

Ref Tender No. AEPC/HO/HKFW/1143/2017 - 18

Dated : 18.05.2017

**Subject : Sealed quotations are invited through tenders for stall construction and for providing common facilities in the India Pavilion at Hong Kong Fashion Week Fair to be held from 10<sup>th</sup> – 13<sup>th</sup> July, 2017 (Monday - Thursday) at Hong Kong and for fair to be held in January, 2018 at Hong Kong.**

Dear Sir,

Apparel Export Promotion Council, Sponsored by Ministry of Textiles, Government of India is a nodal agency to promote and develop the exports of readymade garments from India and to project India's image as a reliable destination for sourcing garments.

1. AEPC has been participating in Hong Kong Fashion Week for the last 19 years. This time, AEPC is making **India Pavilion** of approx. 180 sq.mts. built up area of 20 booths of 9 sq. mts. each in July 2017 and January 2018 fairs. We request you to kindly send us your quotation for booth construction and for providing common facilities as mentioned in the terms of reference mentioned in **Annexure – I & Annexure - II. Annexure - I** pertains to **Technical bid** and **Annexure - II** pertains to **Financial bid**.
2. Total area booked for construction of India pavilion is approx. 180 sq. mts against which 20 booths of 9 sq. mts each or multiples thereof for the Indian participants would be constructed. **The number of booths can be increased / decreased based on the number of booths sold in India Pavilion in HKFW, July 2017 and January, 2018**
3. If you are registered as an official exhibition contractor with HKTDC for the Hong Kong Fashion Week for July, 2017 edition and January, 2018 edition or will be able to hire any official exhibition contractor of HKTDC, please arrange to send your quote for construction of 20 stalls / booths (apprx. 180 sq.mts. built up area) in each fair through hard copy via courier or submit in person in a sealed envelope marked **"TENDER for HKFW- July, 2017 and January, 2018"** at the below mentioned address:

**Mrs. Sneha Lata Sharma, Joint Director  
Apparel Export Promotion Council  
Apparel House, Sector 44,  
Institutional area, Gurgaon- 122003  
Haryana, India.  
Phone : 91 – 124- 2708000**

The sealed envelope should be received in AEPC office by courier or in person latest by **4 :00 PM on 8<sup>th</sup> June, 2017 (Thursday)**

4. The project shall be given on turn key basis and quotation should be given in **US\$ per sq. mts.** for stall construction and for providing common facilities as mentioned in **Annexure - II**. The quotation should include all taxes, labour charges, dismantling, **electricity charges**, drayage, hanging charges for banners from ceiling or any kind of other charges what so ever.

5. The L- 1 bidder will be granted the contract in the US\$ currency, however at the time of releasing the payment if the L - 1 bidder is based in India, then the payment would be released in INR and the conversion from US\$ to INR would be taken at the Reserve Bank of India's rate applicable on the date of release of payment. The INR payment will be made after deducting TDS, Service tax, GST or any other taxes as applicable on the date of release of payment. However, payment to the vender located outside of India will be made in US\$ or any other foreign currency after fulfilling the formalities as per Reserve Bank of India Taxation norms.
6. The last date for submission of sealed quotation is **4:00 PM on 8<sup>th</sup> June, 2017 (Thursday)** as mentioned above in S.no. 3.
7. The bidder / vendor would settle all payment directly to the vendors who will be constructing India Pavilion (in case an Indian bidders hires a stall contractor in Hong Kong or from outside of India) and AEPC will not have any liability of any kind, financial or otherwise to the HKTDC or the stall contractor which Indian company would hire on behalf of AEPC for construction of India Pavilion.
8. AEPC reserves the right to reject or accept any or all application(s) without assigning any reason(s).
9. AEPC reserves the right to increase or decrease services in Tender document.
10. If the services of selected agency would not found satisfactory during the July, 2017 fair, the AEPC has the right to terminate the contract for January, 2018 fair without assigning any reason thereof and can award the contract to any other vendor and the agency have no objection for the same and will not claim any losses / damages on any account from the AEPC.
11. The bidder should have at least done 2 International shows for construction of at least 20 booths (180 sq. mts.) proof of which must be submitted along with the tender in **Annexure -I**. (Letter copies from the clients should be attached with annexure – I of the Technical bid clearly mentioning the area constructed / No. of stalls constructed and proof letter of satisfactory completion of the job.)
12. The turnover of the company for the last 3 years duly certified by a Chartered Accountant should be submitted along with **Annexure - I**. A copy of PAN card and Registration Certificate (Service Tax / VAT etc.) should be enclosed.
13. An Earnest money deposit of Rs. 40,000/- (in case of foreign companies US\$ 615) must be submitted along with tender document with **Annexure - I** in the form of Bank Draft / RTGS / Bank Pay order in favour of Apparel Export Promotion Council, Gurgaon. The SWIFT details of AEPC are as follows:

**Beneficiary : Apparel Export Promotion Council**

**Account No. : 180401000020000**

**Address : Apparel House, Sector – 44, Institutional area, Gurgaon – 122003 (Haryana), India**

**Branch code : 1804**

**SWIFT : IOBAINBBE36**

**Annexure - I as technical bid – To be submitted in a sealed separate envelope.**

**Annexure – II as financial bid - To be submitted in a sealed separate envelope.**

#### **14. Payment terms**

- After issuing the work order, no advance payment is released in normal course; however maximum 30% advance of the total contract value can be given to the successful bidder if demanded, against submission of equivalent amount of Bank guarantee / FDR in favour of Apparel Export Promotion Council having validity upto 31.03.2018 which will include the show of January 2018 also.
- Balance payment will be released after completion of the show, after the satisfactory performance of the vendor. A no dues certificate from HKTDC is required to be submitted by the vendor before the release of final payment from AEPC. In case HKTDC gets the contract, this condition will not apply.

#### **15. Performance Guarantee**

- A Performance Guarantee of Rs. 50,000/- OR US\$ 760 should be deposited by successful bidder through Bank Draft / FDR/ Bank Swift transfers drawn in favour of Apparel Export Promotion Council against award of contract letter from AEPC. The validity of the Performance Guarantee should be upto 31.03.2018 which will include the show of January 2018 also.
- The performance guarantee will be refunded after successful execution of the event.

#### **16. Arbitration**

If any dispute of difference of any kind whatsoever arises between AEPC and the selected agencies, it will be referred to Chairman, AEPC for arbitration and their decision shall be final and binding on both the parties.

#### **17. Legal Jurisdiction**

Any legal dispute will be subject to jurisdiction of Delhi Courts and no other Court shall have the jurisdiction.

#### **18. Liquidated Damages and completion of work**

For the fair in July, 2017, work must be completed by 6:00 PM on 9<sup>th</sup> July, 2017 (Sunday) in all respects. If the vendor is unable to complete the work during the stall construction days of 8<sup>th</sup> & 9<sup>th</sup> July, 2017 in all respects and upto 6:00 PM on 9<sup>th</sup> July, 2017 and leaves the job without completing it, thereby compelling AEPC to get the job done from other vendor, in that case, the vendor will be liable for the following:

- i) The EMD of Rs. 40,000/- (US\$ 615) will be forfeited along with the performance guarantee of Rs. 50,000/- (US\$ 760)
- ii) The equivalent additional amount, which will be paid by AEPC to the new vendor for doing the remaining job, will be charged by AEPC from the vendor (original vendor) OR 10% penalty of the total contract value, whichever is more, will be deducted / charged from the original vendor's balance payment.

Similarly for the fair in January, 2018, work must be completed by 6:00 PM a day prior to the fair days in all respect. In case of failing to complete the work of stall construction before the fair days and leaves the job without completing it, thereby compelling AEPC to get the job done from other vendor, in that case, the vendor will be liable for the following:

- iii) The EMD of Rs. 40,000/- (US\$ 615) will be forfeited along with the performance guarantee of Rs. 50,000/- (US\$ 760)
- iv) The equivalent additional amount, which will be paid by AEPC to the new vendor for doing the remaining job, will be charged by AEPC from the vendor (original vendor) OR 10% penalty of the total contract value, whichever is more, will be deducted / charged from the original vendor's balance payment.

### **19. Evaluation of bids**

1. AEPC shall evaluate the bids on the basis of technical bid (**Annexure - I**) first. The vendors who qualify the technical bid will be eligible for participating in the financial bid. The L – 1 quote in financial bid of the eligible vendor will be awarded the contract.
  2. The technical bid would be opened at Apparel House, Gurgaon in the tender committee of AEPC and qualified bidders would be invited during the opening of Financial bids separately.
  3. AEPC reserve the right to accept / reject any of the tenders.
20. A representative from the selected vendor for stall construction must be present at the venue (Hong Kong Exhibition & Convention Centre, Hong Kong) with resources to help fixing of rails, fascia, electrical work, electrical charging and other adjustments in the stalls during the fair days including set up days i.e. 9<sup>th</sup> July to 13<sup>th</sup> July 2017 and for set up and fair days in January, 2018.
21. **The set up and fair days in January, 2018 shall be soon intimated to you once it is finalized.**

Yours faithfully,

**(R K Sharma)**  
**Sr. Director (F&E)**  
**Apparel Export Promotion Council**  
**Sector – 44, Institutional Area,**  
**Gurgaon – 122 003, Haryana, India**  
**Phone : 91-124-2708026**  
**Email : [rksharma@aepecindia.com](mailto:rksharma@aepecindia.com)**

**(TECHNICAL BID)***(To be submitted on the Letter Head of the Company)*

1. **Name of the Company** :
2. **Address, Contact details** :
3. **Contact person & Designation** :
4. **Turn over of the Company for the financial year** :  
**FY 2016 – 17** :  
**FY 2015 – 16** :  
**FY 2014 – 15** :  
**(Attached certificate duly certified by Chartered Accountant)**
5. **Attach copy of PAN card / Income Tax Registration of the Company** :
6. **Attach copy of Registration (Service Tax / VAT etc.)** :
7. **Work Experience** :  
**(Attach proof of previous similar work done in 2 International shows of minimum 20 stalls (180 sqmts.) each along with photographs of the stalls / photocopies of the clients certification / work orders for satisfactory completion of jobs.**
8. **EMD Details** :  
**(Attach details of EMD –DD/PO/RTGS)**

I declare that all the above details mentioned are correct and true to my knowledge and any of the above details found false or incorrect in future will make me ineligible for getting the contract and I shall be liable for any legal action taken by AEPC in this regards.

Signature

Name of Partner / Proprietor / Director:

Designation :

Seal of the Company:

Date :

Place:

**(FINANCIAL BID – TO BE SUBMITTED ON THE LETTER HEAD OF THE COMPANY)****DESCRIPTION OF WORK TO BE CARRIED OUT IN INDIA PAVILION AT HONG KONG FASHION WEEK 10<sup>TH</sup> TO 13<sup>TH</sup> JULY 2017 AND IN JANUARY, 2018(TERMS OF REFERENCE)**

**TOTAL NO. OF BOOTHS TO BE CONSTRUCTED OF 9 SQ. MTS. EACH = 20 NOS. FOR EACH FAIR I.E. IN JULY, 2017 AND JANUARY, 2018**

**(THIS WILL INCLUDE GARMENT BOOTHS, ACCESSORIES BOOTHS AND BOOTH FOR AEPC)**

**A. ITEMS REQUIRED IN 9 SQ. MTS. BOOTH (GARMENT / ACCESSORY)**

1. 3 mt. x 3 mt. pre laminated white / creamish colour partition with octonorm system and 2.5 mts. height
2. Carpet Flooring
3. Fixing of 1 no. of fascia (3mW x 0.34mH) with 1 set of sticker cut out company name and booth no. The design of name fascia shall be given by AEPC.
4. Providing 18 Meter garment fixed hanger rail system built in two rows of 9 meters length each at two different heights for garment booths or 18 wooden shelves for garment/accessories stall. The vertical heights of the rail rods should be adjustable so that garments with different heights can be hanged properly (photo attached). Garments and accessories booth exhibitors can have mix of rails & wooden shelves along with requisite hangers. The distance between the hanger rod and stall partition should be sufficient to hang the hangers on the hanger rod. However, in corner booth we require 2 meter movable hanger rail if the exhibitor wants 12 meter long hanger rail in place of standard 18 meter long hanger rail.
5. Providing of 150 Nos. of black hangers either all Top/Bottom Garment hangers or 100 nos. normal Top Garment hangers and 50 Nos. of Clip hangers or mix of Top / Bottom garment hangers.(photo attached). Hangers to be provided in Garment & Accessories booth as per requirement of the exporters
6. Providing 1 No. of full body mannequin with European feature
7. Providing 1 No. square system table (~0.7mW x ~0.7mL x ~0.75mH), table with round shape can also be provided
8. Providing 1 No. of modular system built-in lockable cabinet (~1mWx~0.5mD x 0.75mH)
9. Providing 3 No. black leather chair (photo attached)
10. Providing 1 no. waste paper basket
11. Providing 8 Nos. of LED spot lights, 20W each
12. Providing 1 no. of 500 W max. square pin socket

***(For Booth sizes of 18 sq. mts. and 27 sq. mts. the items in the booth will multiply and there will not be any partition between 9 sq. mts. size booths)***

***(For One or Two Booths, 9 Peg Boards with Hooks will be required in place of Item No. 4)***

**AEPC BOOTH****B. THE FOLLOWING ITEMS ARE REQUIRED IN AEPC BOOTH**

1. 3 mt. x 3 mt. pre laminated white / creamish colour partition with octonorm system and 2.5 mts. height
2. Carpet Flooring
3. Fixing of 1 no. of fascia (3mW x 0.34mH) with 1 set of sticker cut out company name and booth no. The design of name fascia shall be given by AEPC.
4. Providing 1 No. square system table (~0.7mW x ~0.7mL x ~0.75mH), table with round shape can also be provided
5. Providing 1 No. of modular system built-in lockable cabinet (~1mWx~0.5mD x 0.75mH)

6. Providing 3 No. black leather chair (photo attached)
7. Providing 1 no. waste paper basket
8. Providing 8 Nos. of LED spot lights, 20W each
9. Providing 1 no. of 500 W max. square pin socket
10. 1 English speaking hostess in AEPC booth during the fair days

#### **D. COMMON FACILITIES**

1. Providing 5 Nos. of irons for ironing the garments with electrical sockets fixed in aisles
2. Providing 5 Nos. of ironing boards
3. Providing 1 no. "hot and cold" water dispenser during the fair days and providing of 700 nos. of paper cone and 500 nos. of paper cups for tea. (to be placed in AEPC booth with 1 separate table). One no. of cold water dispenser should be provided from 10<sup>th</sup> to 13<sup>th</sup> July'17 in addition to the "hot and cold" water dispenser along with sufficient paper cones , which will be installed on stall construction day of 9<sup>th</sup> July'17. (same facility should be provided for fair in January, 2018)
4. Providing 25 no. of bottled mineral / RO water refill pack of 20 ltr. each for dispenser
5. Providing 1 no. of 500W max. square pin socket for water dispenser
6. Providing 1 no. of coffee/tea maker, with ingredients (sugar, tea/coffee, milk etc.) for - 500 cups
7. Providing 1 no. of 1000W max. square pin socket for tea/coffee maker
8. Providing 1 no. of Refrigerator Approx. 165 Ltrs.
9. Providing of 1 no. of 1500W square pin socket for refrigerator
10. Providing 2 technicians for five days during the fair dates including on set up day (9 -13 July, 2017) for taking care of adjustments of Heights of the rails in the booth and to take care of electrical things.)
11. Providing 2 Archs of **India Pavilion** (the designs shall be given by AEPC – photo attached) at the entrance between the aisle. The Contractor will check with HKTDC Fair authorities for the norms to be followed for complimentary regular country banner and the Archs.
12. Providing 1 No. participants list sign board (giving name of the Indian participants with booth nos.)

**OTHERS TERMS AND CONDITIONS WILL BE APPLICABLE AS MENTIONED IN THE COVERING LETTER NO. AEPC/HO/HKFW/1143/2017 - 18 DATED 18.05.2017 FROM S.NO. 1 TO 21.**

Please send your quote on the letter head of the company in **average US\$ per sq. mts.** Including stall construction and for providing common facilities as mentioned above in **Annexure – II and at point – 4 of the Tender No. AEPC/HO/HKFW/1143/2017 - 18 DATED 18.05.2017.**

**Signature**

**Name of Partner / Proprietor / Director:**

**Designation :**

**Seal of the Company:**

**Date :**

**Place:**

**BOOTH**





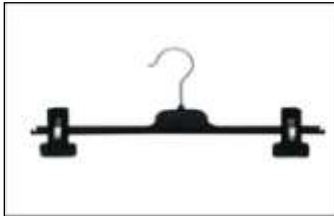
ARCH



Chair



BOTTOM HANGER / CLIP HANGER



TOP HANGER



Movable hanger rail

