



EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender no. EPCH/IHGF-2019/15 - Tender for Computerized Buyer Registration at the Venue

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 – COMPUTERIZED BUYER REGISTRATION ON SITE

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.

The agency is required to develop the software for Registration, Design Stationery, Print Badges, Supply the Hardware including Printers & Scanners, Manpower (Operators & Supervisors) at site.

The agency is required to follow the process as mentioned below:

1. Spot Registration of Buyers

Procedure to be followed:

- Buyer fills the Registration Form placed at the Form filling Counters
- Buyer Brings the Form to the Registration Counter and Hands over the same to the Hostess
- The Form is then passed on to the Operator for Processing
- The Operator Punches in the Name, Company Name and Country of the Buyer and Prints a badge with Name, Company Name, Country and Barcode on it.
- The Bar-coded number as generated On the Badge has to be mentioned on the Form also so that when the data is Compiled the council can verify the Barcode associated to each Buyers name
- The Badge is Handed over by the Hostess to the Buyer

Requirements at Site for Registration

- Computers – 10 Numbers
- Printers – 10 Numbers (Laser / Fast Inkjet)
- Server Setup – 1 Number
- Operators – 10 Numbers

Features of Software:

- Software Should Produce the Badge as per the Specifications given by EPCH along with the Barcode
- Each Badge Should have a distinctive Barcode Number on it
- The Number should also have distinctions to identify the Registration Counter from where it was made so to verify the Badge in case of any discrepancy.

2. Access Control at Entry Gate of Each Hall – manpower and hand held bar code readers

Procedure to be followed:

- Buyer comes with the Badge at the Entry gate of the Hall
- Barcode of the Buyer is Scanned using Barcode Scanner
- Buyer walks inside the Hall

Requirements at Each Hall gate

- Hand Held Barcode Scanners
- Manpower to Scan the Barcodes

3. Reports to be Submitted to EPCH at the end of Each Day of Event

- Total Number of Visitors Registered – Both Spot / Pre registered
- Hall wise report of Visitors who entered each Hall

4. Data Entry Post Exhibition of the Forms collected from Buyers and Compilation of Database with Barcodes related to Each Buyer

TERMS & CONDITIONS

- The Agency should have a minimum 5 years experience of providing similar services to events or institutions of repute.
- The rates offered by the empanelled agencies will be valid for a period of two years from the date of empanelment. The agency must clearly indicate and include all local & inter-state taxes and charges in the rates offered.
- The software developed by you will be the property of the Council and the Council reserve the copyright with it.
- The Council will invite the agency as and when the services are required during the period of empanelment. The Council reserves the right to cancel the empanelment at any time if the vehicles/services provided by the agency are found to be un-satisfactory.
- The Council reserves the right to accept or reject any Tender without assigning any reason.
- Please note, the exhibitions shall be held in Greater Noida, U.P.
- Bank Guarantee (refundable) of Rs. 100,000/- (One Lac only) will be submitted by the empaneled agency.
- EMD (refundable) of Rs. 25,000/- will be required to be submitted with the tender through a demand draft drawn in favour of the Council.
- The Council reserves the right to issue instructions from time to time as per circumstances during the exhibitions.

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.
- (c) Empanelled agency shall be required to submit performance guarantee as mentioned in the Terms & Conditions in favour of Export Promotion Council for Handicrafts through demand draft.

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 with the Tender.

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 Computerized Buyer Registration at the Venue.**
- 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 Part I and Part II 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 Computerized Buyer Registration at the Venue” 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 Computerized Buyer Registration at the Venue” 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 **(Kindly Attach Separate Sheet)**

Buyer Registration

Software Development				
Development of Software for <ul style="list-style-type: none"> • Spot Registration including Generation of Badges and Bar coding • Access Control at each Entry gate • Report Generation 	Lump sum Charges _____			
<u>PARTICULARS</u>	RATE	QUANTITY	NO. OF DAYS	AMOUNT
<u>On Spot Registration Counters</u>				
Computers Spot Registration – 10		10	5	
Printers (Laser / Fast Inkjet) With Consumables		10	5	
Manpower – Hosts / Operators		10	5	
Self Service Badge Printing Kiosks		5	5	
Total				
Other Charges (Taxes etc.)				
Grand Total				

Access Control Points:

<u>Particulars</u>	<u>Charges per unit per day</u>
Providing of Portable Data Terminals for Scanning of Barcodes with a minimum Scanning Distance of 8 "	
Charges for Providing Host for Scanning of Barcodes	
Charges for Providing Hostess for Scanning of Barcodes	

Printing:

<u>Particulars</u>	<u>Rate / per unit</u>	<u>Quantity</u>	<u>Amount</u>
Barcode Generation		<u>5000</u>	
Inkjet Printing of Badges with Photo, Name & Barcode		<u>5000</u>	
Inkjet Printing of Badges with Name & Barcode		<u>5000</u>	
Inkjet Printing of Photo on Badges		<u>5000</u>	

Note:- If Barcode and Bar Code Scanners are replaced with RFID Stickers and Scanners, then

- Cost of 1 RFID Sticker Rs. _____
- Cost of 1 RFID Scanning Point Rs. _____

DATE : SIGNATURES _____

PLACE : SEAL