



EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender no. EPCH/IHGF-2019/14 - Tender for PVC Pouches, Lamination and Printed Lanyards

BACKGROUND

The Export Promotion Council for Handicrafts is an apex national level organization of handicrafts exporters for promotion of handicrafts exports from India. The Council is projecting India's image in overseas market as a reliable supplier of high quality handicrafts. The Council organizes export promotional activities in India & abroad. The Council requires these services for its trade fairs organized at the India Expo Centre & Mart, Greater Noida.

SCOPE OF WORK – PVC POUCHES, LAMINATION AND PRINTED LANYARDS

The Export Promotion Council for Handicrafts organizes World's Premium & largest IHGF Delhi Fair at India Expo Mart & Center, Greater Noida Expressway, Greater Noida. The Council will be organizing the IHGF Delhi Fair (Autumn) 2019 from 16 - 20 October 2019, IHGF (Spring) 2020 from 15 - 19 April 2020, & the Indian Fashion Jewellery & Accessories Show in July 2020. The exhibition(s) will be held at India Expo Mart & Centre (IEM), Knowledge Park-II, Greater Noida.

Tenders are invited for supply of PVC Pouches, Lamination, Printed Lanyards in required sizes for the exhibition.

1. Agency may be required to laminate the cards with proper punching for putting the lanyard or string. The pouches for the lamination should be adjusted as per the size of the card / badges.
2. During the exhibition period you have to provide lamination machines and operators in all the exhibition halls and fair site office.
3. The PVC pouches should be provided as per the size of the badges

TERMS & CONDITIONS

- The Agency should have a minimum 5 years experience of providing similar services to events, institutions or corporate.
- The rates offered by the empanelled agencies will be valid for a period of two years from the date of empanelment. The Council will invite the agency as and when required during the period of empanelment. Further, the Council reserves the right to cancel the empanelment at any time if the services provided by the agency are found to be unsatisfactory.
- The Council reserves the right to accept or reject any Tender without assigning any reason.
- The Council reserves the right to issue instructions time to time as per circumstances at the exhibition ground.
- The selected agency will be required to submit a Bank Guarantee of Rs. 50,000/- refundable after the satisfactory completion of the job.
- The following EMD (refundable) will be required to be submitted along with the Technical Tender – Rs. 25,000/- .

In case of any clarifications regarding the scope of work, the same shall be obtained from Mr. Sushil Kumar Agrawal – Assistant Director, EPCH on 011-26135256 ext. 110 or email at ihgf@epch.com .

Other special condition

- (a) Incomplete Tender or without supporting documents or EMD are liable to be rejected.
- (b) EPCH reserves the right to accept or reject any of the Tender in part or full without assigning any reason whatsoever.

SPLIT-UP OF WORK

Total work can be awarded to more than one agency.

THE TECHNICAL TENDER SHOULD CONTAIN THE FOLLOWING

The following details are required to be submitted in certified true copy along with the offer with the pages numbered sequentially:

- Profile of the agency on the Format Provided.
- Copy of PAN no., GST no., ESI and PF registration no. etc. as required by law.
- Details of works done during past Five years with name & postal address of clients along with copies of letters of Intent/work orders and completion certificate/ any other document which indicates Completion of the subject contract.
- Accreditation certificate with CII, FICCI, ASSOCHAM, ITPO etc.
- Provide detail of in house infrastructure & staff list.
- CA certificate copy verifying the annual turnover of the agency for the last 3 years.
- All pages of the Tender document including Technical Part/Schedule of Quantities, duly signed & stamped.
- EMD as required to be submitted through a demand draft drawn in favour of the Export Promotion Council for Handicrafts.

THE FINANCIAL TENDER SHOULD CONTAIN THE FOLLOWING

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Conditions, additions, deletions or modifications in FINANCIAL PART are not permitted. Any condition mentioned shall not be taken into account either for evaluation or for award of work and shall render the offer liable for rejection.
- All corrections must be stamped and signed.
- Proposers are requested to quote their best prices considering the fact that price negotiation, if required may be held with the Lowest Proposer only. Any claim of whatsoever nature shall not be considered at a later date.
- Payment Terms should be clearly mentioned.

PROCEDURE FOR SUBMISSION OF THE TENDER

The proposer shall take utmost care of the following:

- The Tender shall be submitted in two parts namely, **Technical Part (Envelop No. 2)** and **Financial Part (Envelop No. 3)** respectively.
- TENDER shall be submitted in a **Sealed Cover (Sealed Outer Envelop no. 1)** super scribed **Tender for PVC Pouches, Lamination and Printed Lanyards.**
- The Sealed Outer Envelop shall contain separately sealed Envelop No. 2 – Technical Tender & Envelop No. 3 - Financial Tender.
- Name of Tender, Tender Document No. and name of Proposer shall also be clearly written outside the sealed envelopes along with the address and contact details.
- The Tenders on the enclosed format can be submitted by **05th August 2019 upto 4.00 PM** in the Council's office at Vasant Kunj, New Delhi.
- The Sealed Outer Envelope No. 1 and all the respective sealed envelopes (Envelop no. 2 and Envelop no. 3) shall all bear the address given below:

The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6&7, Sector ‘C’, LSC,
Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (ext. 110)

Procedure: If the Financial Part is found in open condition or Envelop – 2 and Envelop - 3 are wrongly marked such offer will be rejected.

EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

The Tender document shall be read in conjunction with any amendment issued subsequently.

Tender documents once issued are non transferable in other name and shall at all times remain the property the exclusive property of the owner with a license to the Proposer to use the Tender documents for limited purpose of submitting the Tender.

Evaluation Process:

- In case the documents/evidence submitted by agency is found inadequate the Tender will be liable to be rejected.
- A Committee will evaluate the papers received on the basis of the documents and details provided by the agency.
- The profile and track record of the agency, turnover, credentials including past similar assignments etc. shall be used as a means of evaluating the capability and capacity of each agency to execute the job in a safe, successful and timely manner.

.....

Format of “Technical Tender for PVC Pouches, Lamination and Printed Lanyards” to be printed on Company Letterhead & submitted in Envelop No. 2

Name of the Agency _____

Address _____

Contact Person _____

Contact Details (Mobile) _____ (Landline) _____

Email _____

PAN no. _____

TAN no. _____

GST no. _____

EMD details (PI. enclose self-certified copies)
Rs. _____ Demand draft no. _____ dt. _____

Annual Turnover 2016 – 2017 in Rs. _____

2017 – 2018 in Rs. _____

2018 – 2019 in Rs. _____

(PI. enclose a copy duly certified by a chartered accountant)

Details of Past Experience of Exhibitions/Trade Fairs (similar work) executed in past 5 years. Name of the Exhibitions in which service provided.

2014 – 2015

2015 – 2016

2016 – 2017

2017 – 2018

2018 – 2019

(PI. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place: -

Date:-

Signature & Seal

Format of “Financial Tender for PVC Pouches, Lamination and Printed Lanyards” to be printed on Company Letterhead & submitted in Envelop No. 3

1. Name of Agency : _____
2. Address : _____

3. Contact Person : _____
4. Alternate Contact Person : _____
5. Telephone : (Office) _____ (Resid.) _____
(Mobile) _____
Email _____

6. Year of Establishment : _____

7. Previous Experience of handling : _____
International Exhibitions / Conferences

8. Plastic PVC pouch size 11x13.50 cm (250 microns)

- a) Cost of one pouch Rs. _____
- b) Cost of 5000 pouch Rs. _____
- c) Cost of additional 1000 pouch Rs. _____

9. Lamination of 11x13.50 cms (250 microns)

- a) Cost of one card lamination Rs. _____
- b) Cost of 5000 card lamination Rs. _____
- c) Cost of additional 1000 card lamination Rs. _____

10. Printed Lanyard (80 cm length/02 cm width) **screen printed** on both sides with Metal clips

- a) Cost of 5000 strip Rs. _____
- b) Cost of 10000 strip Rs. _____

Printed Lanyard (80 cm length/02 cm width) **screen printed** on both sides with Plastic clips

- a) Cost of 5000 strip Rs. _____
- b) Cost of 10000 strip Rs. _____

11. Printed Lanyard (80 cm length/02 cm width) **digitally printed** on both sides with Metal clips

- a) Cost of 5000 strip Rs. _____
- b) Cost of 10000 strip Rs. _____

Printed Lanyard (80 cm length/02 cm width) **digitally printed** on both sides with Plastic clips

- a) Cost of 5000 strip Rs. _____
- b) Cost of 10000 strip Rs. _____

12. Nylon thread (80 cm) with plastic beads Per 1000 thread Rs. _____

13. 4 colour printed PVC Card Type Badge (10 x 12 cm)

- a) Cost of one Badge Rs. _____
- b) Cost of 500 Badge Rs. _____

Kindly Submit samples with Cost.

DATE : _____
PLACE : _____

SIGNATURES _____
SEAL _____