
 Government eProcurement System		eProcurement System Government of India							
Tender Details									
Date : 20-Oct-2022 06:29 PM									
 Print									
Basic Details									
Organisation Chain	The Marine Products Export Development Authority MPEDA Head Office - Kochi Publicity - MPEDA								
Tender Reference Number	PMP-IISS/TEN/1/2022-PMP								
Tender ID	2022_MPEDA_719201_1								
Tender Type	Open Tender	Form of contract	Works						
Tender Category	Works	No. of Covers	2						
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No						
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No						
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No						
Payment Instruments		Cover Details, No. Of Covers - 2							
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description			
	1	Demand Draft	1	Fee/PreQual/Technical	.pdf	Tender Notice and Technical bid			
			2	Finance	.xls	BOQ			
Tender Fee Details, [Total Fee in ₹ * - 0.00]			EMD Fee Details						
Tender Fee in ₹	0.00	Fee Payable To	Nil	Fee Payable At	Nil	EMD Amount in ₹	5,00,000	EMD through BG/ST or EMD Exemption Allowed	Yes
Tender Fee Exemption Allowed	No					EMD Fee Type	fixed	EMD Percentage	NA
						EMD Payable To	India International Seafood Show	EMD Payable At	Ernakulam
Click to view modification history									
Work /Item(s)									
Title	ENGAGING STALL CONTRACTOR/ EVENT MANAGER								
Work Description	ENGAGING STALL CONTRACTOR/ EVENT MANAGER FOR INDIA INTERNATIONAL SEAFOOD SHOW 2023								
Pre Qualification Details	Please refer Tender documents.								
Independent External Monitor/Remarks	NA								
Show Tender Value in Public Domain	No								
Tender Value in ₹	0.00	Product Category	Civil Works - Others	Sub category	NA				
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work (Days)	30				
Location		Pincode	700105						

	Biswa Bangla Mela Prangan, Kolkata, West Bengal			Pre Bid Meeting Place	MPEDA HO
Pre Bid Meeting Address	Online pre bid meeting hosting at MPEDA HO. Link will be provided in IISS web site.	Pre Bid Meeting Date	28-Oct-2022 10:30 AM	Bid Opening Place	MPEDA HO, Kochi, Kerala
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	20-Oct-2022 06:30 PM	Bid Opening Date	11-Nov-2022 10:00 AM
Document Download / Sale Start Date	21-Oct-2022 09:00 AM	Document Download / Sale End Date	10-Nov-2022 10:00 AM
Clarification Start Date	21-Oct-2022 09:30 AM	Clarification End Date	09-Nov-2022 09:00 AM
Bid Submission Start Date	29-Oct-2022 09:00 AM	Bid Submission End Date	10-Nov-2022 10:00 AM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Notice Inviting Tender	2857.12	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_756440.xls	BOQ	312.00
	2	Additional Documents	BOQIISS2.xls	BOQ 2	300.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	mahesh@mpeda.gov.in	Mahesh G	MAHESH GIRIYAPPA
2.	shassi@mpeda.gov.in	SHASSI S	SHASSI SANTHAMMA
3.	gibin@mpeda.gov.in	GIBIN KUMAR	GIBINKUMAR T R

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	Yes
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	H	Form Based BoQ	No

Tender Inviting Authority

Name	Gibinkumar T R,
Address	Deputy Director MP STAT, MPEDA HO, Panampilly Nagar, Kochi, Kerala

Tender Creator Details

Created By	GIBIN KUMAR
Designation	DEPUTY DIRECTOR
Created Date	20-Oct-2022 04:40 PM



THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY

(Ministry of Commerce & Industry, Government of India)

P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.

Phone: + 91-484- 2311901, 2311803

Fax: + 91-484-2314467

E-mail: pub@mpeda.gov.in / iiss@mpeda.gov.in

Web Site: www.mpeda.gov.in

E-TENDER

FOR

ENGAGING STALL CONTRACTOR/ EVENT MANAGER

FOR INDIA INTERNATIONAL SEAFOOD SHOW 2023

TENDER NOTICE

E-TENDER FOR ENGAGING STALL CONTRACTOR / EVENT MANAGER FOR THE INDIA INTERNATIONAL SEAFOOD SHOW 2023

Bids are invited from reputed firms for **the Stall contractor/ Event Manager for the India International Seafood Show 2023** organized jointly by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) and the Seafood Exporters Association of India (SEAI) scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15th – 17th February 2023 as per the requirements indicated in the tender document, which will be available on the web site www.mpeda.gov.in and www.indianseafoodexpo.com

The bid must be submitted /uploaded through the **e-procurement system of Government of India on Central Public Procurement Portal website <https://eprocure.gov.in/eprocure/app>** on or before 12 Noon on 10th November 2022 for the Stall Contractor/Event Manager for the '**India International Seafood Show 2023**'.

**Secretary,
MPEDA**

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(Ministry of Commerce & Industry, Government of India)
P. B. No. 4272, MPEDA House, Panampilly Nagar, Kochi – 682 036.

BID DATA SHEET

Sl. No.	Reference	Description
1.	Name of organisation	MPEDA
2.	Name of the work	Stall contractor / Event Manager for India International Seafood Show 2023 organised jointly by The Marine Products Export Development Authority (Ministry of Commerce & Industry, Government of India) and the Seafood Exporters Association of India (SEAI) scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15th – 17th February 2023.
3.	Reference No:	Ref:PMP-IISS/TEN/1/2022-PMP
4.	Bid Security (Earnest Money Deposit)	Rs.5.00 lakhs (Rupees Five lakhs only) in the form of Account payee DD from any of the nationalized banks, in favour of "India International Seafood Show" , payable at Ernakulam
5.	Last Date and Time for Online Submission of Bid	12 Noon on 10 th Nov 2022
6.	Time and Date of Opening of Bid	10.00 AM on 11 th Nov 2022
7.	Place of Opening Bid	Office of the Secretary, The Marine Products Export Development Authority, MPEDA House, Panampilly Avenue, Kochi – 682 036, Kerala
8.	Opening of Technical Bid	10.00 AM on 11 th Nov 2022
9.	Presentation by the Bidders	11 am 16 th Nov 2022
10.	Opening of Financial Bid	11 am 21 st Nov 2022
11.	Amount of EMD	Rs. 5,00,000 (Rs. Five lakh)

12.	Form of EMD	Demand Draft from any of the nationalized banks, in favour of "India International Seafood Show" , payable at Ernakulam
13.	Performance Security Deposit	3% of the contract value to be paid to "India International Seafood Show" account as interest free deposit
14.	Bid Validity	90 Days
15.	Declaration of Technically Qualified Bidders	To be notified online in CPP Portal https://eprocure.gov.in
16.	Contact Person	Name: Dr. Gibinkumar T. R.. Designation: Deputy Director (MP& Stat.)
17.	Bid Submission (online)	29/10/2022 on wards.
18.	Method of Selection	Quality and Cost Based Selection (QCBS)
19.	Weightage Criteria for QCBS	Technical Score : 80 %, Financial Score : 20 %
20.	Type of Financial Bidding	Based on the scope of work
21.	Language of Bid	English
22.	Currency of the Bid	Indian Rupees (INR)

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TENDER DOCUMENT

THE MARINE PRODUCTS EXPORT DEVELOPMENT AUTHORITY HEAD OFFICE, KOCHI -36

TENDER DOCUMENT FOR STALL CONTRACTOR/EVENT MANAGER FOR ORGANIZING 'INDIA INTERNATIONAL SEAFOOD SHOW 2023', AN INTERNATIONAL EXHIBITION ON SEAFOOD PROCESSING AND EXPORT SECTORS.

1. INTRODUCTION

The Marine Products Export Development Authority (MPEDA) (hereinafter referred as "Authority") is a statutory body under the Ministry of Commerce and Industry, Government of India. MPEDA with its Head office at Panampilly Nagar, Kochi is entrusted with the primary task of promotion of export of marine products from India.

MPEDA and the Seafood Exporters Association of India (SEAI), apex association of majority of seafood processors and exporters in India are jointly organizing the 23rd India International Seafood Show from 15th – 17th February 2023 at at Biswa Bangla Mela Prangan, Kolkata, West Bengal.

2. JOB DESCRIPTION

Tenders in prescribed format are invited from reputed event management group for organizing '**India International Seafood Show 2023**' (hereinafter referred as 'Event'), an International event that showcases the activities and business in seafood processing and export, scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15th – 17th February 2023. The Event will have an exhibition having 375 stalls and expects about 6,000 delegates to participate. The sketch of the venue and floor plan are provided at Appendix - 4.

The last date for submission of tenders is 10/11/2022 at 12.00 PM. The bids shall be opened on 11/11/2022 at 10.00 AM in the presence of the bidder's representatives who choose to be present at the office of the undersigned during the evaluation process. The Technical bid and Financial bid should be uploaded through the e-procurement <https://eprocure.gov.in> as per the prescribed format. The Financial bid shall be opened only for those bidders who satisfy the eligibility criteria mentioned in the tender document, and selected in technical bid.

Those who are meeting the eligibility criteria and are interested to organize the event subject to the terms and conditions may furnish their quotes in the prescribed form enclosed herewith and with copies of other required documents indicated in the tender document.

3. ESSENTIAL ELIGIBILITY CRITERIA

- i. The bidder shall be an event management group having minimum financial

turnover of Rs. 10 Crore and above in a single year, during three financial years commencing from 2016-17.

ii. The bidder should have executed at least three similar works covering more than 3000 participants in last 5 years.

iii. The bidder should have experience in conducting at least one International event in the last 5 years (International event means Conference/ Exhibition/ Congress/ Convention attended by foreign delegates and exhibitors.)

iv. Experience with proof of arranging the programs of Union/State government /PSUs/ Private Enterprises etc. on various social / service and business meet.

v. Awards / certificates of excellence received, if any.

3.1 ESSENTIAL DOCUMENTS FOR ELIGIBILITY

Bidders intending to respond should submit the following essential documents to be eligible to submit bid. Technical bids of those bidders who do not submit these necessary documents shall not be evaluated.

1. Power of Attorney
2. Company Registration Certificate with year of incorporation
3. ESI Registration Certificate
4. EPF Registration Certificate
5. GST registration Certificate
6. Copy of PAN Card
7. Solvency certificate from Bank.
8. Undertaking of not been black listed by any Government Department / PSU during last 3Years.(Pre Covid Period)
9. Income Tax Returns (ITR) acknowledgement of last 3 financial years(Pre Covid Period)
10. Audited Financial Statements (Balance Sheets, Profit & Loss and Cash flow) of last 3 financial years(Pre Covid Period)
11. Micro and Small Scale Enterprises (MSME) Registration Certificate, if applicable.

Supporting documents in respect of all above mentioned Eligibility Criteria should be provided.

3.2 DUE DILIGENCE BY THE APPLICANT

Bidders are required to familiarize themselves with the local conditions, venue of the event (Biswa Bangla Mela Prangan, Kolkata, West Bengal) and take this aspect into account while preparing the bid.

The Employer shall provide at no cost to the selected bidder the inputs and facilities specified in the Bid Data Sheet.

Bidders shall bear all costs associated with the preparation and submission of their bids and contract negotiation.

4. TERMS AND CONDITIONS

4.1 EMD

The vendors will have to submit an interest free, refundable earnest money deposit (E.M.D) of **Rs. 5.00 lakhs (Rupees five lakh only)** in the form of a Bank Draft / Pay Order of Scheduled Commercial Bank drawn in favor of **India International Seafood Show** payable at **Ernakulam**. The DD should reach the below mentioned address on or before the closing date & time for online tender submission superscribed as "EMD for Event Management of India International Seafood Show-2023".
Office of the Secretary,

Marine Products Export Development Authority, MPEDA House,
Panampilly Avenue,
Kochi – 682 036. Kerala.

4.2 The Agency shall not sublet whole or part of the work to any other agency in case of award of contract.

4.3 The Agency shall execute, comply and organize the function, in accordance with the contract to the complete satisfaction of the Authority.

4.4 In case of default on the part of the agency in carrying out any order, Authority shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Authority and will be deducted by the Authority from any money due or it may become due to the agency.

4.5 The decision of the Authority in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.

4.6 All cases/ proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in proper court having jurisdiction in Ernakulam, Kerala.

4.7 In the event of the Agency committing breach of any of the above terms and conditions or the services of the Agency being found to be unsatisfactory, the contract can be terminated by the Authority even before the expiry of the period of agreement by giving 10 days notice to the Agency. Even otherwise the Authority will have the right to terminate the engagement of Agency by giving one month's notice.

4.8 The Authority shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.

4.9 The successful bidder/ contractor/ agency will have to sign a contract agreement with the authorized official of the Authority on a Rs. 300/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.

4.10 The Authority reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Authority.

4.11 Tender document should be signed on all the pages by the Authorized signatory along with seal of the agency.

4.12 Resolution of the Company (if the Tenderer is a Company) authorizing the person signing the Tender, to sign the Tender on behalf of the Company is to be provided.

4.13 In the event of the Agency committing a breach of the contract, the Authority is entitled to receive from the Agency compensation to the extent of loss incurred as determined by the Authority for any loss or damage caused to the Authority.

4.14 Agencies are advised to fully understand the magnitude of the job involved before submitting the bids.

4.15 Falsification / Suppression of information shall lead to the disqualification and blacklisting of the agency from bidding for the tenders floated by MPEDA in future.

4.16 Successful agency shall avail necessary approvals from the fire service department, municipality and all other concerned departments about safety of the stalls.

4.17 The agency is liable to provide the services / items over and above the items mentioned in the tender by the Authority at unit rate quoted in the tender.

4.18 If there is requirement of Advance payment, the schedule of advance payment may please be mentioned explicitly in the Financial bid.

4.19 An advance payment of 20% of the bid amount will be paid to the successful bidder along with the work order. Another 30% of the bid amount will be paid 3 days before the commencement of the show, thus limiting the advance payment to a maximum of 50%. The balance 50% payment would be settled within 1 (One) month of the date of submission of bills and other required documents after the show.

4.20 The Authority reserves the right to accept or reject tender without assigning any reason thereof. No claim or complaint in this regard will be entertained by the Authority.

4.21 The Authority is under no obligation to accept the lowest or any tender

received in response to this tender notice.

4.31. Details of personnel involved in the project shall be intimated in the Technical Bid and the same personnel shall be retained till the completion of the project. In case of change in personnel, the substitute shall have equivalent profile.

4.3 PERFORMANCE SECURITY DEPOSIT (PSD)

Within ten (10) working days of the date of notice of award of the contract, the successful bidder shall deposit with "India International Seafood Show" (IISS) an unconditional and irrevocable Performance Security Deposit (PSD) of 3% of the total contract value from a nationalized or scheduled bank acceptable to MPEDA, payable on demand, for the due performance and fulfillment of the contract by the bidder. If the bidder delays the submission of Performance Security Deposit (PSD) beyond 10 working days, MPEDA will penalize the bidder by charging 1% of the quoted value per week of delay. PSD shall be in the form of bank Guarantee favouring India International Seafood Show.

All charges and expenses whatsoever such as premium; commission etc. with respect to the performance security deposit shall be borne by the successful bidder. The performance security deposit shall be kept valid till completion of the submission of Proceedings Report of India International Seafood Show plus 60 days, that is till April 17, 2023, whichever is later. The performance security deposit may be discharged/ returned by MPEDA upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance security deposit.

In the event of the bidder being unable to service the contract for whatever reason, MPEDA shall revoke the PSD. Notwithstanding and without prejudice to any rights whatsoever of MPEDA under the contract in the matter, the proceeds of the PSD shall be payable to IISS as compensation for the pre-estimated, pre-determined and pre-agreed loss resulting from the bidder's failure to perform/comply its obligations under the contract. IISS shall notify the bidder in writing of the exercise of its right to receive such compensation within a reasonable time. IISS shall also be entitled to make deductions from the bidder's bills, performance security deposit, or from any other amount due to it, an equivalent value of any payment made to it due to inadvertence, error, collusion, misconstruction or misstatement.

5. INSTRUCTIONS TO BIDDERS

Bidders are advised to study the Bid document carefully. Online submission of bids shall be done after careful study and examination of the bid document with full understanding of its implications.

Bidders are requested to submit their bids as per the terms and conditions specified herein. Only application of those agencies that fulfill the criteria would be considered by the Authority.

TAXES

The Bidder shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Employer under the contract. All such

duties and taxes must be included by the Bidder in the financial bid indicated as a distinct item.

5.1 HOW TO APPLY

The bidders must upload their bids in two bid system through the **e-procurement system of Government of India on Central Public Procurement Portal (eprocure.gov.in)**.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

5.2 SUBMISSION/ UPLOADING OF BID

The bidders are required to submit soft copies of their bids electronically on the CPP portal **<https://eprocure.gov.in>** in Two Bid System not later than the time and date indicated in the Bid Data Sheet, or any extension to this date in accordance with the corrigendum, if issued. Any bid received by the Employer other than through CPP portal or any incomplete Bid document received within the stipulated deadline as per Bid Data Sheet in CPP Portal shall be rejected.

Bid shall be prepared as per the prescribed formats provided as attachments.

All the files mentioned should be in PDF format except for the BOQ which should be in .xls format.

The details of Form/s to be uploaded online using CPP Portal under Two Bid System are described as below:

-1: Technical Bid

- i. Scanned copies of EMD shall be uploaded on CPP portal.
- ii. Technical Bid including all the desired documents, forms and formats should be scanned and uploaded.

-2: Financial Bid

- i. Lump-sum cost as per forms and formats prescribed in this document.

5.3 BRIEF DESCRIPTION OF THE SELECTION PROCESS

Two Bid selection process based on Quality and Cost Based Selection (QCBS) for evaluating the Bids has been adopted for selection of Event manger comprising:

- a. **Pre Bid meeting:** An online pre bid meeting will be conducted on 28/10/2022 at 11:30 am for the prospective bidders. Link will be shared

on the website of MPEDA & IISS.

b) The Technical Bid and

(c) the Financial Bid. Bids are required to be uploaded as follows: -1: Technical Bid: -2: Financial Bid

In the first stage, "-1: "Technical Bid will be opened and evaluated by the committee as per the evaluation criteria,

In the second stage, "-2: Financial Bid will be opened at a time and date to be informed later **only of those bidders** who are found to be technically qualified as per the mentioned technical qualification criteria.

5.4 EVALUATION OF TECHNICAL BID

Technical Bid of the eligible bidders shall be evaluated as per following criteria.

5.4.1 Evaluation of Technical Bid

The Technical Bid of the eligible bidders shall be evaluated based on their past experience, understanding of the proposed methodology, work plan for execution, BOQ prepared by the bidder in commensurate with magnitude of the event and methodology proposed by them and qualification and experience of proposed key experts of the bidder.

The bidders shall make a **power point presentation** of their technical bid. The date and time of bid presentation will be intimated by standard electronic means to the respective bidders by MPEDA. **Bid presentation by all the responsive Bidders is mandatory.**

The Evaluation committee shall evaluate each Technical Bid by awarding marks as per the following criteria and also after listening to the Bidders during Bid-Presentation.

Evaluation Criteria of Technical Bid for calculation of Technical Score (TS)

S. No.	Criteria for Evaluation	Max. Marks (TS)
1.	Past Experience of the Bidder	35 Marks
a.	Experience of Successfully organizing 3 (three) Conference/ Exhibition/ Congress/ Convention within last Five (05) Years. (6 mark for 3 events and 3 mark each for additional event with max 15 marks)	15

b.	Experience of Successfully organizing International event within last five (05) Years. (4 mark for 1 event and 3 mark each for additional event with max 10 marks	10
c.	Conference/ Exhibition/ Congress/ Convention Work undertaken in Biswa Bangla Mela Prangan, Kolkata	10
2	Experience of key personnel:	25 Marks
a.	Project Head (BTech or MBA) with 20 years' experience in heading exhibitions, event conceptualisation and management of conferences/ Congress/ Conventions etc.	7
b.	Creative head (BTech/ BE) with 10 years' experience in exhibition conceptualisation, design, development and provide directions for theme & content development.	5
c.	Architect (BArch) with 10 years' experience in overseeing design elements and execution of exhibition halls, stalls, and pavilions. He shall have experience in digital technologies, architecture, and planning.	5
d.	Operations manager (Graduate) with 10 years' experience in inauguration events, stage, light VVIP protocols, and arena management.	4
e.	Production Manager (Graduate) with 10 years' experience in production, fabrication and installation of infrastructure, fire & security safety.	4
3.	Turn over (Rs)	10 Marks
a	10 crores	5
b	Above 10 crores and up to 20 crores	7
c	Above 20 crores	10
4.	Presentation on the Approach and Methodology	30 Marks
a	Understanding about the needs of the show	5
b	Proposed Design Theme	10
c	Exhibition venue Management	5
d	Registration counter Management	5
e	Suggestions and offers to make the show lively	5
	TOTAL MARKS	100

5.4.2 Qualifying Technical Marks:

A bidder must get minimum technical marks of 75 to get qualified for opening of financial bid. If any bidder gets marks less than 75, then that particular bidder will not be eligible for further selection process and its financial bid will not be opened.

5.5 OPENING OF FINANCIAL BID

Financial bid of only technically qualified bidders shall be opened on the day and time

to be informed to the bidders through Electronic media. The financial bid will be opened in the presence of the authorized representatives of such successful bidders, who choose to attend the bid opening.

5.6 COMPUTATION OF COMPOSITE SCORE (CS) as per QCBS

Composite Score (CS) of the technically qualified bidders will be calculated as the sum of weightage assigned to 80% of Technical Score (TS) and 20% of Financial Score (FS), which is as follows,

$$\mathbf{CS} = (80\% * \mathbf{TS}) + (20\% * \mathbf{FS})$$

Where,

CS= Composite Score of Bidder,

TS = Technical Score of Bidder;

FS = Financial Score of Bidder

5.7 TS and FS shall be calculated as follows:

TS = $100 \times (\text{Technical marks of Bidder} / \text{Highest Technical mark})$ and,

FS = $100 \times (\text{Lowest Financial Bid value} / \text{Financial Bid value of the Bidder})$

5.8 RANKING OF BIDDERS, FINALISATION AND AWARD OF CONTRACT

5.8.1 The Bidders will be ranked according to the composite score obtained by them. Bidder obtaining the highest **Composite Score (CS)** will be selected as the **Successful Bidder**. In case of a tie, event manager with higher Technical Score (**TS**) shall be declared the **Successful Bidder**.

5.8.2 The bid of **Successful Bidder** shall be recommended for award of contract.

The successful bidder/contractor/agency will have to sign a contract agreement with the authorized official of the Authority on a Rs. 300/- non-judicial stamp paper. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the agency.

6. SCHEDULE OF TENDERING PROCESS

The Schedule for the process for selection of event manager is as follows:

Sl. No.	Milestone	Date
1	Issuance of Tender notice	20/10/2022
2	Pre Bid meeting	28/10/2022
3	Last Date for Online Submission of Bid	10/11/ 2022
4	Date for Opening of Technical Bid (-1)	11/11/ 2022
5	Presentation by the Bidders	16/11/ 2022
6	Opening of Financial Bid (-2)	21/11/2022

Technical Bid**Last date for receipt of application is upto 10th Nov 2022at 12.00 hrs**

From

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.....

.....

To

THE SECRETARY

The Marine Products Export Development Authority

P. B. No. 4272, MPEDA House,
Panampilly Avenue, Kochi – 682 036.

Sl. No.	Particulars	Details to be filled in by the Agency
1	Name of the Firm/Agency	
2	Registered office/business address of the agency with telephone, cell, Website, E-mail and fax number	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation & Constitution	
6	Income Tax – PAN No. (Attach copy of PAN)	
7	GST No. (Attach copy of GST registration)	
8	TIN No. (Attach copy)	
9	Turnover during last three years (copy of audited Balance sheet to be enclosed)	
	Year	Turnover in Rupees lakh (in words and figures)
	2017-18	

	2018-19				
	2019-20				
10	Whether registered with Registrar of Companies? If yes, Date of Registration (Attach copy of Registration)				
11	Customer Profile (Attach copy of work orders/proof & Work completion certificate)				
12	<u>Infrastructure details</u> 1) Details of network/branches of agency in Kerala and other states in India. 2) Whether the agency have adequate professionally trained manpower. 3) Whether the agency is providing services to Union Govt. / Public sector undertakings, Financial institutions, banks/private sector companies, etc. in past three years.				
13	Details of Previous experience as per format below.(Copies of experience certificates, work orders, Work completion certificate and proof of Work order value to be attached)				
14	Whether the agency is an income tax assessee with valid PAN number and having filed its Income tax return for the last three assessment years i.e. 2017, 2018 and 2019. (Attach copy of Income Tax returns for all the above mentioned years).				
15	Details of EMD/EMD Exception attached				
15	Any other relevant information				
16	Verification - The application for engagement should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Authority.				
17. Format for giving details of key personnel of the agency					
Sl. No.	Name of key personnel	Designation	Years with the Agency	Contact number	Any other information

Name & Signature of authorized signatory

Date:

Name & Seal of Agency

Past Experience of the Bidder

Experience of successfully organizing Workshop/ Conference/ Congress/ Convention/ Symposia within last 5 years:
(Give best 5 Events and at least one should be international event)

Sl. No.	Name of Events	Period of Events (From-To)	Name of Client	Value of Work	Venue of Event	Year of Completion	Number of Registered Participants (National and International separately)
1							
2							
3							
4							
5							

Financial Bid : Part - 1**Last date for receipt of application is up to 10th Nov 2022 at 12.00 hrs****From**

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To

THE SECRETARY

The Marine Products Export Development Authority

P. B No. 4272, MPEDA House,

Panampilly Avenue, Kochi – 682 036.

I/We have read and examined the documents relating to the Event Management of India International Seafood Show 2023 scheduled to be held at Biswa Bangla Mela Prangan, Kolkata, West Bengal from 15th – 17th February 2023.

Sl. No.	Description	Estimated Qty.	No. of Days	Unit	Rate (INR)	Total Amount (INR)
I.	Exhibition and other requirements					
1	Prefabricated Maxima stalls of size 3 x 3 m with carpet, R8 system powder coated finish, laminated panels with 1 counter table, 1 glass round table, 3 chairs, 3 spotlights, 1 power socket (5 amp, 230 V) 1 waste-bin, Backlit fascia name for every 9 sq m stall.	200 stalls (3 x 3 m) 100 nos (6x3 m) 50 nos	–	Per stall Sqm		
2	Providing synthetic new carpet on the floor for the aisle and foyer area. Maintaining the same throughout the exhibition period.	4200	–	Sqm		
3	Carpeting for outdoor near entry area.	500		Sqm		

4	Two level Registration Counters of size 2 x 2 m in ticket disbursing model (top level glass) inside A/C Pagoda Structure on ½ feet raised platform with proper levelling, with carpet, proper signage, direction boards and barricaded queue management system.	10	–	Each		
5	Counter for Help Desk and Information Centre with show branded kiosk (2 at show ground, 2 at airport (International and domestic terminal) and 1 at railway station	6	–	job		
6	4Mx4M Pagoda at exhibition ground for vehicle display	As per Requirement	–	Per Pagoda		
II.	Venue Branding					
7	Providing digital printed buntings (2 x 4 ft) along the compound wall on GI poles with metal clamps	100 nos		Each		
8	Entrance arch on the main gate of the Exhibition venues with digital printed flex.	1		Each		
9	Welcome board on the main gate with digital printed flex mounted on metal frame 20'x10'	200		Sq.Ft		
10	Entrance arch in front of Exhibition hall-A	1		job		
11	Entrance arch in front of inauguration hall – B with digital printed flex	1		Job		
12	Direction way boards of size 6' x 3'	10 nos.		Each		
13	Exhibitor list using digital printed flex mounted on metal frame 32' x10'	320		Sqft		

14	Exhibition Layout 8'x12'	96		Sq.ft		
15	Technical Session schedule using digital print on flex mounted on metal frame 20'x10'	200		Sqft		
16	Sponsor Branding outside Exhibition Hall 10 x 8ft x 5 nos2 nos	400 160		Sqft		
17	Signage stands 2 each in Technical Session area (Reserved, VIP, Media etc)	6 nos		Each		
18	International Flags. (Countries will be informed later)	15 nos		Each		
19	Covid Protocol arrangements in venue with placement of Foot Pedal sanitisers ,Hand held areas in entry area and all Hall	LS		Job		
III.	Hall B - Inaugural function					
20	Inaugral stage made of Metal Frame structure overlayed with wooden 18mm plywood and synthetic carpet with steps to stage with handrail Size 20m x10m	2000		Sqft		
21	Plastic chair with chair cover for inaugural and Seminar sessions	2000		nos		
22	Head table on stage with flower basket	15		nos		
23	Welcome red carpet for VIP Entry	300	1	Sq.m.		
24	Speaker podium with branding	1 no	1	Each		
25	Main stage LED backdrop proportionate with the size of the stage around (32').	1 no.	1	Each		
26	LED Side wings proportionate to the size of the LED Backdrop (2x16')	2 Nos.	1	Each		

27	Security Barricade with Metal Detector door frames	20	1	Mtrs		
IV.	Stage setting/seating					
29	Inaugural arrangement (Nila vilakk/ kuthuvilakk) (5 feet) with Jasmine garland, kai vilakk, oil, wick, camphor, match box, tissue paper, etc	1		LS		
30	VIP Seats for head table	20 nos	1	Each		
31	Head table set up/Dias suitable for 10 chairs	1	1	Each		
32	Name boards- acrylic	10 nos	1	Each		
33	Floral arrangements on the stage and dias		1	LS		
34	Hall perfume spray	1	1 days	per unit		
35	3 seater Sofas for VIPs in the audience	30 Nos.	1	Per Sofa		
36	Facilities for Award Distribution Function: Table: with cloth covering and frills	3 nos.	1	Per Table		
V	Sound system					
37	JBL branded sound system (5000 W output) Sound system with 25000 watts for inaugural event	SET	1	LS		
38	Sound system with 5000 watts for technical sessions on all days	1		nos		
39	Cordless mikes - Shure/Sennehser	4 nos	1	Each		
40	Goose mike and Collar mike, Podium Mike	2 no	1	Each		
41	Portable PA System with sufficient speakers in the fair ground and exhibition halls	1	3	Per/Day		
VI	Stage lights					

42	Professional truss on stage for lights	1 no	1	Each		
43	LED pars for stage event	24 nos	1	Each		
44	Par cans	12 nos		Each		
45	LED TV for VIP viewing- 42 inch on stage	2 no	1	Each/day		
46	Seminar Arrangements for Technical sessions with dais seating arrangement, Podium mike, 4 cordless mike, LED WALL of size 12x8 ft, 2 nos 42" led TV for viewing, Flower arrangement with daily replacement.	1		set		
VII.	Food court					
47	Food Court: Carpeting	600	Sqm			
VIII	Miscellaneous Items					
48	CCTV on event days	30		nos		
49	Mineral water with dispenser & taps with refills of 1000 nos & Disposable paper cups on event days (inauguration & Exhibition)	20		set		
50	Transportation cost	1		job		
51	Housekeeping for the Exhibition Hall, Auditorium and campus with adequate staff (well dressed) which includes cleaning.	1	4	Job		
52	Security Service: Uniformed Security Personnel for 8 hrs shift	20	7	Per person/shift		
53	Dust bin 100 litres to be deployed in the exhibition venue	10 nos		Each		
54	Pagoda 4x4 for First Aid with table and chair	1 nos		Each		
55	Backdrop for press meet. Size 160 Sq.Ft 16ft x 10ft			Per Sq.ft.		
56	Plants for decoration	100 Nos	3	Per plant		

IX.	Computers and Printers etc.					
57	Laptops : Minimum Intel Core I5 / 8GB RAM/ 320 GB HDD / 15 inch display with Windows 10 with MS office, Adobe Acrobat	15	5	Per Unit/day		
58	Printer - Laserjet printers Mono (Canon Image class LBP151dw)or equivalent with new cartridges	4	5	Per Unit/day		
59	Color laserjet printer with new cartridge	1	5	Per Unit/day		
60	Photo copier with new cartridge	1	5	Per Unit/day		
61	Hardware engineers to be stationed at the venue	2	5	Per Person/ day		
XI	WiFi SERVICES					
62	Wireless access points, Configuration and Installation	25	5	Per point / day		
63	Manpower support for the event (Maintenance of the network and for helping the users in accessing the Wi-Fi network during the event)	2	5	Per Person/ day		
64	Providing router for managing internet connection.	1	5	Per Unit/day		
65	Wireless controller for managing wireless networks inside hanger	1	5	Per Unit/day		
66	PoE network switches	3	5	Per Unit/day		
67	Optical fiber cable laying (500 Meters) including media converters for connectivity	1	5	Per meter/d ay		
68	Cat – 6 cable bundles for the access points and internal connectivity	6	5	Per meter/d ay		
69	Rack 18U	1	5	Per Unit/day		
70	Bandwidth 200 Mbps	1	5	Per Unit/day		
	TOTAL AMOUNT					
	GST					
	Grand Total					

Financial Bid : Part - 2 (To be enclosed along with financial bid, but this will not be counted for finalization of bid)

Sl. No.	Details of the Construction to be carried out/ Service to be provided	Rate (Rs.)
A.	Rate for additional Octonorm stalls of 3m x 3m., if necessitates within the exhibition area.	
B.	Rates for additional facilities that may be required by Exhibitors / Organisers	(Quote in the form at Appendix 2 and attach along with financial Bid)

(Please refer to Appendix – 3 for the additional details)

1. Price has to be quoted in Indian Rupees only.
2. Taxes (if any) has to be mentioned
3. All inclusive prices have to be quoted. The applicable TDS shall be deducted from the payments made by Authority.
4. In case of a mismatch in the amount mentioned in Figures and Words, the amount mentioned in words shall be considered as final.
5. The Agency agree that the above price have been quoted after reading and understanding the complete tender documents

SUB TOTAL: Rs. _____ (In words) _____

6. Taxes if any. _____

7. Service charge of Rs. _____ to be provided to the bidder as percentage of sub Total Rs. _____

GRAND TOTAL: Rs. _____ (In words) _____

If the Tender is accepted, I/We agree to keep the Tender valid till the completion of the event. I/We shall not withdraw the Tender during the validity period and the Organisers shall be at liberty to forfeit the EMD and make alternate arrangements at my/our risk and cost in case of withdrawal of Tender during the validity period.

Signatures of authorized signatory:

SIGNATURE OF THE TENDERER:

NAME AND.....

ADDRESS....

.....

STATUS OF THE

SIGNATORY.....

Place:

Date:
(SEAL)

APPENDIX – 1**FACILITIES TO BE PROVIDED BY THE BIDDER****A. Facilities inside each octonorm shell scheme stall:**

- A1. Backlit Fascia with company name
- A2. Carpeting with new carpet inside the stall & in aisle space
- A3. One counter table, 1 round table, 3 Chairs of very good quality.
- A4. Three spot lights
- A5. One 5 AMPS Electrical outlet of 230 V
- A6. One waste paper basket

B. Common facilities:

B1.	Virgin Carpeting of different colours in the aisle area and stalls.
B2.	Sufficient number of signage
B3.	Sufficient lighting in the aisle and common areas.
B4.	Liaison with stall holders. For this, the bidder must set up his own properly manned stalls within the Exhibition Hall with mobile phones.
B5.	Sufficient number of fire fighting equipments and first aid facility (as per the statutory requirements).
B6.	Cleaning of the aisle space on a hourly basis during the exhibition timings and general cleaning of exhibition area twice a day

APPENDIX – 2**RATES FOR ADDITIONAL FACILITIES THAT MAY BE REQUIRED BY EXHIBITIORS/ORGANISERS****(Additional requirements will be furnished to the bidder)****(To be enclosed along with financial Bid)**

	Items	Unit rate in Rs.
1.	Water connection: The rate payable per tap at the individual stand	Rs.
2.	Light - The cost for additional electrical items to be provided in each stall:	
	a. Spot Light	Rs.
	b. Halogen Lamp	Rs.
	c. LED lamps	
	d. Socket Single phase	Rs.
	e. Power Socket 3 phase	Rs.
	f. Pedestal Fan	Rs.
	g. Portable Coffee making machine	Rs.
3.	Audio-video - The rental charge for 4 days	
	a. LCD/LED Colour TV 32" with stand	Rs.
	b. LCD/LED Colour TV 42" with stand	Rs.
	c. DVD Player with stand	Rs.

	d. LCD Projector with stand	Rs.
4.	Refrigerator – Rental charges for 4 days	
	a. Refrigerator 165 Ltr	Rs.
	b. Refrigerator 90/100 Ltr	Rs.
	c. Deep Freezer –18°C , 7.5 Cu.ft.	Rs.
	d. Deep Freezer –18°C, 15 Cu.ft	Rs.
	e. Special Display Deep Freezer (-18°C) 4 Ft.(length)	Rs.
	f. Special Display Deep Freezer (-18°C) 6 Ft.(length)	Rs.
5.	Potted Plants	
	a. Green potted plants small size	Rs.
	b. Green potted plants big size	Rs.
6.	Miscellaneous	
	a. Barricading the stalls with pedestals and chain / nylon rope - per running Meter	Rs.
	b. Kitchen sink with stand - Quote for standard type	Rs.
7.	Chairs	
	a. Collapsible –fabric seat	Rs.
	b. Moulded – plastic	Rs.
	c. Executive-with arms	Rs.
	d. Easy cushioned	Rs.
	e. Sofa - single seat	Rs.
	f. Sofa (5 seats) – full set	Rs.
	g. High Stool	Rs.

8.	Tables	
	a. Discussion table	Rs.
	b. Coffee table	Rs.
	c. Additional panels	Rs.
9.	Counter/podiums	
	a. Counter-standard	Rs.
	b. Counter- with shelf	Rs.
	c. Counter with glass showcase	Rs.
	d. Information counter-double deck	Rs.
10.	Doors/ceilings	
	a. System door – panel	Rs.
	b. Curtain – cloth with fitting	Rs.
	c. Ceiling grid with pre-fab system	Rs.
11.	Display/décor/cabinets	
	a. Flat shelf	Rs.
	b. Sloped shelf	Rs.
	c. Panel board – fabric covered	Rs.
	d. Specification stands	Rs.
	e. Book shelf	Rs.
	f. Storage rack	Rs.
	g. Wall showcase with glass shelves	Rs.
	h. Display cabinet 4 ft.	Rs.
	i. Display cabinet 6 ft.	Rs.
12.	Interpreter/Stall attendant	

	a. English speaking stall hostess per day (8 hours)	Rs.
	b. Stall Attendant per day (8 hours)	Rs.

APPENDIX – 3

ADDITIONAL DETAILS TO ACCOMPANY THE TECHNICAL BID

1. Description of materials proposed to be used for the stand, superstructure, etc.
2. Proposed lay out of the stalls with numbering, the toilets, the water tank and other facilities.
3. Proposed lay out of the event area with the locations of Arches, Banners, welcome boards, food court etc.
4. Impressive Design and drawings for arches as mentioned in Part – 1 of financial bid.
5. Crossed Demand Draft for Rs. 5.00 lakhs (Rupees Five lakhs only) towards EMD drawn in favour of the "INDIA INTERNATIONAL SEAFOOD SHOW" payable at Ernakulam, Kerala.

APPENDIX 4

WORK ORDER

File No.

DATED

To,

Dear Sir,

Sub: Appointment of contractor for Construction of Exhibition Stalls, Stage arrangement for inauguration and associated Services for India International Seafood Show 2023.

Ref: Your tender dated

With reference to your tender mentioned above, we are pleased to inform you that your tender for Construction of Exhibition Halls, Stalls, Stage arrangement for inauguration and Associated Services for India International Seafood Show 2023 has been accepted at a total cost of Rs.

(Rupees only) inclusive of all taxes/ service charges and as detailed below and as per the terms and conditions included in this work order.

S.No	Description	Qty	Unit	Rate	Total

The tender document, the Bid submitted by the Event Manager in its entirety and the Minutes of Meetings of Core Committee of India International Seafood Show 2023 shall form part of this Agreement.

1. The contractor shall submit a performance security deposit (PSD) not less than 3% of the tender value in the form of Demand Draft favouring "India International Seafood Show" payable at Ernakulam.
2. The layout of stalls in the halls approved by the Core Committee of IISS 2023 should be retained and cannot be changed
3. The Final Layout for the exhibition hall and campus demarcating the location of each facility shall be submitted to the Organizers for approval within 7 days of accepting the work order.
4. The Contractor shall accommodate any suggestions made by the organizers in the Layout plans.

5. The Contractor will be responsible for supplying additional facilities that may be required by Exhibitors / Organisers as per the list and rates quoted at Appendix 2 of the tender submitted by the Contractor along with Financial bid.
6. Supply of items in excess of the quantity, if any mentioned in the tender may be supplied at the unit cost mentioned in the financial bid
7. Supply of additional items that were not foreseen in the tender has to be made by the Event manager by following the general procedures, viz., by giving the quote for the items and getting the approval for the same from the Organisers.
8. The Contractor shall give the designs of arches mentioned in the tender well in advance and get it approved.
9. The Contractor shall also give the designs for Publicity display boards, Welcome Standees, Banners, Welcome board at the entrance, Directional signage, Exhibition layout, Exhibitor list, Program at Glance etc well in advance and get it approved.
10. The Contractor shall not sublet whole or part of the work to any other agency.
11. The Contractor shall execute, comply and organize the function, in accordance with the contract to the complete satisfaction of the Organisers.
12. In case of default on the part of the Contractor in carrying out any order, Organisers shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by the Organisers and will be deducted by the Organisers from any money due or it may become due to the Contractor.
13. The decision of the Organisers in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
14. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be falling in proper court having jurisdiction in Ernakulam, Kerala.
15. In the event of the Contractor committing breach of any of the above terms and conditions or the services of the Contractor being found to be unsatisfactory, the contract can be terminated by the Organisers even before the expiry of the period of agreement by giving 15 days notice to the Contractor. Even otherwise the Organisers will have the right to terminate the engagement of Contractor by giving one month's notice.
16. You will have to sign a contract agreement with the authorized official of the Organisers on a non-judicial stamp paper worth of Rs. 300/- . All the terms and conditions, scope of work etc. contained in the tender documents shall

form part of and shall be taken as if they were included in contract agreement to be executed with the Contractor.

17. In the event of the Contractor committing a breach of the contract the Organisers is entitled to receive from the Contractor compensation to the extent of loss incurred as determined by the Organisers for any loss or damage caused to the Organisers.

18. MPEDA reserves its right to terminate the contract at any point of time by giving a notice if the progress of work is not satisfactory or the outcome of the work is not meeting the expected functional requirements envisaged by it. No compensation will be entertained on account of such termination.

Payment terms:

- Advance payment of Rs. (Rupees only) upon signing and return of the work order.
- Intermediate payment Rs. (Rupees..... only) one month before the show
- **Bidder Shall submit separate bank Guarantees equivalent to the each amounts paid in advance.**
- Remaining amount as adjusted for the actual services rendered by the Contractor and shall be paid on completion of the work to the satisfaction of the organizers and submission of bills.

If the above terms and conditions are acceptable kindly return the copy of this work order duly signed as a token of acceptance.

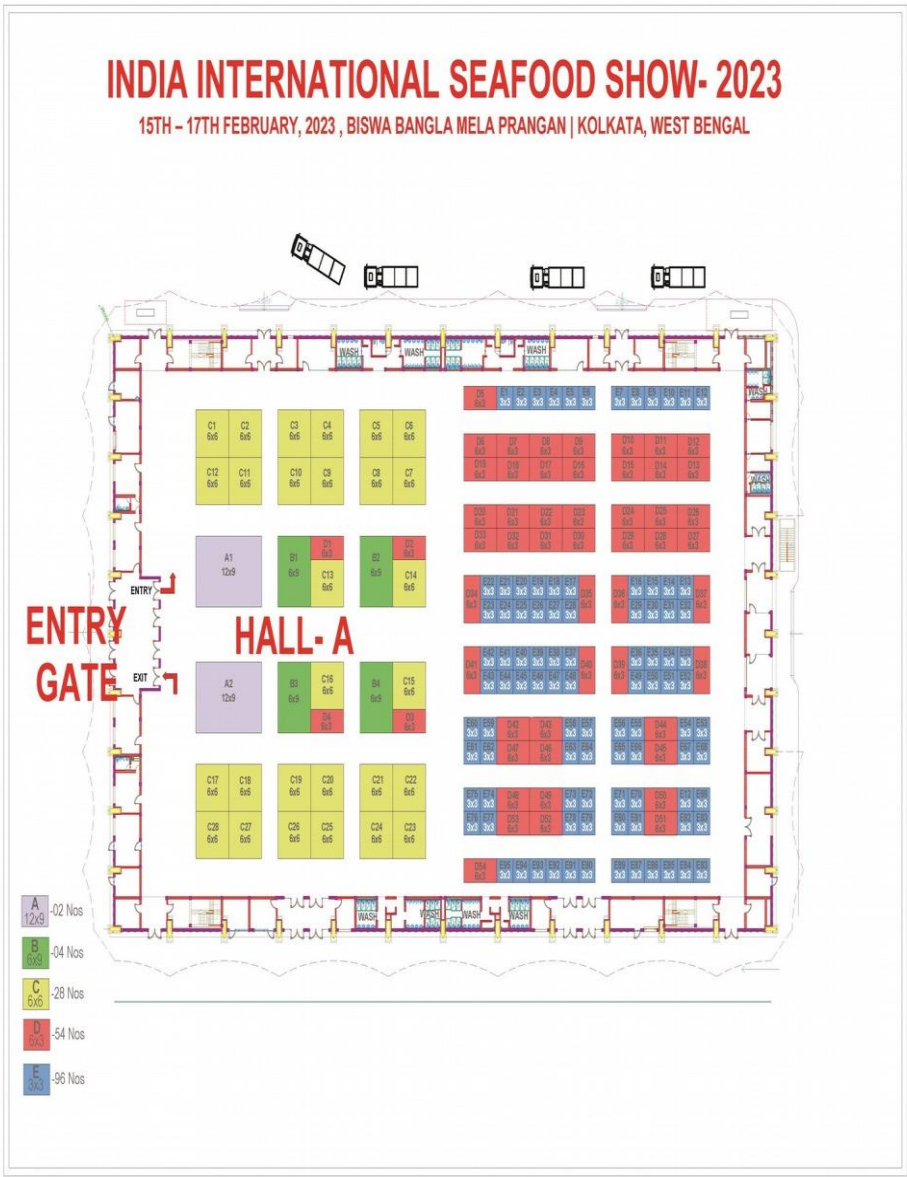
Thanking you,

Yours faithfully,

SECRETARY, MPEDA

On behalf of Organising Committee

APPENDIX - 5
HALL LAYOUT



Floor Plan for IISS-2023 at Biswa Bangla Mela Prangan, Kolkata, West Bengal.

