



# EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

## Tender no. EPCH/IHGF-2019/9 - Tender for Girl Guides / Hostesses / Stand Attendant

### **BACKGROUND**

The Export Promotion Council for Handicrafts is an apex national level organization of handicrafts exporters for promotion of handicrafts exports from the country. 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 – GUIDES / HOSTESSES / STAND ATTENDANT**

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.

Girl Guides / Hostesses for Reception, Protocol, Site Office, Buyer's Lounge, Café, etc. are required.

### **Essential Qualities Required**

- Should be able to communicate in fluently in English.
- Good communication skills are required for the job.
- Should be courteous & soft spoken
- To be competent to reply to queries of Buyers/Buying Agents/visitors etc.
- To acquire the full information related to the Fair/Event in which they will be working.
- Must be committed, sincere and punctual to his/her job.

### **TERMS & CONDITIONS**

1. The Agency should have a minimum 5 years experience of providing similar services to events or institutions of repute.
2. The council would make the selection through personal interview.
3. 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 un-satisfactory.
4. The Uniform for the fair (dress code) will be provided by the Council.
5. A list of girls/boys along with bio-data and passport size photographs is to be submitted at least one month before the date of the exhibition to the Council for selection. EPCH reserves the right of selection of the Girl Guides / Hostesses and incase the selected girls are called for Training, half day charges will be paid.
6. The Council reserves the right to issue instructions time to time as per circumstances at the exhibition ground.
8. Fair timings are from 8:00 AM to 6:30 PM.

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](mailto:ihgf@epch.com) .

### **Other special condition**

- (a) Incomplete Tender or without supporting documents 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.

## **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 Girl Guides / Hostesses / Stand Attendants”**.
- 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 **05<sup>th</sup> 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.

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**Format of “Technical Tender for Girl Guides / Hostesses / Stand Attendants” 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. \_\_\_\_\_

(Pl. enclose self-certified copies)

Annual Turnover 2016 – 2017 in Rs. \_\_\_\_\_

2017 – 2018 in Rs. \_\_\_\_\_

2018 – 2019 in Rs. \_\_\_\_\_

(Pl. 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**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Pl. 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 Girl Guides / Hostesses / Stand Attendants” 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. No. of Girls Guides / Hostesses / Stand Attendant on roll and details of their background like education and personality details. : \_\_\_\_\_
9. Charges per Girl Guide/ Hostesses/ Stand Attendant per day (including transport). : \_\_\_\_\_
10. Co-ordination Charges, if any : \_\_\_\_\_
11. Other Charges. (If any, Please Specify) : \_\_\_\_\_

DATE : SIGNATURE \_\_\_\_\_

PLACE : COMPANY SEAL