



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 Exhibition namely Ambiente 2026 to be held in February, 2026 at Messe Frankfurt, Germany. The last date of submission of proposal is 07th November, 2025. Interested agencies may download the updated scope of work and details of activity from EPCH website www.epch.in/proposals

Details for submission of proposal for designing and construction of India Pavilion at Germany in the International exhibition during February, 2026

Requirement:

Export Promotion Council for Handicrafts “EPCH” is participating in **Ambiente 2026** scheduled from 06-10 February, 2026 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 year i.e. 2022-23; 2023-24 and 2024-25 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 about 12 – 18 sq. mtr (excluding the exhibitor stalls) will include:

- (i) A reception with backdrop of backlit posters/information etc.
- (ii) A meeting lounge with sofa & centre table for 4-5 persons with refrigerator, tea/coffee making machine and material, water, refreshment etc. and a concealed mini storage area.
- (iii) Hangings at the maximum height from 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 and shall be followed all over.
- (v) The proposed pavilion will be designed on a **Wooden System**.
- (vi) The generic branding should be on stretchable lycra or flex so that there are no wrinkles in the final get up. The common branding banners should have concealed bright/white lightings.
- (vii) For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer organiser’s website.
- (viii) The fascia and the branding (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 given in enclosed 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 require to undertake the following activities:

1. Construction of Semi / compartmentalized space in multiple of 9/10.5/12/15 sq. mtrs. 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, 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. The selected organization/agency have to submit the item-wise rate list for additional display aides in Euro/INR.

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 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 for each of the events mentioning the name of the event 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 2026.
- 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 CD/PD. 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 super scribed with “Technical and Financial Proposal for international exhibitions 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 should be inclusive of all government of taxes & duties etc.
- III. Incomplete proposal 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 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 organisers, 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 **7th November, 2025 by 3:00 PM** positively.

The complete applications should be addressed to:

The Addl. 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 2026 at Germany

Export Promotion Council for Handicrafts “EPCH” is participating in two International Exhibition namely Ambiente 2026 at Germany during February 2026. The Council intends to set up its pavilion in international exhibition to display and market the Indian Handicrafts Products.

Fair Name	Ambiente
Fair Date	06 – 10 February, 2026
Venue	Frankfurt Fair and Exhibition Centre, Messe Frankfurt, Germany
Area	654 Sq. Mtr
Hall / Booth Number	Hall 10.1 / Block No: C85, E60, E85 Hall 10.2 / Block No: E61, F60, Hall 10.4 / Block No: E43, F40, E51, F46 (Layout attached)
Expected no. of stands	60 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

Exhibition Name: **Ambiente 2026 from 06 – 10 February, 2026 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.	2022-2023	2023 – 2024	2024-2025
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 2)
Financial Proposal for Wooden Structure

Exhibition Name: **Ambiente 2026 from 06 – 10 February, 2026 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)		

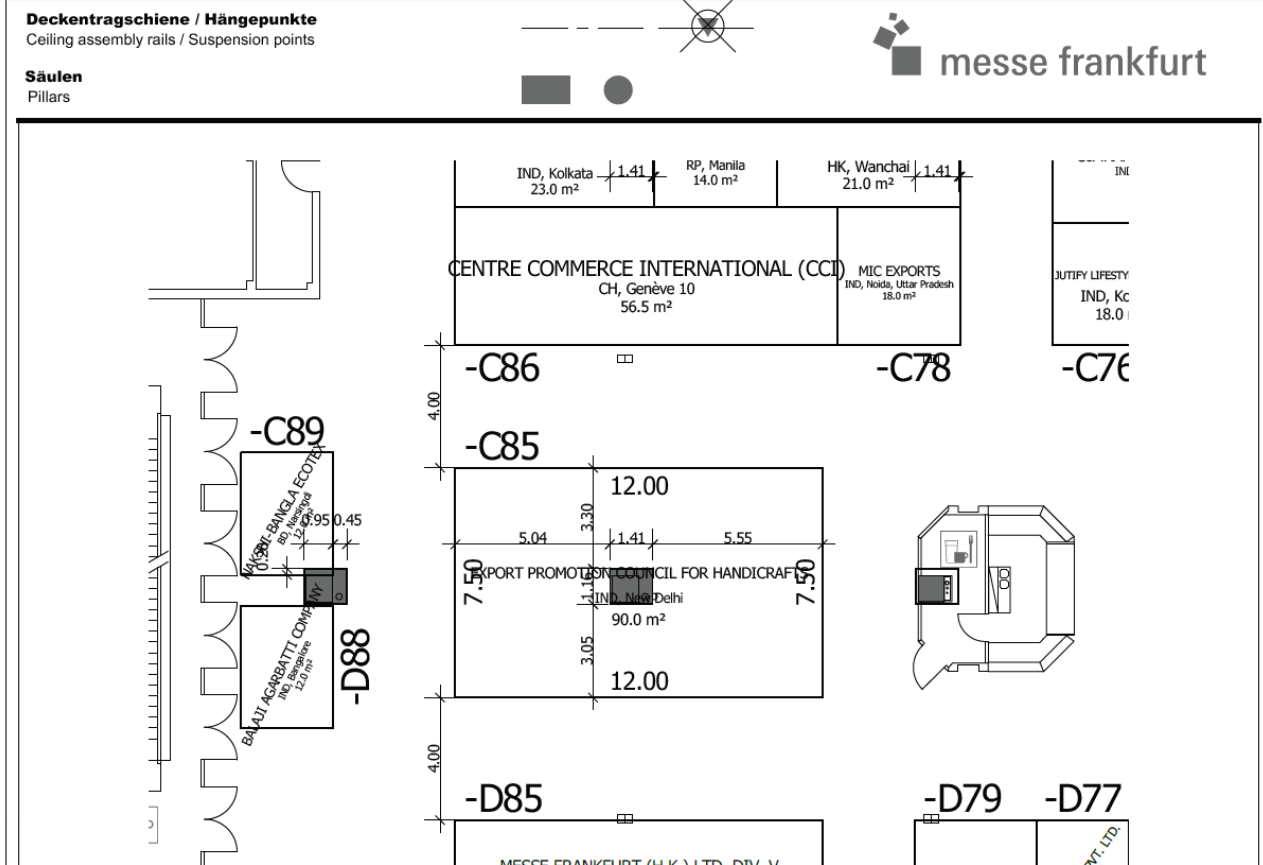
I / we declare that the company is not under Investigation / Charged / Prosecuted / Debarred / Blacklisted. I / we solemnly declare that the above particulars submitted are correct. I / we hereby undertake that myself and the company are accountable and responsible for any incorrect information.

Name: _____ Designation: _____ (Signature & Seal)

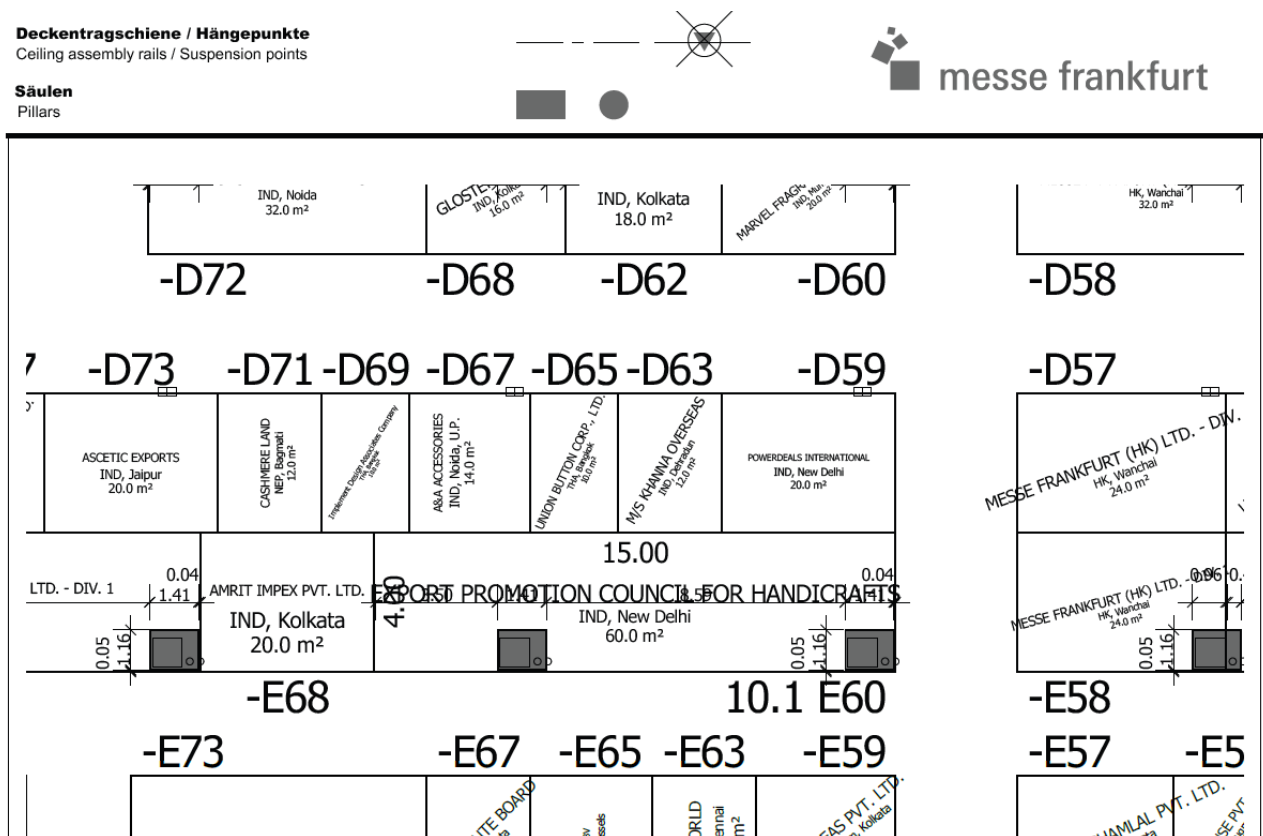
Place: _____ Date: _____

AMBIENTE 2026 – LAYOUT

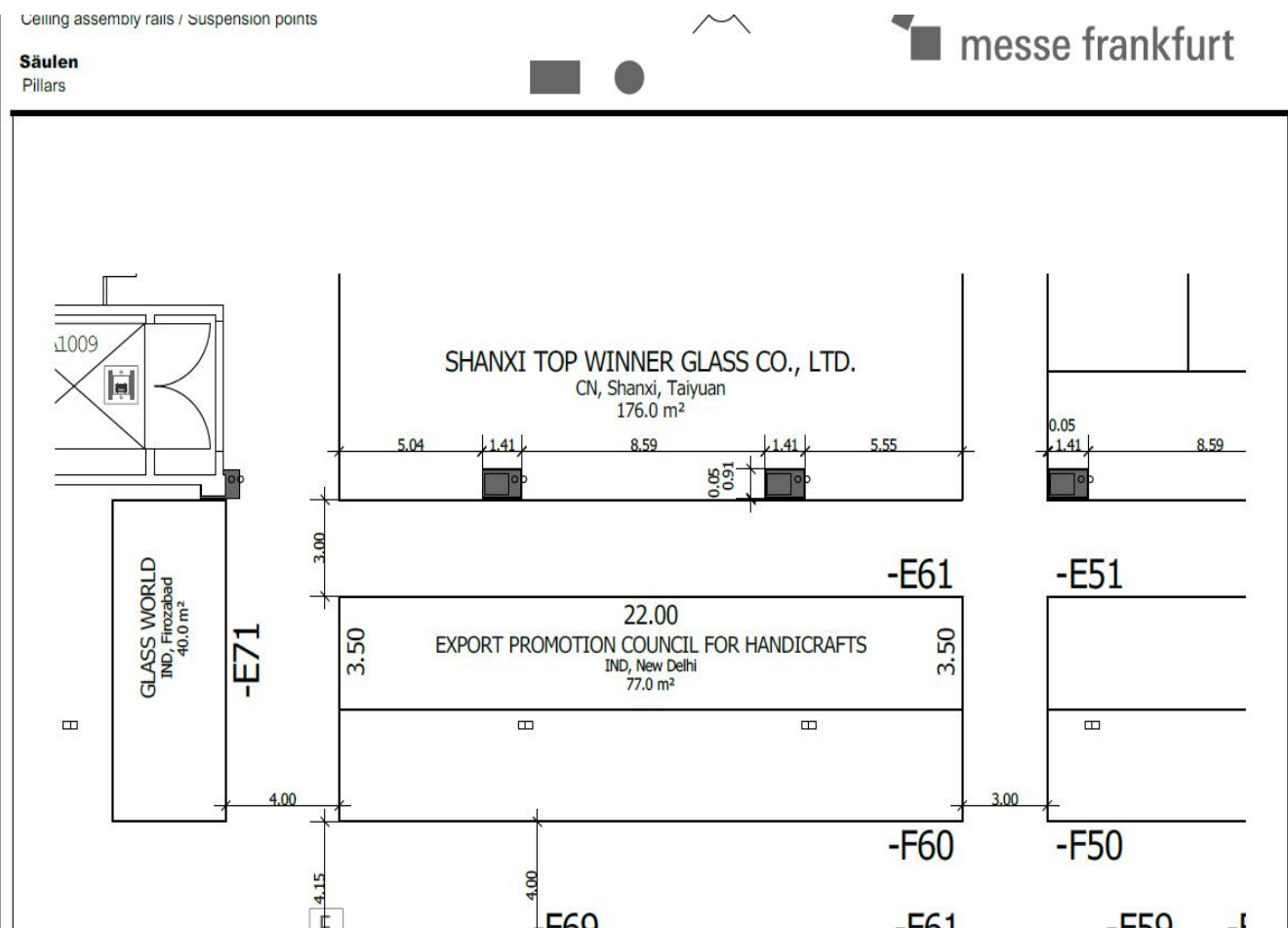
Floor Plan of Messe Frankfurt Hall 10.1 / C85



Floor Plan of Messe Frankfurt Hall 10.1 / E60



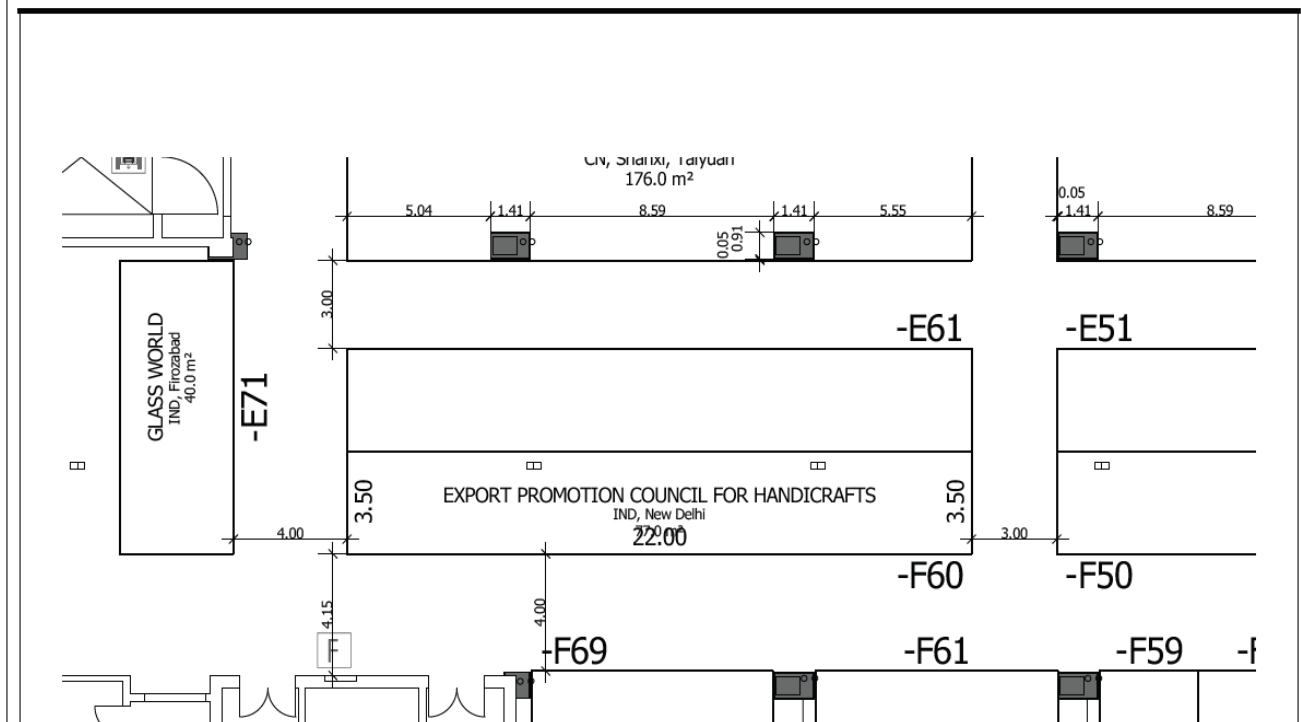
Floor Plan of Messe Frankfurt Hall 10.2 / E61



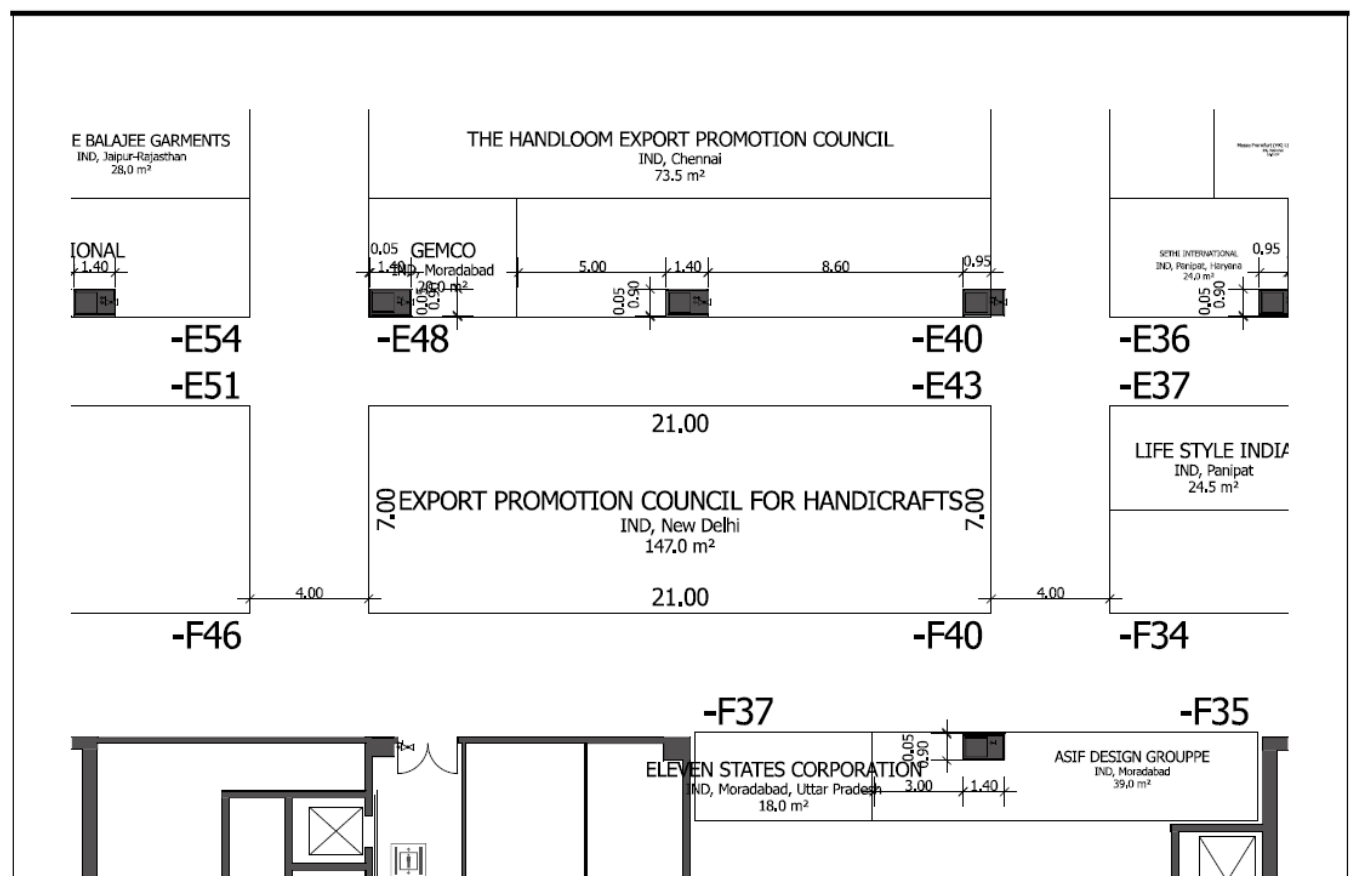
Floor Plan of Messe Frankfurt Hall 10.2 / F60

Deckentragschiene / Hängepunkte
Ceiling assembly rails / Suspension points

Säulen
Pillars



Floor Plan of Messe Frankfurt Hall 10.4 / E43 & F40



Floor Plan of Messe Frankfurt Hall 10.4 / E51 & F46

