



हस्तशिल्प निर्यात संवर्धन परिषद्
Export Promotion Council for Handicrafts
CIN: U20299DL1986NPL023253

Sealed proposals are invited for designing and construction of EPCH India Pavilion in the forthcoming International Exhibitions namely Ambiente 2027 to be held in January/February 2027 at Messe Frankfurt, Germany. The last date of submission of proposal is 17th September 2026. Interested agencies may download the updated scope of work and details of activity from EPCH website www.epch.in/proposals

Export Promotion Council for Handicrafts
EPCH House, Pocket-6&7, Sector-C, LSC, Vasant Kunj
New Delhi-110070, Tel: 011-26135256 (Extn: 127)

Details for submission of proposal for designing and construction of India Pavilion at Germany in the International exhibition during January & February 2027

Requirement:

Export Promotion Council for Handicrafts “EPCH” is participating in **Ambiente 2027** scheduled from 29 January - 02 February 2027 at Messe Frankfurt at Germany and intends to set up its pavilion to display and market the Indian Handicrafts Products.

Eligibility for submission of proposal:

Agencies having following minimum qualifications are hereby invited to submit offer for the event on turnkey basis.

- i) A minimum of 5 years’ experience in conceptualizing, designing and executing the projects on turnkey basis for setting up of pavilion/s in fair of international scale.
- ii) A turnover of minimum Rs. 5 crores each year during the preceding three financial years i.e. 2023-24; 2024-25 and 2025-26 for implementation of Event Management Business pertaining to Trade Fair Pavilions.

SCOPE OF WORK

The scope of work for the Event shall include the following:

(I) Common facilities:

Common area approx. 12 – 18 sq. mtr (excluding the exhibitor stalls) will include:

- (i) A reception with backdrop of graphics / posters / information etc.
- (ii) A meeting lounge with sofa & centre table for 4-5 persons with refrigerator, tea/coffee making machine and consumables, water, refreshment etc. and a concealed mini storage area.
- (iii) Overhead branding at the maximum height of the ceiling of the hall for a proper visibility from a distant place, according to the guidelines of the organiser.
- (iv) The overall look of EPCH India Pavilion should be contemporary and reflect the colour and vibrancy of modern India. An exclusive branding has to be done in consultancy with EPCH design team and shall be followed all over.
- (v) The proposed pavilion will be designed on i). **Octanorm System** and/or ii). **Wooden System**.
- (vi) The generic branding should be on high-quality stretchable Flex so that there are no wrinkles in the final get up. The common branding banners should be well heighted with bright lights.
- (vii) For further conditions of construction of pavilion/stalls, height of stalls etc. you may refer organizer’s website.
- (viii) The fascia and branding of the pavilion (with proper lighting/illumination) which runs through the entire EPCH pavilion will be above the basic structure.

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- (ix) The pavilion shall be brightly lit with white lights not to allow darkpockets in the common area.
- (x) The products to be displayed as details at annexure 'I'. However, major products are Indian Handicrafts, Gifts, Home Textiles & Home Furnishings, Fashion Accessories, Handicrafts made of glass, metal, wood, ceramic etc.

II Exhibitor Stall Scope:

The selected organization / agency shall be required to undertake the following activities:

1. Construction of Semi / compartmentalized space in multiple of 9/10.5/12/15 sq. mtr. and/or as per space requirement of exhibitors for display of their products and area for interaction with the buyers/visitors, including the requirement of furniture.
2. Individual stall for exporter would be provided: one round table with three chairs, information counter, night sheet with hooks, one waste paper basket, one plug point per stand. Carpet color to be approved in advance.

Display Aides / Area	9 sq. mtr.	10.5 sq. mtr.	12 sq. mtr.	15 sq. mtr.
Shelves	14	16	18	20
Or Textile Rails	10	12	14	16
Or Peg Boards	6	7	8	10
and Spot Lights	6	8	10	12

3. EPCH exhibiting companies generally require and order additional display aides apart from above package. Therefore, the selected agency to submit their item-wise rate list (on nominal cost recovery rates) for additional display aides in Euro/INR.
4. Daily general housekeeping / vacuum cleaning of exhibitor stands.

III Miscellaneous:

1. Provision of 2 female stands attendant-cum-interpreters for all the days during the show.
2. Provision of window dressers for pre-fair and during fair on-site assistance to exhibitors for display of their products.
3. Provision of one LCD TV with USB/laptop, Sofas, Centre Table, Reception Counter (as required).
4. Necessary electricity charges would be at actual as charged by show organizers but online booking to be made in advance after assessing pavilion consumption requirement.

IV General:

1. The selected organisation/agency will take physical possession of EPCH pavilion space in respective halls and complete the prescribed documentation of Messe Frankfurt as per the schedule designated date.
2. The selected organisation/agency will be responsible to ensure that suitable and sufficient manpower is present at the site for construction and maintenance of the pavilion and coordination of the event till the end. The selected organisation/agency would settle all the applicable bills of the organizers at the end of the Event.
3. Power supply and Main Electrical connections and other support system etc., shall be available as per the show organizers recommendations. Accordingly, aforesaid provisions need to be checked by the selected organisation/agency.

GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL OFFERS:

Sealed technical and financial proposal in separate envelopes are required to be submitted mentioning the name of the event/fair at the envelope from the date of release of this advertisement. Organisation/agency may note that conditional proposal(s) are not allowed and shall be liable for rejection summarily.

Cover 1: Technical Proposal: Super scribe the name of the event and “Technical Proposal” to include the following documents by **using Format ‘A’**:

a. Details of the Organisation/agency:

- i. Profile of the company/agency.
- ii. Track Record – Past experience of handling similar nature of work. The company must have 5 years work experience in setting-up of Country Pavilion / event management (excluding advertising and printing).
- iii. List of international fairs/shows in which job of similar nature & scale was executed.
- iv. Appreciation letter from client/accreditation with any international reputed show organizer.
- v. Design / concept proposed for EPCH pavilion in Ambiente 2027.
- vi. CA certificate verifying the turnover of the applicant organisation/agency for the last 5 financial years.
- vii. Latest Income Tax Return and copy of the PAN Card.
- viii. Earnest Money Deposit “EMD” for Rs.10,00,000/- (INR Ten Lakhs) in the form of draft / irrevocable and unconditional bank guarantee in favour of “Export Promotion Council for Handicrafts” payable at New Delhi. EMD will be returned to the unsuccessful organisation/agency after the final selection. For the selected agency, EMD amount would be adjusted in the final payment or to be considered as performance guarantee.

b). Details pertaining to the pavilion of the Event:

- i. Proposed Design of the EPCH India Pavilion in print and soft copy.
- ii. Materials and their specifications to be used for the pavilion and displays/decoration in the pavilion.
- iii. Proposals / offers from Consortium will not be considered.
- iv. The concept/design of the pavilion with layout, decoration plan etc. as indicated above must be submitted in hard copy (colour print) as well as on Pen Drive. The samples / specifications of the different materials to be used in construction & decoration of the pavilion may be asked to be shown to the Council, if required.
- v. The agencies are encouraged to submit any other design / concept which they would like to submit to enhance the overall presentation of India Pavilion.

Cover 2: Financial Proposal: Super scribe “name of the event” and “Financial Proposal” to include the following documents/details by **using Format ‘B’**:

- a.** All design proposals should be supported with their financial proposal:
- b.** The Financial Proposal, duly dated, with detailed breakup of each component to be suggested separately in Indian Rupees only. No lump-sum amount shall be considered.
- c.** The applicable tax should be clearly mentioned separately in the cost estimates.

The **outer sealed cover** containing cover 1 and cover 2 as indicated above should be **superscribed** with “**Technical and Financial Proposal** for international exhibition at Germany” and should have the full name, Postal Address, E-mail, Telephone number of the agency.

Other special conditions:

- I. The proposal should be clear in all respect.
- II. Cost of the project, Govt. taxes & duties etc. should be clearly mentioned.
- III. Incomplete proposals or without documents are liable to be rejected.
- IV. EPCH reserves the right to reject or accept any or all the proposals in part or full without assigning any reason whatsoever.
- V. Performance Bank Guarantee: The selected agency has to submit a bank guarantee/demand draft in favour of Export Promotion Council for Handicrafts from a bank for 10% of total cost value of the event valid for 60 days after the date of completion of event. The EMD deposited with their Proposal/Offer will also be considered as a part of Performance Bank Guarantee, however, difference (if any) between 10% project cost and EMD has to be deposited by the selected agency. In case the construction of stand is not as per approved concept and design, payment would be withheld and performance bank guarantee would be invoked.
- VI. Penalty: Penalty will be imposed in case any discrepancies are discovered from the approved theme, concept, layout etc. submitted in proposal with the developed/implemented stands. An amount of Rs. 75,000/- per stand will be deducted from the bill as penalty for the differences from the original plan and final finished stand. This shall be in addition to the invoking of performance bank guarantee.
- VII. Arbitration Clause: Any and all claims, disputes, controversies or differences arising between the parties out of or in relation to or in connection with this agreement or with a breach thereof, which cannot be satisfactorily settled by correspondence or mutual conference between the parties hereto, shall be determined by arbitration in accordance with the then prevailing rules or arbitration under the Arbitration and Conciliation Act 1996.

The venue of such arbitration shall be New Delhi and the language of arbitration shall be in English. Each party shall bear its own cost of arbitration. For any further disputes or claims regarding the contract, the jurisdiction shall be Hon’ble Delhi High Court.

SELECTION PROCEDURE:

The EPCH committee will evaluate the technical proposals. Technical evaluation will be based on profile and track record of agency, past experience for setting up of country pavilion in overseas trade events, working with overseas show organizers, layout, concept, theme, design, decoration and look & feel of each stand and overall pavilion. Technical Evaluation will carry a weightage of 70% marks. Financial evaluation will carry a weightage of 30% marks. The agency with highest marks in total after adding the scores from the technical and financial evaluation will be awarded to the agency which gets the highest aggregate marks.

Terms of Payment:

Payments to the successful organisation/agency will be made as per following schedule:

- (i) No advance payment shall be considered.
- (ii) 50% of the total cost on 1st day of opening of the respective exhibition after due inspection & certification.
- (iii) Balance 50% amount would be released on successful completion of the event pursuant to receipt of satisfactory report of the officer deputed for the event and NoC of no dues from show organiser.

The last date for receipt of proposal is **17th September 2026 by 3:00 PM** positively.

The complete applications should be addressed to:

The Executive Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6&7, Sector ‘C’, LSC, Vasant Kunj, New Delhi-110070
Tel: 011-26135256 extn.127

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Details for submission of proposal for designing and construction of India Pavilion at Germany in the International exhibition namely Ambiente 2027 at Germany

Export Promotion Council for Handicrafts “EPCH” is participating in International Exhibition namely Ambiente 2027 at Germany during January-February 2027. The Council intends to set up its pavilion in international exhibition to display and market the Indian Handicrafts Products.

Fair Name	Ambiente
Fair Date	29 January – 02 February, 2027
Venue	Frankfurt Fair and Exhibition Centre, Messe Frankfurt, Germany
Area	572 Sq. Mtr
Hall / Booth Number	Hall 10.1 / Block No: C85, E60, E85 Hall 10.4 / Block No: E43, F40, E51, F46 Hall 11.0 / Block No: G21 (Layout attached)
Expected no. of stands	50 Stands/booths
Products to be displayed	Home Décor, Handicrafts, Furniture, Gifts & Accessories, Glass artware, kitchen & tableware

Format A (to be submitted in Envelop 1) – Technical Proposal

Ambiente 2027 from 29 January – 02 February 2027 at Germany

1.	Name of Agency	:			
2.	Address	:			
3.	Contact Person	:			
4.	PAN No. (attached Copy) GST No. (attached Copy)	:			
5.	Mobile & Email	:			
6.	Track record / past experience of handling similar nature of work. With minimum Five years' experience in executing projects of Pavilion – give details of job performance	:			
7.	List of International fairs / shows in which similar job is executed				
8.	Turnover of last 3 financial years along with CA certificate verifying the turnover and supported by a copy of latest income tax return.		2023-2024	2024 – 2025	2025-2026
9.	Appreciation letters from Client/ Accreditation with any International show organiser.				
10.	Design / Concept of Pavilion decoration in colour print and CD/Pen Drive		Enclosed: Yes / No		
11.	Materials and their specifications to be used for thepavilion				
12.	EMD of Rs. 10,00,000/- i) Bank Name ii) DD No. iii) Date	:	_____ _____ _____		

Name: _____ Designation: _____ (Signature & Seal)

Place: _____ Date: _____

Format B (to be submitted in Envelop 2A)

Financial Proposal for Wooden Structure

Ambiente 2027 from 29 January – 02 February 2027 at Germany

1.	Name of Agency	:
2.	Address	:
3.	Contact Person	:
4.	PAN No. (attached Copy) GST No. (attached Copy)	:
5.	Mobile & Email	:
6.	Detailed amount break-up (INR) of each component separately <u>as per above given scope of work on Wooden System</u>	a. Construction of Pavilion: b. Services at Fair site:
7.	Applicable Taxes	
8.	Total Amount	
9.	Any other charges (Please specify)	

I / we declare that the company is not under Investigation / Charged / Prosecuted / Debarred / Blacklisted. I / we solemnly declare that the above particulars submitted are correct. I / we hereby undertake that myself and the company are accountable and responsible for any incorrect information.

Name: _____ Designation: _____ (Signature & Seal)

Place: _____ Date: _____

Format B (to be submitted in Envelop 2B)

Financial Proposal for Octanorm / Maxima Structure

Ambiente 2027 from 29 January – 02 February 2027 at Germany

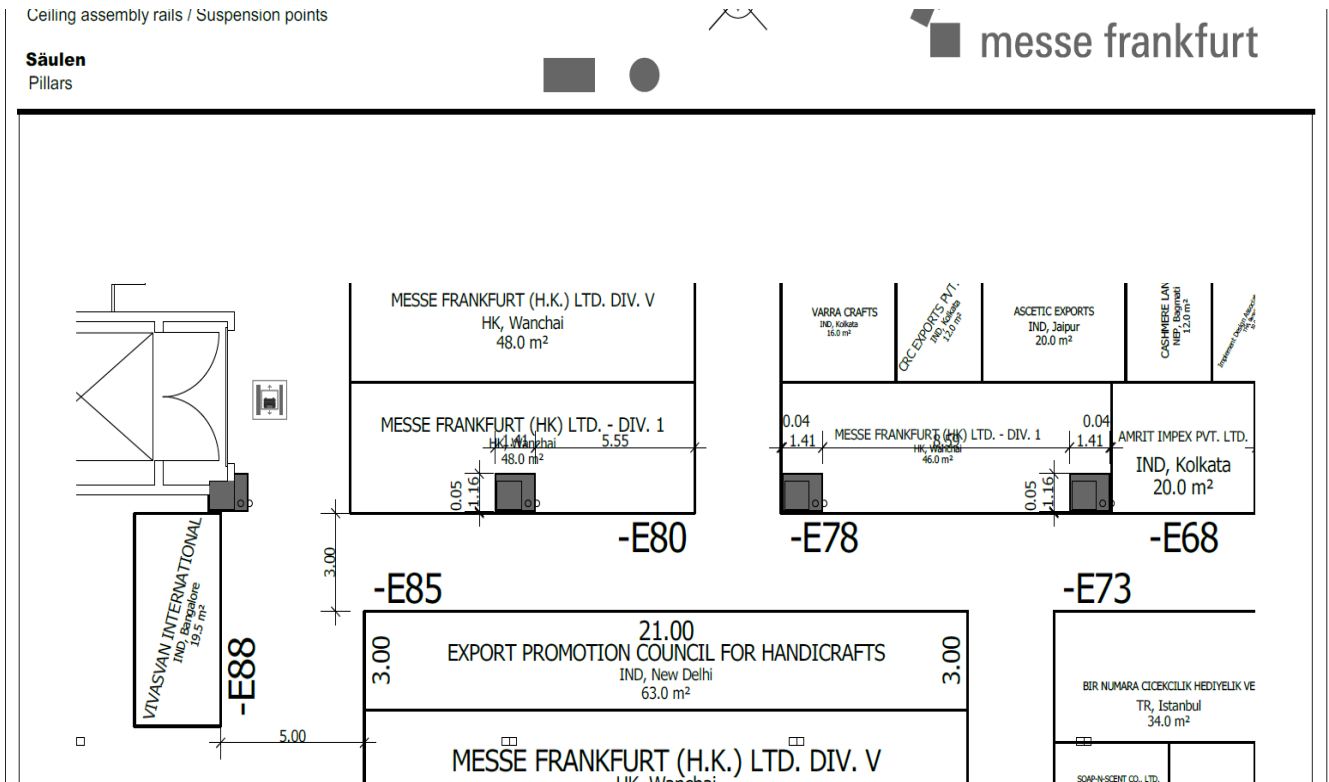
1.	Name of Agency	:
2.	Address	:
3.	Contact Person	:
4.	PAN No. (attached Copy) GST No. (attached Copy)	:
5.	Mobile & Email	:
6.	Detailed amount break-up (INR) of each component separately <u>as per above given scope of work on Octanorm / Maxima System</u>	a. Construction of Pavilion: b. Services at Fair site:
7.	Applicable Taxes	
8.	Total Amount	
9.	Any other charges (Please specify)	

I / we declare that the company is not under Investigation / Charged / Prosecuted / Debarred / Blacklisted. I / we solemnly declare that the above particulars submitted are correct. I / we hereby undertake that myself and the company are accountable and responsible for any incorrect information.

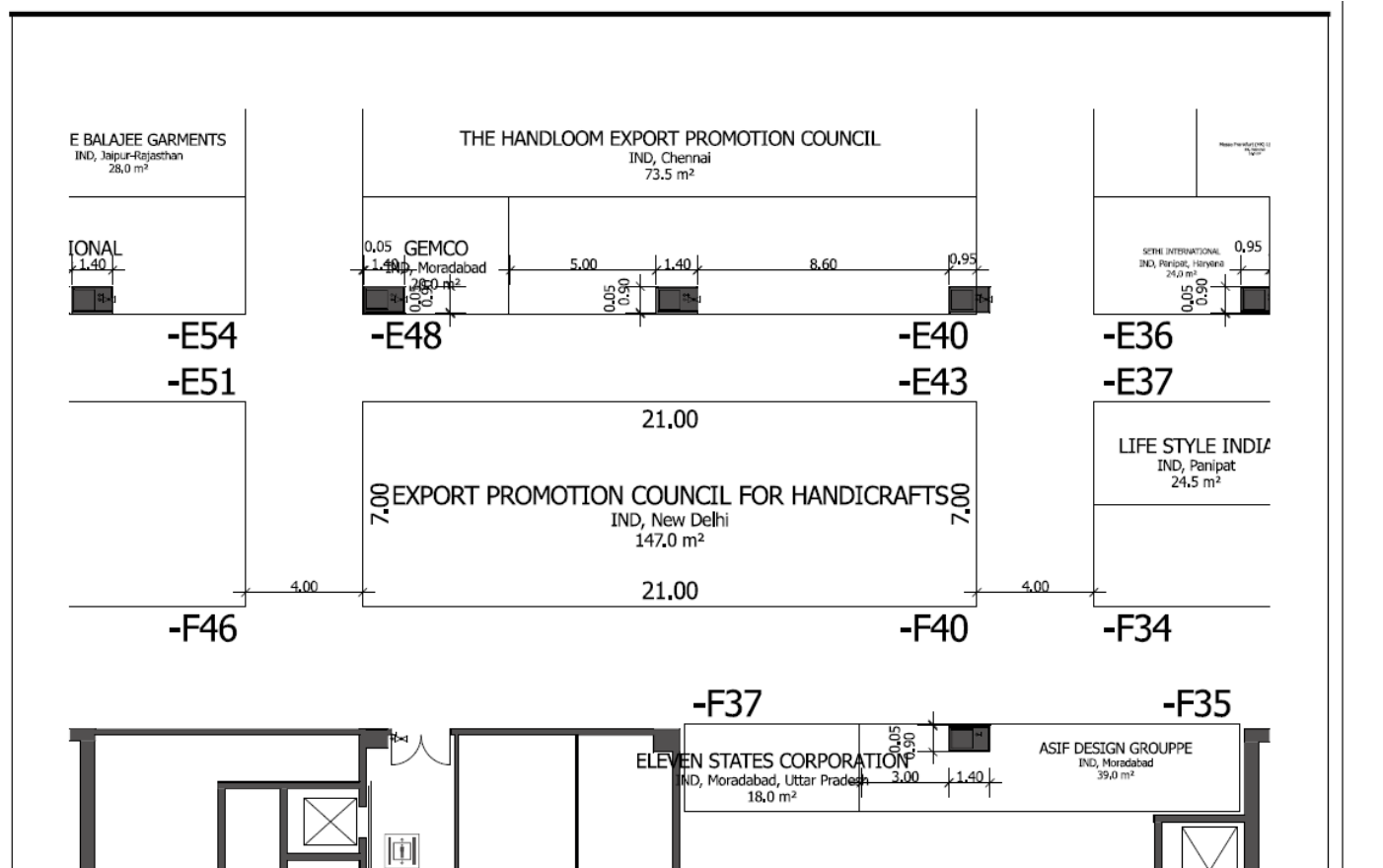
Name: _____ Designation: _____ (Signature & Seal)

Place: _____ Date: _____

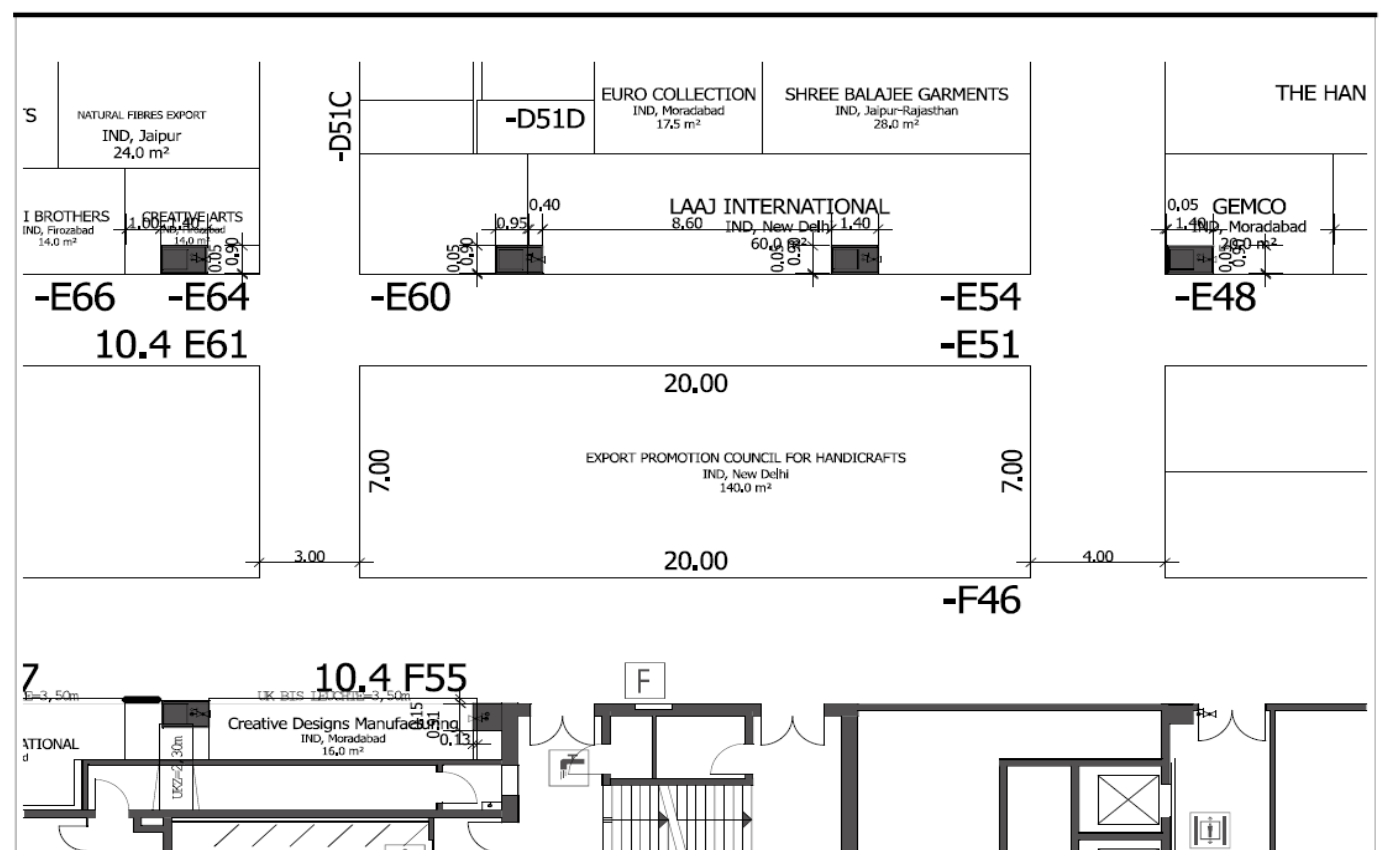
Floor Plan of Messe Frankfurt Hall 10.1 / E85



Floor Plan of Messe Frankfurt Hall 10.4 / E43 & F40



Floor Plan of Messe Frankfurt Hall 10.4 / E51 & F46



Floor Plan of Messe Frankfurt Hall 11.0 / G21

