul style="list-style-type: none"> <li>• wall partition</li> <li>• 6 or 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board</li> <li>• carpet</li> <li>• overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo</li> <li>• 2 Nos. meeting table and 6 Nos. arm chairs</li> <li>• 7 Nos. of white lights (HQL lights 150 watts each)</li> <li>• 1 No.waste paper basket</li> <li>• 2 Nos. of 1mW x 2mH pin board</li> <li>• 1 No. Electricity socket (for charging laptop, mobiles, etc.)</li> <li>• 3 layers of <b><u>Securely mounted</u></b> 6 meter run display shelf (18 Wooden Shelves) and 3 Nos. of 1 meter run cloth rod</li> </ul> <p><b>( Option- A ) ( or )</b></p> <p>18 Nos of 1 mtre run Cloth rod and <b><u>Securely mounted</u></b> 3Nos of 1 mtre shelves <b>( Option- B)</b></p> <p><b>( or )</b></p> <p>9 nos of 1mtr run cloth rod and 3 layers of securely mounted 3mtr run display shelves <b>(9 wooden shelves) (Option C)</b></p>
	<p><b><u>25 sq.mt stall</u></b></p> <ul style="list-style-type: none"> <li>• wall partition</li> <li>• 5 or 5 meter run company name fascia (2 name fascias in case of corner stall) in hard board</li> <li>• carpet</li> <li>• overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo</li> <li>• 3 Nos. meeting table and 9 Nos. arm chairs</li> <li>• 10 Nos. of white lights (HQL lights 150 watts each)</li> <li>• 1 No.waste paper basket</li> <li>• 3 Nos. of 1mW x 2mH pin board</li> <li>• 1 No. Electricity socket (for charging laptop, mobiles, etc.)</li> <li>• 3 layers of <b><u>Securely mounted</u></b> 8 meter run display shelf (18 Wooden Shelves) and 3 Nos. of 1 meter run cloth rod <b>( Option- A )</b></li> </ul> <p><b>( or )</b></p> <p>25 Nos of 1 mtre run Cloth rod and <b><u>Securely mounted</u></b> 3Nos of 1 mtr shelves <b>(Option- B)</b></p>



	<b>(or)</b>																					
	12 Nos of 1 metre run Cloth rod and 3layers of <b>Securely mounted</b> 4mtr run display shelves (12 wooden shelves) ( <b>Option- C</b> )																					
<b>2</b>	<p><b>For HEPC's booth</b></p> <ul style="list-style-type: none"> <li>• Cushion Sofa set – 3 nos</li> <li>• Central Table – 1 nos</li> <li>• Info Desk – 1 no.</li> <li>• Chairs – 4 nos</li> <li>• Coffee table -1</li> <li>• Brochure stand – 1</li> <li>• HQI light (as per the 12 sq.mtrs. package)</li> <li>• Plug point – 2</li> <li>• Dust bin - 1</li> <li>• LED with floor stand around 50" display stand</li> </ul>																					
<b>3</b>	<p><b>Provision for supply of additional accessories</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S.#</th> <th style="text-align: center;">Items</th> <th style="text-align: center;">Rate per unit</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Curtain rod</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Shelves</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td>Lights</td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td>Table</td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td>Chair</td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td>Pin Board</td> <td></td> </tr> </tbody> </table> <p>(The above display accessories to be kept ready at venue to meet any additional requirement from participants and for which direct payment will be made by participant)</p>	S.#	Items	Rate per unit	1	Curtain rod		2	Shelves		3	Lights		4	Table		5	Chair		6	Pin Board	
S.#	Items	Rate per unit																				
1	Curtain rod																					
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6	Pin Board																					
	<p><b>Stand dimension details along with floor plan</b></p> <p>As enclosed in Annexure - II</p>																					

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

**(Signature of bidder/ authorized representative)**