

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

No:HEPC/EF/STAND CONSTRUCTION/ HEIMTEXTIL2026

Dt.29.08.2025

Inviting bids for appointment of Stand construction agency for Heimtextil to be held at Frankfurt, Germany during 13th to 16th January 2026.

Sealed quotations are invited from interested and eligible stand construction agencies for the Heimtextil fair to be held at Frankfurt, during 13-16 January 2026.

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles, Govt. of India, is participating in Heimtextil 2026 with 83 member exporters, of which stand construction has to be undertaken for 33 booths (approx.– 507 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 (33 Nos. – approx. 507 sq.mtrs) using standard Maxima front + Octanorm Panel Stall in Hall 8.0 (15 booths), Hall 9.1 (4 booths), 10.3 (4 booths) and 11.1 (10 booths) will measure as follows, which are indicative only.

12 sq.mtrs	12 Nos.	144 m ² (7 stalls – Hall 8.0, 2 stalls – Hall 9.1 and 3 stalls - Hall 11.1)
15 sq.mtrs	10 Nos.	150 m ² (including one HEPC) (6 stalls – Hall 8.0, 3 stalls – Hall 10.3 and one stall – Hall 11.1)
16 sq.mtrs	5 Nos.	80 m ² - Hall 11.1
18 sq.mtrs	2 Nos.	36 m ² - including HEPC stall (one stall - Hall 8.0 & one stall - Hall 11.1)
20 sq.mtrs	1 No.	20 m ² - Hall 11.1
21 sq.mtrs	1 No.	21 m ² - Hall 8.0
24 sq.mtrs	1 No.	24 m ² - Hall 9.1
32 sq.mtrs	1 No.	32 m ² - Hall 11.1

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 will be shared later at the time of awarding contract

2. Responsibility of the Council

- i) Providing a 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 5.00 P.M. on 11.01.2026**

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 at least 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 at least two events in Germany within the last 3 years
- v) The agency should have experience of handling similar projects abroad at a cost of Rs.15 lakhs 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 shortcomings 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 2026**”
- iii) The agency should send the filled in application in sealed cover as instructed above and the proposal should reach the following **address before 3.00 pm on 12.09.2025**

Handloom Export Promotion Council
No.34, Cathedral Garden Road,
Nungambakkam, Chennai-600034.
Ph:044-28278879

- iv) The technical bid will be **opened at 4.00 pm on 12.09.2025** in the presence of those bidders who may wish to be present.
- v) Financial bid will be opened only to 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 a performance bank guarantee or EMD within 7 working days from any Nationalized/Scheduled Bank for 10% of contract value along with their acceptance letter.

6. Terms & Conditions

- i) The rates to undertake construction event have to be quoted in Indian Rupees (INR) only.
- ii) The rates need to be quoted in Rupees per sq.mtr basis covering display accessories as listed in the 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 are not satisfactory, HEPC reserves the right to undertake stand construction activities directly/through any other agency and the 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 a prorata basis with prior approval.
- vii) If there is any difference in the amount quoted in value and in words, the amount quoted in words will be taken as correct.
- viii) The stand construction agency has to coordinate with HEPC (as will be informed to the 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.

N.Sreedhar
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	Stand construction cost per sq.mtr.	
	Maxima front and Octanorm panel at the back	
	Total cost for 489 sq.mtrs.	
	Maxima front and Octanorm panel at the back	
2	Stand Construction for HEPC Booth 18 sqm	

(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 2026 dt.29.08.2025.

Date:

Signature:

Place:

Company seal:

PROFORMA FOR FINANCIAL BID

Sl. No.	Stand construction and Accessory details
1	<p><u>12 sq.mt stall</u></p> <ul style="list-style-type: none"> • wall partition • 3 or 4 meters run company name backlit fascia (2 name fascia in case of corner stall) in hard board • carpet • overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo • 1 Nos. meeting table and 3 Nos. arm chairs • 5 Nos. of white lights (LED lights 50 watts each) • 1 No. waste paper basket • 1 Nos. of 1mW x 2mH pin board • 1 No. Electricity socket (for charging laptop, mobiles, etc.) • 3 layers of <u>Securely mounted</u> 4 meters run display shelf (12 Wooden Shelves) and 2 Nos. of 1 meter run cloth rod <p>(Option- A)</p> <p align="center">(or)</p> <p>12 Nos. of 1 mtre run Cloth rod and <u>Securely mounted</u> 2 Nos. of 1 mtre shelves (Option- B)</p> <p align="center">(or)</p> <p>6 nos. of 1mtr run cloth rod and 2 layers of securely mounted 3mtr run display shelves (6 wooden shelves) (Option C)</p> <ul style="list-style-type: none"> • Drinking water per day 2 litres.
2	<p><u>15 or 16 sq.mt stall</u></p> <ul style="list-style-type: none"> • wall partition • 5 or 3 meters run company name backlit fascia (2 name fascia in case of corner stall) in hard board • carpet • overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo • 1 Nos. meeting table and 4 Nos. arm chairs • 6 Nos. of white lights (LED lights 50 watts each) • 1 No. waste paper basket • 1 Nos. of 1mW x 2mH pin board • 1 No. Electricity socket (for charging laptop, mobiles, etc.) • 3 layers of <u>Securely mounted</u> 5 meters run display shelf (15 Wooden Shelves) and 3 Nos. of 1 meter run cloth rod <p>(Option- A)</p> <p align="center">(or)</p> <p>15 Nos of 1 mtre run Cloth rod and <u>Securely mounted</u> 3Nos of 1 mtre shelves (Option- B)</p> <p align="center">(or)</p> <p>8 nos of 1mtr run cloth rod and 3 layers of securely mounted 3mtr run display shelves (9 wooden shelves) (Option C)</p> <ul style="list-style-type: none"> • Drinking water per day 3 litres

3	<p><u>18 sq.mt stall</u></p> <ul style="list-style-type: none"> • wall partition • 6 or 3 meters run company name backlit fascia (2 name fascias in case of corner stall) in hard board • carpet • overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo • 2 Nos. meeting table and 6 Nos. arm chairs • 7 Nos. of white lights (LED lights 50 watts each) • 1 No.waste paper basket • 2 Nos. of 1mW x 2mH pin board • 1 No. Electricity socket (for charging laptop, mobiles, etc.) • 3 layers of <u>Securely mounted</u> 6 meters run display shelf (18 Wooden Shelves) and 3 Nos. of 1 meter run cloth rod <p>(Option- A)</p> <p style="text-align: center;">(or)</p> <p>18 Nos. of 1 mtre run Cloth rod and <u>Securely mounted</u> 3 Nos. of 1 mtre shelves (Option- B)</p> <p style="text-align: center;">(or)</p> <p>9 nos. of 1mtr run cloth rod and 3 layers of securely mounted 3mtr run display shelves (9 wooden shelves) (Option C)</p> <ul style="list-style-type: none"> • Drinking water per day 3 litres
4	<p><u>20 or 21 sq.mt stall</u></p> <ul style="list-style-type: none"> • wall partition • 7 or 3 meters run company name backlit fascia (2 name fascias in case of corner stall) in hard board • carpet • overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo • 2 Nos. meeting table and 6 Nos. arm chairs • 8 Nos. of white lights (LED lights 50 watts each) • 1 No.waste paper basket • 2 Nos. of 1mW x 2mH pin board • 1 No. Electricity socket (for charging laptop, mobiles, etc.) • 3 layers of <u>Securely mounted</u> 7 meters run display shelf (21 Wooden Shelves) and 3 Nos. of 1 meter run cloth rod (Option- A) <p style="text-align: center;">(or)</p> <p>21 Nos. of 1 mtre run Cloth rod and <u>Securely mounted</u> 3 Nos of 1 mtre shelves (Option- B)</p> <p style="text-align: center;">(or)</p> <p>10 nos. of 1mtr run cloth rod and display shelves (10 wooden shelves) (Option C)</p> <ul style="list-style-type: none"> • Drinking water per day 3 litres

5	<p><u>24 sq.mt stall</u></p> <ul style="list-style-type: none"> • wall partition • 6 or 4 meters run company name backlit fascia (2 name fascias in case of corner stall) in hard board • carpet • overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo • 2 Nos. meeting table and 8 Nos. arm chairs • 10 Nos. of white lights (LED lights 50 watts each) • 2 Nos. waste paper basket • 3 Nos. of 1mW x 2mH pin board • 1 No. Electricity socket (for charging laptop, mobiles, etc.) • 3 layers of <u>Securely mounted</u> 8 meters run display shelf (24 Wooden Shelves) and 4 Nos. of 1 meter run cloth rod (Option- A) <p style="text-align: center;">(or)</p> <p>24 Nos. of 1 mtre run Cloth rod and <u>Securely mounted</u> 4 Nos of 1 mtre shelves (Option- B)</p> <p style="text-align: center;">(or)</p> <p>12 nos. of 1mtr run cloth rod and 3 layers of securely mounted 4 mtr run display shelves (12 wooden shelves) (Option C) Drinking water per day 4 litres</p>
6	<p><u>32 sq.mt stall</u></p> <ul style="list-style-type: none"> • wall partition • 10 or 3 meters run company name backlit fascia (2 name fascias in case of corner stall) in hard board • carpet • overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo • 3 Nos. meeting table and 9 Nos. arm chairs • 12 Nos. of white lights (LED lights 50 watts each) • 2 Nos. waste paper basket • 3 Nos. of 1mW x 2mH pin board • 2 Nos. Electricity socket (for charging laptop, mobiles, etc.) • 3 layers of <u>Securely mounted</u> 10 meters run display shelf (30 Wooden Shelves) and 6 Nos. of 1 meter run cloth rod (Option- A) <p style="text-align: center;">(or)</p> <p>30 Nos. of 1 mtre run Cloth rod and <u>Securely mounted</u> 6 Nos of 1 mtre shelves (Option- B)</p> <p style="text-align: center;">(or)</p> <p>15 nos. of 1mtr run cloth rod and 3 layers of securely mounted 5 mtr run display shelves (15 wooden shelves) (Option C) Drinking water per day 4 litres</p>

7	<p>For HEPC's booth</p> <ul style="list-style-type: none"> • Cushion Sofa set – 3 nos. (double seater) • Central Table – 1 no. • Info Desk – 1 no. • Chairs – 4 nos. • Coffee table with coffee maker and consumables-1 • Lockable cabin with coat hanger • Brochure stand – 1 • LED light (as per the 18 sq.mtrs. package) • Plug point – 3 • Dust bin – 2 nos. • LED with floor stand around 50" display stand 																					
8	<p>Provision for supply of additional accessories</p> <table border="1" data-bbox="328 667 1198 1032"> <thead> <tr> <th>S.#</th> <th>Items</th> <th>Rate per unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Curtain rod</td> <td></td> </tr> <tr> <td>2</td> <td>Shelves</td> <td></td> </tr> <tr> <td>3</td> <td>Lights</td> <td></td> </tr> <tr> <td>4</td> <td>Table</td> <td></td> </tr> <tr> <td>5</td> <td>Chair</td> <td></td> </tr> <tr> <td>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																				
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5	Chair																					
6	Pin Board																					

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

(Signature of bidder/ authorized representative)