



**The Sports Goods Export Promotion Council
(Sponsored by Ministry of Commerce & Industry, Government of India)**

Details for submission of bids for designing and construction of SGEPC pavilion at ISPO 2023 at Munich, Germany from 28th to 30th November 2023 and Spielwarenmesse International Toy Fair 2024 at Nurnberg, Germany from 30th Jan 2024 to 3rd February 2024

1. Requirement

The Sports Goods Export Promotion Council (SGEPC), a Government of India sponsored organization is working for the promotion of India's exports of sports goods and toys. Founded in 1958, The SGEPC represents all the leading manufacturers and exporters of sports goods and toys in India.

The SGEPC invites tenders for setting up its pavilion to display and market its member's products in following two international events in Germany:

ISPO 2023, Munich, Germany

ISPO 2023 being held in Munich, Germany from 28th to 30th November (hereinafter referred to as the "1st Event")

The total area for SGEPC Pavilion for the 1st event is approximately **400 sq. mtrs.**

**Spielwarenmesse International Toy Fair 2024
(Nuremberg, Germany)**

Spielwarenmesse International Toy Fair 2024 being held in Nurnberg, Germany from 30th Jan to 3rd February 2024 (hereinafter referred to as the "2nd Event")

The total area for SGEPC Pavilion for the 2nd event is approximately **150 sq. mtrs.**

1. SCOPE OF WORK

ISPO 2023 Germany (1st event) - Please refer Annexure 1

Spielwarenmesse International Toy Fair 2024 Germany (2nd event)- Please refer Annexure 2

2. Bidding Procedure:

- A Committee in SGEPC will carry out a preliminary screening of the bidders and will shortlist the bidders fulfilling the prescribed requirements. The short-listed bidders will be required to make a technical presentation before the selection committee.
- The presentation may bring out their suggestions on the following areas:

S. No.	Areas	Score/Weightage						
1.	Overall concept and design	64						
2.	Turnover of the Company: Breakup of marks is Given below: <table border="1" data-bbox="534 1032 970 1263"><tbody><tr><td>02-05 crores</td><td>2 marks</td></tr><tr><td>06-8 crores</td><td>4 marks</td></tr><tr><td>Over 8 crores</td><td>6 marks</td></tr></tbody></table>	02-05 crores	2 marks	06-8 crores	4 marks	Over 8 crores	6 marks	06
02-05 crores	2 marks							
06-8 crores	4 marks							
Over 8 crores	6 marks							

The marking would be done for all the presentations by the selection committee on the above parameters. The vendors who secure minimum 70% marks (49 out of 70 marks) in technical presentations will be shortlisted and their financial bids shall then be opened. Financial bid will carry a maximum of 30 marks. The calculation of marking of financial bid will have the following method:

$L1 = 30$ marks

$L2 = 30 \times L1$ (the cost quoted by L1) / $L2$ (the cost quoted by L2) and similarly L3, L4 ----
(Depending on no. of parties)

Above marking will be done separately for each of the selected options

After the financial marks are obtained the technical and financial marks will be added up and the bidder scoring highest aggregate marks will stand selected.

Selection Committee reserves the right to accept or reject any or all the bids at any time prior to

award of contract/order, without assigning any reasons and without incurrance of any liability on SGEPC.

SGEPC also reserves the right to negotiate the prices with the selected bidder.

3. Eligibility for submission of Bids

Agencies having following minimum qualifications are hereby invited to bid for the stand Construction for the events on turnkey basis.

1. The Agency must be a registered business entity/service provider. Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc. as applicable may be quoted in the technical bids format and copy of the certificate/proof must be attached. These documents should be in the name of applicant organization only. The name of applicant organization should be same in all the documents submitted.
2. The Agency must have a minimum of 5 years' experience in conceptualizing, designing and executing similar projects on turnkey basis for setting up of pavilion/s in International trade fairs organized outside India.
3. The Agency in three financial years i.e., **2018-19, 2019-20 & 2022-23** must have completed projects of similar nature and value pertaining to International Trade Fair Pavilion outside India.
4. EMD in the form of DD for **Rs. 20,000/-** (Rupees Twenty Thousand only) in Favor of "The Sports Goods Export Promotion Council" payable at New Delhi would have to be submitted along with the bid without which the bid offer will be rejected.
5. The Agency should not be blacklisted by any Government organization, and if has ever been, the same should not be applicable on date of submission of the bid. (A self-certified undertaking has to be submitted stating this)

4. TERMS AND CONDITIONS

- 1) The approved bidder will work under the directions and guidance of the SGEPC. It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for The SGEPC are in accordance of the legal framework (India & Germany).
- 2) Bid value should be quoted in Indian Rupees only excluding all taxes and the applicable taxes must be indicated separately. However total value of the bid shall be taken as inclusive of taxes.
- 3) Interested eligible agencies may submit their bids as per **Annex-3 and Annex- 4** with supporting documents including earnest money (EMD) of Rs. Twenty Thousand in the form of a demand draft drawn in Favor of "The Sports Goods Export Promotion Council" payable at New Delhi. The EMD will be refunded to the unsuccessful bidders after the finalization of the contract. For the selected Agency, EMD amount would be adjusted in the final payment.

- 4) It would be the responsibility of the Agency to ensure that all the material used and the manpower engaged for the job would be in compliance with the Domestic as well as the Local laws.
- 5) The agency is required to sign each page of the bid documents.
- 6) The SGEPC requires that bidders under this contract observe the highest standard of ethics.
- 7) No reimbursement towards the cost of preparation and submission of tender documents to The SGEPC would be made.
- 8) Any corrupt or fraudulent practices in competing for the contract or carrying out the Job in question would render the bid or the contract awarded thereafter invalid.
- 9) Agency will indemnify SGEPC against any claims of loss and liability with regard to the contract work.
- 10) All the material such as wall panels, furniture, display aids etc. to be used by the agency must be of standard quality. Specifications and photographs for the same shall be shown and submitted at the time of presentation.
- 11) The approved agency will be responsible to have sufficient manpower present at the site for construction of the pavilion, coordination & maintenance till the last day of the event.
- 12) The SGEPC reserves the right to:
 - Make changes in the Design plan.
 - Extend the deadline for the submission of applications/bid documents at its discretion.
 - Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on the SGEPC.
 - Suspend the project; cancel the contract with the selected party in part or in the whole at any time if in the opinion of the SGEPC it is necessary or expedient in the public interest. The decision of the SGEPC shall be final and binding in this regard.
 - Modify terms and conditions of the contract which shall be granted to the successful bidder after the bidding process, if in the opinion of the SGEPC, it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of the SGEPC shall be final and binding in this regard.
 - For interpretation of any clause of this document, the decision of SGEPC would be final and binding on the bidder.

5 GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

- Sealed technical and financial bids in separate envelopes are required to be submitted in an envelope by **September 11, 2023**. Bidders may note that conditional bids are not allowed and would be rejected summarily.

6. Force-Majeure:

The SGEPC shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to unforeseen circumstances.

7. Arbitration:

All and any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration in New Delhi in accordance with the Arbitration Rules Arbitration Council for the time being in force at the commencement of the arbitration, which rules are deemed to be incorporated by reference in this clause.

8. Terms of Payment:

Payments to the successful bidder will be made as per following schedule:

- An advance of 35% of the total cost, on award of contract.
- An advance of 35 % 10 days before the start event date.
- Balance amount (30%) would be released on completion of the event pursuant to verification of the work being executed as per the contract.

9. SUBMISSION OF BIDS

Bids shall be submitted by the bidder with supporting documents in a sealed envelope containing the following documents in the manner:

Envelope I:

Containing earnest money in the form of a Demand Draft of EMD Rs. 20,000/-

Envelope II: Containing Technical Bid duly filled in with supporting documents. The envelope should be sealed and marked as "Technical Bid for SGEPC Pavilion at ISPO 2023 (Munich, Germany) (1st event) and Spielwarenmesse International Toy Fair 2024 (Nurnberg, Germany)" (2nd event).

Envelope III: Containing Financial Bid duly filled in for the bid value in Indian Rupee including all taxes (Taxes to be shown separately) for the complete project of SGEPC Pavilion as per layout plan and terms & condition of the Tender document. The envelope should be sealed and marked as for "Financial Bid for SGEPC Pavilion".

Envelope- IV: Envelopes I, II & III should be kept inside the Envelope - IV and again sealed. The name of the bidder should be clearly written with full address, Tel: nos., **E-mail** (Mandatory) on the Envelopes (I, II, III & IV). This Master Envelope (Envelope - IV) should be marked as "**Technical Bid and Financial Bid for SGEPC Pavilions 2023/ 2024.**"

The advertisement has been released on August 18, 2023 and the last date for receipt of bid is September 11, 2023 by 17:00 Hrs.

The complete applications should be addressed to:

Mr. Tarun Dewan

Executive Director,

The Sports Goods Export Promotion Council

(Sponsored by Ministry of Commerce & Industry, Govt. of India)

1-E/6, Swami Ram Tirth Nagar (Jhandewalan Ext.)

New Delhi - 110055 (INDIA)

Tel:+ 91-11- 35007748, 35007749

E-Mail: tradepromotion@sgepc.in

Website: www.sportsgoodsindia.org , www.toysindia.in

10. Opening of BIDS

The bidder will be required to make a 10-minute presentation to the Sub-Committee on the following points.

- a. Design offered.
- b. Company Background.
- c. Similar Projects handled in the Past.

The date and time of the presentation would be informed by an email on the ID provided on the envelope by the bidder.

ANNEXURE-1

ISPO 2023 (Munich, Germany) 28th to 30th November 2023 (1st event) The scope of work for the 1st event shall include the following:

1. Council's Stand Requirements

SGEPC has 2 booths in Hall C-4 i.e., Information booth of **12 sq. Mtr. and a pantry of 15 sq. Mtr.** Information booth (12 sq. Mtr corner booth) will have following requirement: -

1. Stand design would be decided and approved by SGEPC.
2. Carpeting
3. Fascia with SGEPC's name and coloured LOGO (both side).
4. L shape Information table with 2 bar stools. Information table to have SGEPC Logo.
5. 2 Sofas (3-seater each), 1 corner table and 1 centre table.
6. Posters on stand walls (designs will be given by SGEPC but printing and wall pasting would be done by the stand construction agency).
7. Lighting Ambient and (white light) highlighting the posters.
8. Electric power point with two outlets.
9. One Wastebasket.

Pantry Requirements (15 sq. Mtr. row stand) will have following requirement: -

1. One big Refrigerator.
 2. Basin with water & sewage connection.
 3. Storage area with strong shelves.
 4. Stand for hanging coats.
 5. Large table/Space for preparing and serving.
 6. Posters on the outer wall of pantry as per specification/design of the council.
- Stand Construction agency will arrange to fetch the water, tea, coffee, snacks and consumables required in the pantry, as per the list provided by SGEPC, at the best possible rates, the payment for which would be made separately by SGEPC in cash on site on actuals. (Cost of the items procured would be paid. Freight/cartage would **not be** paid extra).
 - Stand construction agency would provide three commercial compressors with proper attachments for inflating the balls at 0900 hrs. on 27th November 2023 at SGEPC's information booth.
 - Stand Construction agency will provide 1 vacuum cleaner to SGEPC for the whole duration of the fair.

2) Exhibitor Stall:

Scope:

The selected bidder shall be required to undertake the following activities:

Construct approx. 20 individual furnished booths in Hall C-4 (excluding SGEPC booth and pantry)

A standard booth of 12 sqm shall have the following: -

1. Stand design as selected by SGEPC's committee.
 2. Carpeting.
 3. Fascia with company name and colored LOGO.
 4. 1 table with 4 cushioned chairs.
 5. One glass/wooden showcase with Lights, of size 1 mtr. x 0.5 mtr. x 2 mtr height with half mtr. From bottom (lockable) for storage of products and rest with all glass walls and two glass shelves for display of products.
 6. Grid Mesh, Peg Board or shelves on **all the panels** as per the combination decided by the Exhibitor.
 7. Sufficient Long Hooks, S" Hooks and other accessories to be provided with the peg board/ Grid Mesh as per requirement of exhibitors.
 8. Adequate ambient and accent Lighting (white colour) as per the agreed design.
 9. One power point with 2 outlets.
 10. One Wastebasket.
- **The above requirement is for Exhibitors displaying Sports Equipment's. Exhibitors displaying Sports Garments will not require shelves but accessories like Rails/ Rail Hangers etc to display garments within the same cost.**
 - The total number of items would be provided after calculating the proportionate numbers on per sq. mtr. basis.
 - The bigger stands will get more chairs/tables/shelves/lights name fascia's in proportion to their areas.
 - The exact requirements may vary from stall to stall depending on each participant. Some participants may require additional items and the same have to be provided so also please quote the rates for the extras and accessories. The list of standard accessories is at Annex-3.
 - Selected agency will co-ordinate directly with exhibitors for their requirements.

Most important

1. Top „India“ branding of 1.5 mtr- 2 mtr above the stand height of 2.5 mtr is necessary. The „India“ branding cannot be suspended from ceiling and hence has to be incorporated in the stand design.
2. The overall look of India pavilion should be contemporary and reflect the color and vibrancy of modern India.

3) **Miscellaneous**

1. Electrical, water & sewage connections would be ordered by stand construction agency on behalf of SGEPC.
2. Electrical load for the Islands/stands must be calculated and ordered accordingly avoiding excess load payment.
3. Electrical distribution keeping the wiring and other apparatus concealed as per the safety regulations in all the Islands.
4. The placement of electrical distribution box for each island/ stand would be decided after consultation and approval of the council.
5. Stand Construction agency will arrange for the final cleaning of the stands before handing over on the evening of **27th November 2023**.
6. Font size and color of the fascia for all the stands to be decided in consultation with the council.
7. The cost of accessories will need to be preapproved from the council (as mentioned in Annexure-3). Additional accessories to be handed over to participants by Stand construction agency after receipt of payment from the participants. SGEPC will not mediate between the participants and the agency for payment of additional accessories ordered.
8. The selected bidder will be responsible to ensure that suitable manpower is present on the site for timely completion of construction and maintenance of the stands during the entire period of the event. The Agency would settle all the applicable bills/payments due to the organizers on account of the construction activities.

4) **Set up**

1. Stand Construction agency will give possession of the completed stands to the Indian exhibitors on **27th November 2023 by 09:00 Hrs. and arrange final cleaning on the evening of 27th November 2023**.
2. **Set-Up And Dismantling date and time** -Set up and dismantling dates and times will be applicable as per the **ISPO – 2023 guidelines**.

5) **Other Conditions**

- a. Any late fee or surcharge e.g., late submission of technical forms, Night working charges, Electrical sockets alteration charges, mismatch orders placed etc. would be the sole responsibility/borne by the Stand Construction Company.
- b. Name Fascia's should be affixed on each stand by **26th November 2023 on or before 9 A.M.**

ANNEXURE-2

Spielwarenmesse International Toy Fair 2024 (Nurnberg, Germany) 30th Jan 2024 to 3rd Feb, 2024 - 2nd event

The scope of work for the 2nd event shall include the following:

1.) Council's Stand Requirements

SGEPC has one booth in Hall 11.0 of 12 Sq Mtr, which will be divided in two parts.

- 1) Information booth
- 2) A pantry

Information booth will have following: -

1. Stand design would be decided and approved by SGEPC's committee.
2. Carpeting
3. Fascia with SGEPC's name and coloured LOGO.
4. L shape Information table with 2 bar stools. Information table to have SGEPC Logo.
5. 2 Sofas (2-seater each), 1 corner table and 1 centre table.
6. Posters on stand walls (designs will be given by SGEPC but printing and wall pasting would be done by the stand construction agency).
7. Lighting Ambient and (white light) highlighting the posters
8. Electric power point with two outlets.
9. One Wastebasket

Pantry Requirements will have following: -

1. One coffee maker
 2. One water boiler for making tea
 3. Storage area with strong shelves
 4. Hooks on walls for hanging coats
 5. Posters on the outer wall of pantry as per specification/design of the council.
- Stand Construction agency will arrange to fetch the water, tea, coffee, snacks, and consumables required in the pantry, as per the list provided by SGEPC, at the best possible rates, the payment for which would be made separately by SGEPC in cash on site on actual. (Cost of the items procured would be paid. Freight/cartage would **not** be paid extra.
 - Stand construction agency would provide one commercial compressor with proper attachments for inflating the balls at 0900 hrs. on 29th January 2024 at SGEPC's information booth.
 - Stand Construction agency will provide 1 vacuum cleaner to SGEPC for the whole duration of the fair.

2.) Exhibitor Stall:

The selected bidder shall be required to undertake the following activities:

Constructed individual furnished booths in Hall 11.0 (excluding SGEPC booth and pantry), few booths in hall 10, Hall 4 and hall 3A of varying sizes need to be provided. Each booth (Assuming the booth size to be 9 Sq. Mtr, the bigger booth would have items based on pro rata.) shall have the following: -

1. Stand design as selected by SGEPC's committee.
 2. Carpeting
 3. Fascia with company name and coloured LOGO
 4. 1 table with 4 cushioned chairs.
 5. One glass/wooden showcase with Lights of size 1 mtr. x 0.5 mtr. x 2 mtr height with half mtr. From bottom (lockable) for storage of products and rest with all glass walls and two glass shelves for display of products.
 6. Grid Mesh, Peg Board or shelves on **all the panels** as per the combination decided by the Exhibitor.
 7. Sufficient Long Hooks, S" Hooks and other accessories to be provided with the peg board as per requirement of exhibitors.
 8. Adequate ambient and accent Lighting as per the agreed design.
 9. One power point with 2 outlets.
 10. One Wastebasket
- The total number of items would be provided after calculating the proportionate numbers on per sq mtr basis.
 - The bigger stands get more chairs/tables/shelves/lights name fascia's proportionate to their areas.
 - The exact requirements may vary from stall to stall depending on each participant. Some participants may require additional items and the same have to be provided so also please quote the rates for the extras and accessories.
 - Selected agency will co-ordinate directly with exhibitors for their requirements.

Most important

3. Top, India' branding of 1.5 mtr- 2 mtr above the stand height of 2.5 mtr is necessary. The India' branding cannot be suspended from ceiling and hence has to be incorporated in the stand design.
4. The overall look of India pavilion should be contemporary and reflect the color and vibrancy of modern India.

3) Miscellaneous

9. Electrical connections would be ordered by stand construction agency on behalf of SGEPC.
10. Electrical load for the Islands/stands must be calculated and ordered accordingly avoiding excess load payment.
11. Electrical distribution keeping the wiring and other apparatus concealed as per the safety regulations in all the Islands.
12. The placement of electrical distribution box for each island/ stand would be decided after consultation and approval of the council.
- 13. Stand Construction agency will arrange for the final cleaning of the stands before handing over on the evening of 29th January, 2024.**
14. Font size and color of the fascia for all the stands to be decided in consultation with the council.
15. The cost of accessories will need to be preapproved from the council (as mentioned in Annexure-3). Additional accessories to be handed over to participants by Stand construction agency after receipt of payment from the participants. SGEPC will not mediate between the participants and the agency for payment of additional accessories ordered.
16. The selected bidder will be responsible to ensure that suitable manpower is present on the site for timely completion of construction and maintenance of the stands during the entire period of the event. The Agency would settle all the applicable bills/payments due to the organizers on account of the construction activities.

4) **Set up**

- 3. Stand Construction agency will give possession of the completed stands to the Indian exhibitors on 29th January 2024 by 09:00 Hrs. and arrange final cleaning on the evening of 29th January 2024.**
- 4. Set-Up And Dismantling date and time** -Set up and dismantling dates and times will be applicable as per the Spielwarenmesse – 2024 guidelines.

5) Other Conditions

3. Any late fee or surcharge e.g., late submission of technical forms, Night working charges, Electrical sockets alteration charges, mismatch orders placed etc. would be the sole responsibility/borne by the Stand Construction Company.
4. Name Fascia's should be affixed on each stand by **28th January, 2024 on or before 2 P.M.**

ANNEXURE- 3

Financial Bid

Superscribe the envelope as “Financial Bid” to include the following documents/details:

1. The Financial Quotation, duly dated, in Indian Rupees only. The applicable taxes should be clearly mentioned separately in the estimates.
2. Financial quotes should be given separately for each design (if more than one designs are offered)
3. Piece rate (in Indian rupee) for following items should also be given, in case participants need these extra items.

- * Bar stool
- * Big reception table counter
- * Full mannequin (male/ female)
- * Head- male/Female mannequin
- * Glass shelf
- * Wooden shelf
- * Hooks (4-5 inch)
- * Slanting hooks rod
- * Additional Lights
- * Lockable cabinet
- * Cushioned Chair
- * Plexi panel
- * Showcase (2M X 1M X 0.5M)
- * System podium (1M X 0.3M X 0.3M)
- * Table Showcase
- * Garment Hangar stand with 20 hangars
- * Cost of 1 hanger
- * Colored carpet (per sq mtr)
- * Colored panels (per sq mtr)
- * Perforated sheet/ peg board / Grid Mesh
- * Round table / Square Table

Any other Accessory you feel may be required by the Exhibitor separately.

ANNEXURE- 4

Technical Bid

Superscribe the envelop as “Technical Bid” to include the following documents:

1. Name of agency with address
2. Name and Designation of Chief Executive
3. Profile of the agency including the staff strength
4. Track Record – previous experience of handling similar nature of work. The company must have 5 years work experience in event management (excluding advertising and printing), with copies of work order to prove the same.
5. A CA certificate certifying the turnover of the applicant bidder for the three financial year (2018-19, 2019-20, 2022-23). The turnover should be in the name of applicant organization only and not that of group/ sister organizations.
6. Earnest Money Deposit “EMD” for Rs.20,000/- (Twenty Thousand only) in the form of demand draft in favour of „The Sports Goods Export Promotion Council, New Delhi“. EMD would be refunded to the unsuccessful bidder. For the selected bidder, EMD amount would be adjusted in the final payment.
7. The concept/design of the pavilion with layout, decoration plan etc. as indicated above must be submitted in hard copy as well as on CD/ USB. The agency should provide 3D images/presentation of SGEPC pavilion (both hard and soft copy) clearly showing the complete projection of SGEPC pavilion from different angles. It must also show the complete 3D look of standard booth of Row booth, Corner booth and Island with complete display aids and furniture. The 3D presentation should also depict graphics etc. in detail.