



Annexure: I

INDIA TRADE PROMOTION ORGANISATION

E-TENDER NOTICE

RFP No. No. 180–ITPO/ANUGA/2025-26/18

Tender for Selection of Agency for Construction & Decoration, maintenance and Allied Services Relating to India Pavilion at Anuga Fine Food Fair 2025 at Cologne, Germany from October 4-8, 2025, on Quality-cum-Cost Based System (QCBS) Module.

1. INTRODUCTION

India Trade Promotion Organisation (ITPO), Bharat Mandapam, New Delhi, is the nodal agency of the Government of India for promoting trade through the medium of trade fairs in India and abroad.

2. About Anuga Fine Food Fair:

Anuga Fine Food 2025, scheduled to be held from 4–8 October 2025 in Cologne, Germany, is the world's leading trade fair for the food and beverage industry. The event showcases a diverse range of products including fine foods, beverages, meat, dairy, organic products, and frozen foods. It serves as a vital platform for industry networking, product innovation, and business development, enabling manufacturers, suppliers, and retailers to explore global trends and expand their market reach.

3. About event:

ITPO is representing India in the following fair and will setup India Pavilion in the area allocated to ITPO (Layout plan attached).

Name of the Fair/Exhibition	Anuga Fine Food Fair 2025
Date of the Fair	Oct 4-8, 2025
Venue	Cologne, Germany
Fair Organiser	Koelnmesse GmbH
Gross area allotted to ITPO	1388sqm (APPROX)
Area required to be buildup	1031 Sqm (may increase or decrease)

4. The Assignment:

ITPO is inviting online bids from the interested reputed companies for Construction & Decoration, maintenance and allied services relating to 'India Pavilion' in the Show as per the following indicative critical date sheet. **Online bid submission will be started on 08.08.2025 (05.00 pm).** MANUAL BIDS SHALL NOT BE ACCEPTED.

Date of start of submission of Bids	15.08.2025 (3:00 pm)
Last date of submission of Bids	21.08.2025 (3.00 pm)
Date of Pre-Bid Meeting	18.08.2025 (12.00 pm) at Admin Building ITPO
Date of opening of Technical Bids	22.08.2025 (3.00 pm)
Date of Presentation	To be notified later
Date of opening of Financial Bids	Will be informed to technically qualified bidders at a later stage

The scope of work and term and condition are provided in para 5 to para 21 below.

5. **Eligibility Criteria:**

Agencies, which are in existence for the last five financial years & more and meeting the having the following criteria are here by invited to bid for the event on turnkey basis.

- (i) Must be a registered business entity/service provider. Registration number 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.
- (ii) The agency should have Minimum annual average turnover of **Rs 5.00 Crore** from the Event Management business related to construction & decoration, maintenance of pavilion in international events during last 5 financial years. The turnover shall be in the name of applicant organization only and not that in the name of group/sister organizations. Proof of annual turnover from the said business activities with certificate from auditor or any other empowered authority must be attached.
- (iii) A minimum of 5 years' experience in designing and executing the project on turnkey basis in International events organized outside India. List of major events undertaken and clients with whom they have worked in the past must be attached. Proof of work-order and evidence of payment receipt is required to be submitted.
- (iv) The bidder must have constructed at least one pavilions of a minimum of 500 sqm each in a single event related to construction, decoration, and maintenance of pavilions, organized outside of India within the last five financial years.
- (v) The agency should not have been blacklisted by central government organization. A self-declaration as per annexure has to be submitted.
- (vi) Submission of EMD of **Rs 4.00 lakhs** in the form of DD/online transfer in ITPO Bank Account is essential for the bid without which the bid offer will be rejected. Details of ITPO Bank is given below: -

NAME OF THE BENEFICIARY	INDIA TRADE PROMOTION ORGANISATION
NAME OF THE BANK	HDFC Bank
BRANCH NAME	209-214, KAILASH BUILDING, 26, KASTURBA GANDHI MARG, NEW DELHI-110001
ACCOUNT NO.	00031110005078
TYPE OF ACCOUNT	SAVING
IFSC/NEFT CODE	HDFC0000003
PAN NO OF ITPO	AAAT12955C
GST No. of ITPO	07AAAT12955C1ZX

- (vii) Exemption from submission of EMD to MSME registered agency will be applicable as per Government rules.
- (viii) Submission of non-refundable tender fees as mentioned in the NIT and RFP.

6. Application-cum-Processing Fee, EMD and Performance Security:

The Application cum Processing Fee, and Earnest Money Deposit (EMD) must be submitted with the Technical Bid as follows:

- (i) A non-refundable Application cum Processing Fee of Rs. 1180 including GST in the form of a Demand Draft (DD) drawn in favour of “ITPO” payable at New Delhi.
- (ii) Interest-free Earnest Money Deposit (EMD) in the form of DD/FD/online transfer for Rs. 4,00,000/- (Rupees Four Lakh) in favor of “ITPO” payable at New Delhi. The EMD received from unsuccessful bidder will be returned after the selection process is complete. The EMD received from successful bidder will be processed after submission of performance Bank Guarantee (5% of awarded value)
- (iii) ITPO will require the successful bidder to provide a Performance Bank Guarantee, within 03 days from the Notification of Award, for a value 5 percent (5%) of awarded value. The Performance Bank Guarantee should be valid for the period of minimum 06 Months. The Performance Bank Guarantee shall be released after completion of the work and final settlement of payment.

7. **SCOPE OF WORK:**

- I. Bare space allocated to ITPO by the show organiser is 583 sqm (in Hall No. 11.3) and one blocks having gross areas of 165.75 sqm in Hall 3.1. and three blocks having gross area of 283.18 sqm (Part of the island spaces in Hall 3.1 will be available for construction after 5:00 pm on 03.10.2025. Construction has to be completed as per the given timelines.) Please see Annexure-III for plot details. Details of construction timelines are given in the general guidelines of the fair authority attached in Annexure-IV. There will be about 67 stands in the India Pavilion having different booth sizes as per the layout plan. Construction/gross area may increase or decrease depending upon participation. The area for carrying out construction and decoration will be approximately **1031.93 Sqm** (with a deviation of up to +/- 10%) under ITPO's Shell Scheme.
- II. The work will include booth construction for individual participants in the India Pavilion using the wooden material. The scope of work shall include the design, construction, and maintenance of the facilities. Stand construction will be as per the specifications given in the attached layout plan, including display props/furniture, lighting, carpets, power connections, and back-lit fascia with the company's name and booth number. The hall will be available as per the fair authorities' guidelines provided on their website, and the work must be completed no later than 6:00 a.m. on October 4, 2025, except for the portion of the area allotted in the hall which needs to be constructed by 8:00 a.m. on October 3, 2025.
- III. The premises must be handed over to the fair organiser within the specified period/timeline allowed as per the regulations of the fair organiser, after cleaning and removal of debris, etc. Guidelines and regulations of the fair organiser may be seen on their website and must be strictly adhered to before participating in the tender. Any liability arising from non-adherence will be borne by the agency. The agency will submit all necessary documentation and application forms to the concerned authorities for the use of the venue and approval of plans, etc.
- IV. The selected agency will undertake the construction, decoration work, and allied services such as arrangement of tea/coffee for business visitors/exhibitors, hiring of interpreters on a requirement basis, etc., for the India Pavilion at the event on a turnkey basis and as per work ordered by ITPO.
- V. The agency has to install a 3D pylon above stands, visible from all corners of the halls, as per the specified permissible height by the fair organiser. A contemporary and vibrant design theme as per ITPO approval, to be maintained across all constructions and branding. Suitable branding has to be done and maintained throughout, with optimal utilization of all dimensions (specifically the top section) as per the guidelines of the organisers.
- VI. The layout indicating the circulation plan and sizes of the booths is attached. Construction work has to be carried out in accordance with this layout plan, which may be changed as per requirement.
- VII. The India Pavilion branding should be on stretchable Lycra, flex, or digital print so that there are no wrinkles in the final setup. The common India branding should be brightly lit and free from any dark pockets within the India Pavilion.
- VIII. Construction of stalls of different sizes for each participant to display their products and facilitate interaction with buyers/visitors, including the requirement of furniture, is as per the details given below:

	Item	Less than 10 Sqm	15	16-20	21-25	More than25
1	Round Table(standard size)	1	2	2	2	3
2	Chair	2	3	4	5	6
3	LED Spotlight of 30 Watt or eq. each	3	4	5	6	7
4	Shelves	2	2	3	5	6
5	Power Point socket	1	1	1	2	2
6	Waste Paper Basket	1	1	1	2	2
7	Lockable Counter Size: 1.0m(ht)x1m(wt)x0.5 m(depth)	1	1	1	2	2
8	Carpet	yes	yes	yes	yes	yes
9	Back Lit Fascia with Company's Name(s)	yes	yes	yes	yes	yes

- IX. For areas more than 25 sqm, an adequate number of round tables, chairs, spotlights, and power points will be provided on a proportionate basis. Each corner booth will have 2–3 fascias. For areas less than 10 sqm, the agency has to provide one lockable counter without a glass top and one round table in each booth, along with other furniture and lights on a pro-rata basis as per the table given above. The agency must ensure at least two LED spotlights of 30 watts each in every booth with an area less than 10 sqm.
- X. Please ensure that the design, development, and printing of posters/graphics are done using digital print with lamination on vinyl in self-adhesive form. The rates shall include design, development, printing, stretching, installation, etc., for the India Pavilion.
- XI. In case posters/panel graphics are supplied by participants, the C&D agency will paste them in their respective stalls/booths at no extra cost. The agency must inform all prospective participants of the deadline in advance. ITPO may also order panel graphics for its site office on payment basis.
- XII. The agency will undertake daily cleaning of the India Pavilion and maintain cleanliness throughout the day. After the fair is over, no garbage or debris will be left by the agency during dismantling, and the cleaned space will be handed over to the concerned fair authority in all respects.
- XIII. The agency will ensure the presence of technical manpower on-site throughout the show to attend to any complaints or contingencies. The selected agency will also be responsible for having sufficient manpower present on-site for construction and maintenance of the pavilion during the construction period and exhibition days for proper coordination.
- XIV. Fascia names and booth numbers will be provided separately by ITPO. Each corner booth will have 2 to 3 fascias.
- XV. The agency will provide new carpets for the booths; the color of the carpet will be approved by ITPO.
- XVI. Materials such as wall panels, furniture, display aids, etc., used by the agency must be of very high quality. Chairs, tables, counters, and display aids provided in the stand area should be of the same type and color.
- XVII. The agency must provide 3D images/presentations of the India Pavilion (both hard and soft copies), clearly showing the complete projection of the pavilion from different angles. The presentation must also show the complete 3D look of all booth sizes with complete display aids and furniture, along with detailed graphics.
- XVIII. It shall be the responsibility of the agency to make and fix façade boards/graphics indicating the “India” title in English and German at different locations as per the attached design.
- XIX. Power supply and main electrical connections will be arranged by the agency through the fair organiser, for which ITPO will make separate payments upon receipt of the invoice if charged extra. The agency will be responsible for distributing electricity across the India Pavilion and ensuring electricity connection at each stand. The agency shall also arrange power connections for stands allotted under the ‘Bare Space Scheme’ by ITPO.

- XX. The rates quoted will cover the whole duration of the event and include assembling, dismantling, drainage, material handling, transportation, maintenance, cleaning on the day before opening and during the event, including waste disposal.
- XXI. The agency is also required to quote rates for optional/additional items such as furniture/display items including shelves, showcases, tables, chairs, spotlights, refrigerators, etc., for use by ITPO or exhibitors on a spot payment basis. Deductions for any shortfall in providing display aids or furniture will be made based on the quoted rates. Rates should be reasonable and informed to participants in advance.
- XXII. The agency must quote rates for providing interpreters on a per person per day basis. ITPO may hire this service on direct payment to the interpreters, for which rates should be quoted as an optional item.
- XXIII. The agency has to arrange tea/coffee during the event for business visitors and exhibitors. This is an optional item and will be ordered separately by ITPO if needed.
- XXIV. The agency will have to arrange a networking meet for approximately 200 persons on a requirement basis. This is also an optional item to be ordered separately. The agency may arrange this for ITPO on direct actual payment to the service provider.
- XXV. The approved agency will have to settle all bills of the show organisers and other vendors before vacating the venue. The selected agency will also have to settle all dues relating to the organisation of Anuga Fine Food Fair 2025, especially those relating to the scope defined in this tender. Any future liability will be borne by the selected agency.
- XXVI. The approved C&D agency should submit a photo album containing at least 50 photographs (size: 5 x 7 inches) and separate pen drives containing photos of the India Pavilion and video files (minimum 10 MB) showcasing different styles.
- XXVII. 1000 fair guides (size approximately 6 x 8 inches) have to be printed by the agency containing details of the participants and handed over at the fair site to the ITPO team. Contents for the fair guide will be provided by ITPO.

8. TERMS & CONDITIONS:

- i. The approved bidder will work under the directions and guidance of ITPO. It shall be the sole responsibility of the agency to ensure all activities undertaken for ITPO comply with local laws.
- ii. The bid value should be quoted in Euro only, inclusive of all taxes.
- iii. Interested eligible agencies may submit their bids as per Annexures I & II, along with supporting documents including earnest money deposit (EMD) of Rs. 4,00,000.00 (Rupees Four Lakh only) through online transfer to ITPO's bank account. The EMD will be refunded to unsuccessful bidders after vendor selection. The EMD of the successful bidder will be refunded after satisfactory execution of the work. Misrepresentation of facts or withdrawal of bids will lead to forfeiture of the EMD.
- iv. The agency will ensure that the manpower engaged for the India Pavilion complies with local laws. Further, the agency indemnifies ITPO against any claim. The attendance sheet must be maintained and attested by the ITPO Fair Officer.
- v. The agency is required to sign each page of the bid document by the authorized signatory. An authorization letter must be enclosed. The validity of the bid is 90 days from the last date of bid submission.
- vi. ITPO requires that bidders under this contract observe the highest standards of ethics during the agreement period and be free from any vigilance enquiry. Bidders shall bear the cost associated with the preparation and submission of bid documents to ITPO. The bidder must never have been blacklisted, holiday listed, or debarred by any Central Government or PSU, especially by the Department of Commerce, Government of India, or the bidder's country of origin.
- vii. ITPO will reject a proposal for work if it is determined that the applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract.
- viii. ITPO will declare an applicant/bidder ineligible, either indefinitely or for a stated period, to be awarded a contract(s) if it determines that the applicant/bidder has engaged in corrupt or fraudulent practices in competing for or executing the contract.
- ix. The agency will indemnify ITPO against any claims, losses, suits, liabilities, or judgments suffered.
- x. **ITPO reserves the right to:**
 - a. Make minor changes in the design plan.

- b. Extend the deadline for submission of applications/bid documents at its discretion.
- c. Accept or reject any proposal at any time prior to the award of contract/order, without assigning any reasons and without any liability on ITPO.
- d. Suspend the project or cancel the contract with the selected party in part or whole at any time if, in the opinion of ITPO, it is necessary or expedient in the public interest. The decision of ITPO shall be final and binding in this regard. ITPO shall also not be responsible for any damage or loss caused or arisen out of the aforesaid action.
- e. Modify terms and conditions of the contract granted to the successful bidder after the bidding process, if, in the opinion of ITPO, it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of ITPO shall be final and binding.
- f. For interpretation of any clause of this document, the decision of ITPO shall be final and binding on the bidder.

9. GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS:

Online technical and financial bids, submitted separately, are required to mention the name of the event, i.e., **Anuga Fine Food Fair 2025**, to be held from **October 4–8, 2025**. The bids must be submitted by **14th August 2025, till 3:00 P.M.** Bidders may please note that **conditional bids are not allowed** and will be **rejected summarily**.

9.1 Technical Bid (Annexure-I):

Mandatory details to be submitted online by the Bidder:

- a. Name of agency with address
 - b. Name and Designation of Chief Executive
 - c. Profile of the agency including the staff strength on payroll.
 - d. Track Record – previous experience of handling similar nature of work (please mention here).
 - e. The company must have at least 5 years of work experience in event management related to international trade fairs pavilion (excluding advertising and printing), with copies of work orders for the last five years for pavilions of 500 sqm and above.
 - f. A CA certificate certifying the turnover of the applicant bidder for the last 5 financial years. The turnover should be in the name of the applicant organization only, not that of group/sister organizations.
 - g. Self-attested photocopies of the latest Income Tax Returns for the last 5 years and self-attested photocopy of the PAN Card.
 - h. These documents should be in the name of the applicant organization only, not that of group/sister organizations. In other words, the name of the applicant organization should be consistent in all submitted documents.
 - i. An interest-free Earnest Money Deposit (EMD) of Rs. 4,00,000/- (Rupees Four lakh only) in the form of Demand Draft or online transfer (RTGS) in favour of ITPO, New Delhi.
 - j. A self-certified undertaking stating that the agency has not been blacklisted by central government organization and that this status is valid as of the date of submission.
- 9.2** The concept/design of the pavilion with layout, decoration plan, etc., as indicated above, must be submitted in hard copy and soft copy. The agency should provide 3D images/presentation of the ITPO pavilion (both hard and soft copies) clearly showing the complete projection of the pavilion including the 3D pylon from different angles. It must also show the complete 3D look of a standard booth of 15 sqm (5m x 3m) with complete display aids and furniture. The 3D presentation should also include graphics and other details.

9.3 Financial Bid: Duly filled Financial Bid in the format of BOQ – xxxx, along with the Financial Bid undertaking (Annexure-II), must be submitted only through the CPP Portal. The bid value should be quoted in Euro, inclusive of all taxes, for the complete project of India Pavilion as per the layout plan and terms & conditions of the Tender document. The unit rates/quotations of optional items will not be considered in the financial evaluation but will be available as optional items to be ordered separately.

- 9.4** a) The financial bid of the compulsory item, i.e., Sr. No. 1.01 of the BOQ, will only be considered for financial evaluation. However, bidders must also quote prices for the optional items (Sr. 2-19 of BOQ).
b) The selected bidder will be required to execute/supply the optional items at the price quoted by them or at the average price of the same item quoted by all technically qualified bidders, whichever is lower.

10. SELECTION PROCEDURE:

A Committee in ITPO will carry out a preliminary screening of the bidders and shortlist those fulfilling the prescribed requirements. The shortlisted bidders will be required to make a technical presentation before the selection committee as per the schedule. Absence will lead to disqualification.

The agency securing the highest aggregate score (i.e., combined Technical and Financial weightage) will be selected for Construction & Decoration and allied services relating to the 'India Pavilion' at Anuga Fine Food Fair 2025.

The presentation may bring out their suggestions on the following areas:

S. No.	Area	Score weightage
1	Overall concept and design of India Pavilion along with complete graphics of 15 sqm stands with complete display aids and furniture. Overall aesthetics of design in terms of pavilion and exhibitor stall, innovative ideas for the pavilion and for visitor engagement.	50
2	Annual Turnover of the Company from Event Management business related to design, construction and maintenance of pavilion in international fair organized outside India during any three years out of last five financial year: Breakup of marks is given below: a. Rs. 5 crore - 3 Marks b. Rs.5-6 crore -4 Marks c. Above Rs.6 crore -5 Marks	5
3	Previous works of similar nature at International fair organized outside India (Min 500 sqm). Breakup of marks is given below: a. At least two event in last 5 years -3 Marks b. At least three event in last 5 years -4 Marks c. More than three events in last 5 years -5 Marks	5

The calculation of technical weightage will follow the method below:

$H_1 = 60$ marks (highest marks obtained)

$H_2 = 60 \times H_2/H_1$

Whereas, H_2 = marks obtained by the second highest scorer, H_1 = marks obtained by the highest score

11. OPENING OF FINANCIAL BIDS:

The marking will be done on all the presentations. Vendors who secure a minimum of 60% marks (36 out of 60 marks) in technical presentations will be shortlisted, and only their financial bids shall then be opened. The financial bid will carry a maximum of 40 marks.

The calculation of financial weightage will follow the method below:

$L_1 = 40$ marks

$L2 = 40 \times (L1 \text{ (the cost quoted by L1)} / L2 \text{ (the cost quoted by L2)})$ and similarly for L3, L4, etc. (depending on the number of parties).

(Selection of the agency will be done on the basis of the highest aggregate of weightage i.e., marks of technical weightage and financial weightage)

12. Submission of Bids (To be submitted online on CPP Portal at <https://eprocure.gov.in/>)

The following documents shall be furnished by the Contractor along with Technical Bid (Annexure I) as per the tender document (as applicable):

- I. Scanned copy of valid certificate of registration of the firm.
- II. Scanned copy of Annual Turnover proof.
- III. Scanned copy of experience certificates.
- IV. Scanned copy of PAN No, GST number.
- V. Scanned copy of documents for Earnest Money Deposit (if applicable).
- VI. Scanned copy of Tender Acceptance Letter. (Annexure I)

13. Financial Bid – BoQ.xls

Duly filled Financial Bid along with financial bid undertaking (Annexure-II) in the format of BOQ – xxx.xls only through CPP Portal in bid value in Euro including all taxes for the complete project of India Pavilion as per layout plan and terms & conditions of the Tender document.

14. For any query, the interested bidder may contact:

- Shri Ashish Dhar dwivedi, Sr. Manager, 9805505609; email id – ad.dwivedi@itpo.gov.in
- Shri Raju Kumar, Sr. Assistant, Mobile Number – 8826643092; email id – @itpo.gov.in
- Shri Vivek Verma, AM(Finance), Mobile Number – 9873976712; email id – @itpo.gov.in

The evaluation of bids will be made in two stages –

Technical including presentation and Financial i.e. QCBS basis as defined in the tender documents.

- In case of non-submission of Earnest Money by any bidder, their Technical Bid shall not be opened in any circumstances. The Technical bids shall be opened on the specified date and time as mentioned in the critical date sheet online in the presence of the bidders or their authorized representatives. Presence is not mandatory.
- The technically eligible bidders will be called for presentation before the Selection Committee. After technical requirement/evaluation, financial evaluation will be made & financial ranking statement will be prepared and the selection of the vendor/agency will be done on the basis of Quality-cum-Cost Based Selection (QCBS) criteria as mentioned at Para 8 & 9 of the tender documents.
- Bids received after the deadline of submission of application will not be considered or opened under any circumstances.
- No conditional bids shall be considered.
- Bids received through email/manual bid shall not be considered.
- No modification or substitution of the submitted application shall be allowed. An applicant may withdraw his application after submission, provided that written notice of the withdrawal is received by ITPO before the due date for submission of applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions by the stipulated date.
- Financial weightage will be decided on the total cost excluding optional items.

15. Arbitration

In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract/Agreement/Tender Document remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996.

The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties.

The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English. The venue of the arbitration proceedings shall be the Office of ITPO, i.e., Bharat Mandapam, New Delhi.

16. COMPLIANCE WITH LAWS:

It shall be the sole responsibility of the Bidder(s) to comply with/observe all applicable laws, rules, regulations, orders, directives and guidelines of any Government/Statutory Authority/Regulatory body of India/France including all the labour laws, as amended from time to time, and also obtain/hold licenses/permissions/clearances required for the purpose of this Tender Document/Contract/Agreement.

17. Jurisdiction

All disputes arising out of and in relation to the Tender Document/Contract/Agreement between the parties herein shall be governed by Laws of India subject to the exclusive jurisdiction of the courts of Delhi only.

18. Force Majeure

If at any time, during the continuance of this Tender Document/Contract/Agreement, the performance in whole or in part, by either party, of any obligation under this Contract is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental Authority, explosion, epidemic, pandemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of the Parties), fire, floods, natural calamities or any act of GOD (hereinafter referred to as “Event”), provided notice of happenings of any such Event is given by the affected party to the other, within 7 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate this Contract, nor shall either Party have any such claims for damages/compensation/costs/expenses against the other, in respect of such non-performance or delay in performance, provided the Contract shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Tender Document/Contract/Agreement is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may, at its option, terminate the Tender Document/Contract/Agreement.

19. Indemnity

Bidder(s) shall indemnify, defend and hold ITPO and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever – whether financial or otherwise, including liability for payment of contributions/dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc., which ITPO may sustain, incur, suffer or be exposed to at any time during the subsistence of the Tender Document/Contract/Agreement and subsequent thereto arising out of a breach by the Bidder(s), its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

20. Confidentiality

The Bidder(s) shall maintain a high level of professional ethics and shall not act in any manner which is contrary to any laws and/or detrimental to ITPO's interest. Bidder(s) shall treat as confidential any and all data, information and records obtained/received in the performance/execution of its responsibilities, in strict confidence and shall not reveal such data, information or records to any other person/party without the prior written approval of ITPO, even after expiry of Tender Document/Contract/Agreement. ITPO shall take necessary legal and other remedial actions for infringement of this clause.

21. Intellectual Property Rights

ITPO's name/logo/other IPRs shall be the sole and exclusive property of ITPO only. For any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs by the Bidder(s) and/or their sub-agents/sub-contractors/employees etc., the Bidder(s) shall be held solely responsible. ITPO shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs. Bidder(s) shall indemnify ITPO against any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees etc. ITPO shall take necessary legal and other remedial actions, as deemed fit, for such violations.

22. TERMS OF PAYMENT

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

- a. Advance up to 50% of the approved bid amount to be paid before undertaking the job subject to submission of bank guarantee issued from nationalized bank with the validity of 06 months in favour of India Trade Promotion Organisation for the similar amount.
- b. Full and final payment would be released on completion of the event and satisfactory report of the officer deputed for the event after return to India and on receipt of undertaking about settlement of all dues.
- c. Payment will be released only for the actual work done at site as scope of work could increase or decrease as per requirement. The agency will be informed one week before the start of the event about the actual work to be undertaken at site.

23. PERFORMANCE ASSURANCE / Penalty

- I. If performance of the agency is not up to the mark or is less in any of the deliverables / the measurable output is less than envisaged as per scope of work, then pro-rata cut will be imposed item-wise. Up to 10% penalty of the total bid value will be imposed by ITPO for any service/executive deficiency. The deduction against shortfalls in any will be quantified accordingly.
- II. In case the selected agency does not turn up to execute the work, the EMD deposited by the bidder will be forfeited and the agency will be blacklisted by ITPO.
- III. **DISCLAIMER:**
 - a) The information contained in this Document or subsequently provided to Bidder(s), whether verbally or in documentary form or otherwise by or on behalf of ITPO, or by any of its employees, is provided to Bidder(s) on the terms and conditions set out in this document and such other terms and conditions subject to which such information is provided.
 - b) This document is neither an agreement nor an offer by ITPO to the prospective Bidder(s) or any other person.
 - c) ITPO, or its employees, make no representation or warranty and shall have no liability to any person, including any Bidder(s), under any law, statute, rules or regulations or tort, principles of restitution or

- unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the document and any assessment, assumption or information contained therein or deemed to form part of this document.
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 - e) The issue of this document does not imply that ITPO is bound to select any Bidder(s) for the purpose and it reserves the right to reject all or any of the Bidder(s) without assigning any reasons whatsoever.
 - f) ITPO reserves the right not to proceed with the Bidding process at any time or stage, without notice or liability, and to reject any or all applicants without assigning any reasons whatsoever.

INDIA TRADE PROMOTION ORGANISATION
INDIA PAVILION Anuga Fine Food Fair 2025, Cologne (Germany)

TECHNICAL BID

Annexure-I

Sl. No.	Title	Details				
Eligibility						
1.	Registration No. (TAN/Direct Tax/ Income Tax/Trade/VAT/GST, etc. as may be applicable) (Please attach proof)					
2	Annual Turnover (last Five years) (Please attach Proof with certificate from Audit or any other empowered Authority)	Year1 (2019-20)	Year2 (2020-21)	Year3 (2021-22)	Year4 (2022-23)	Year5 (2023-24) or (2024-25)
3	Details of Past Experience related as per the eligibility criteria sr. no 5 (Please attach list of proof)					
4	Certified copy of ESI and EPF registration (if applicable)					
5	EMD Details	Amount : UTR No: Date: Bank Name:				
Company Profile						
6	Name of the Company					
7	Address					
8	Telephone					
9	Fax					
10	E-mail					
11	Name of CEO& Title					
12	Bankers details with A/c No.					
13	Year of Establishment					
14	No. of employees					
15	3D images/presentation (both hard and soft copy) of India pavilion as required in the tender document.					

DATE:

SIGNATURE OF AUTHORISED REPRESENTATIVE

Place:

NAME

COMPANY SEAL

(Please attach Authorization letter for signatory)

Tender Acceptance Letter

(To be submitted on Company letterhead along with signed copy of Tender documents)

To,

The Fair Officer

Anuga 2025

ITPO

Bharat Mandapam, New Delhi - 110001

Subject: Acceptance to the Terms and Conditions of the Tender Documents relating to construction/decoration & allied services works for India Pavilion at Anuga Fine Food Fair 2025

Sir/Madam,

I/We have downloaded/obtained the tender document(s) for the above-mentioned 'Tender/Work' from the website(s) namely:

As per your advertisement, given in the above-mentioned website (s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall hereby abide by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our company has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found corroborating, violated, then your department/organisation shall without giving any notice or reason therefore summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

Annexure: II

FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

1. I submit the Price Bid for “Construction& Decoration and allied services relating to **‘India Pavilion’** at Anuga Fine Food 2025 to be held at Cologne in Germany from October 4-8, 2025, through QCBS method” and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.
3. I offer to work at the rates including GST as indicated in the price Bid.

Date and Place:

Authorized Signatory

(Stamp & Signature of the Authorized Person)

Annexure
Self Declaration

Tender for Selection of Agency for Construction & Decoration and Allied Services Relating to India Pavilion at Anuga Fine Food Fair 2025 at Cologne, Germany from October 4-8, 2025, on Quality-cum-Cost Based System (QCBS) Module.

To
ITPO,
NewDelhi-110001

Subject: Declaration for not being Blacklisted/debarred.

Sir,
With reference to the bid on the subject cited above, I, (Name and designation of the signatory), hereby declare and confirm that M/s (Name of the Agency) has not been blacklisted or debarred by the Central Government or any Public Sector Undertaking, as on the date of submission of the bid, from participating in future bids due to unsatisfactory performance, corrupt or fraudulent practices, unethical conduct, or any other reason.

Signature of Authorized Signatory

Name and Designation

Company Seal

Hall No.	Area	Stall No.
Hall No. 11.3	F039/F031 – 108 sqm	07
Hall No. 11.3	G039/F030 – 240 sqm	17
Hall No. 11.3	G029/F020 – 235 sqm	15
Hall No. 3.1	D010/D018 – 165.75 sqm	09
CONFEX	G010g – 94.36 sqm (16.91 x 5.58 m)	08
CONFEX	G030g – 94.41 sqm (16.92 x 5.58 m)	03
CONFEX	G040g – 94.41 sqm (16.92 x 5.58 m)	08
Total	1031.93	67

Hall 11.3

10.00 M	B-01	B-02		B-04	B-05	B-06	B-07	B-08
	S.K. BROTHERS	JASMER FOOD PVT. LTD.		S AND G EXPORTS	RDR IMPEX PVT. LTD.	G S EXPORTS	AYAAN EXPORT HOUSE	GRANNYS SPICES(INDIA) LLP
	12SQM	30 SQM		15SQM	15SQM	15SQM	15SQM	12SQM
	B-18	B-16		B-15	B-14	B-13	B-12	B-09
	RAJKAMAL AGRO INDUSTRIES	POOJA DEHY FOODS PVT. LTD.		INSIGHT FOOD PVT. LTD.	RAJ FOODS INTERNATI ONAL	SMJ EXPORTS PRIVATE LIMITED	MIDA AND COMPANY PRIVATE LIMITED	AL-KHAIR EXPORTS
	9SQM	15SQM		15SQM	15SQM	15SQM	15SQM	9SQM
	B-17							B-10
	SUPER NUTRI FOODS							GROVER SONS
	9SQM							9SQM
G039/F030				24.00M				TOTAL BOOTH: 18
240sqm								

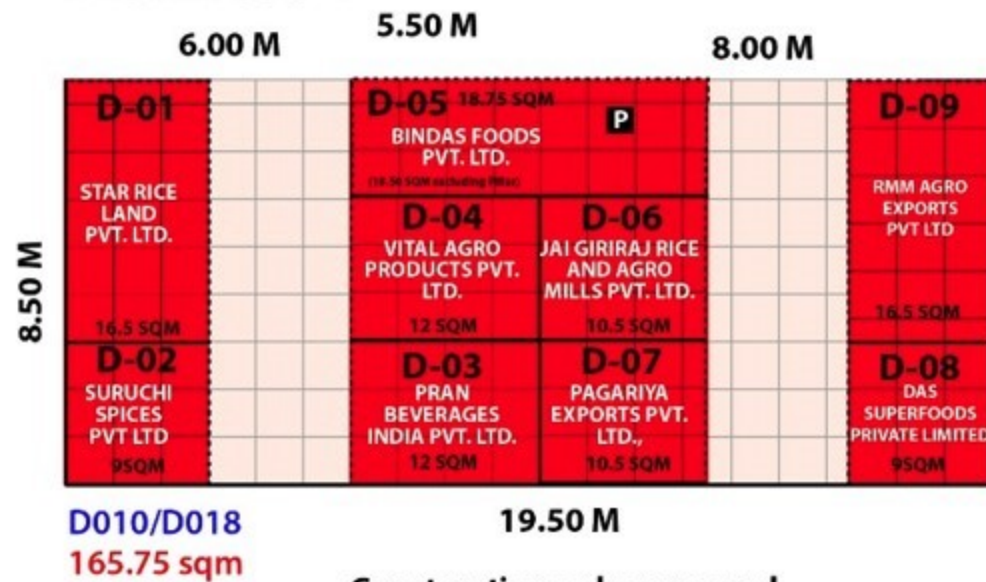
Hall 11.3

10.00 M	A-01	A-02	A-03	A-04	A-05	A-06	A-08	
	UNIQUE FRAGRANCES	MANSI FOODS	SULSON OVERSEAS PVT. LTD	MAJESTIC BASMATI RICE PVT. LTD.	BANSAL FINE FOODS PVT. LTD.	P K OVERSEAS PVT. LTD.	SUPPLE TEK INDUSTRIES PRIVATE LIMITED	
	125SQM							
	A-17	155SQM	155SQM	155SQM	155SQM	155SQM	27.5 SQM	
		A-16	A-15	A-14	A-13	A-12	A-11	A-10
	AMAR SINGH CHAWAL WALA	SHAKTI FOODS	ABHIRAM INTERNATIONAL PVT. LTD.	H R EXPORTS PVT. LTD.	MAAHIR FOODS	CHAMAN LAL SETIA EXPORTS LTD.	BORA FOODS PVT. LTD	NILONS ENTERPRISES PVT. LTD.
	185SQM	135SQM	135SQM	135SQM	135SQM	135SQM	12.5 SQM	15 SQM
G029/F020				23.50 M		TOTAL BOOTH: 18		
234sqm								

Hall 11.3

4.50 M	18 SQM	18 SQM	13.55SQM	13.55SQM	13.55SQM	13.55SQM	18 SQM
	ANSHUL TRADING COMPANY	AASWAD FOODS P	FARMVALE PSYLLIUM	GEE GEE AGRO TECH.	ORCHID EXIM INDIA PRIVATE LIMITED P	SKY AGRI EXPORT	ELMAC FOODS LLP
	C-01	C-02	C-03	C-04	C-05	C-06	C-07
F039/F031		24.00M		TOTAL BOOTH: 07			
108sqm							

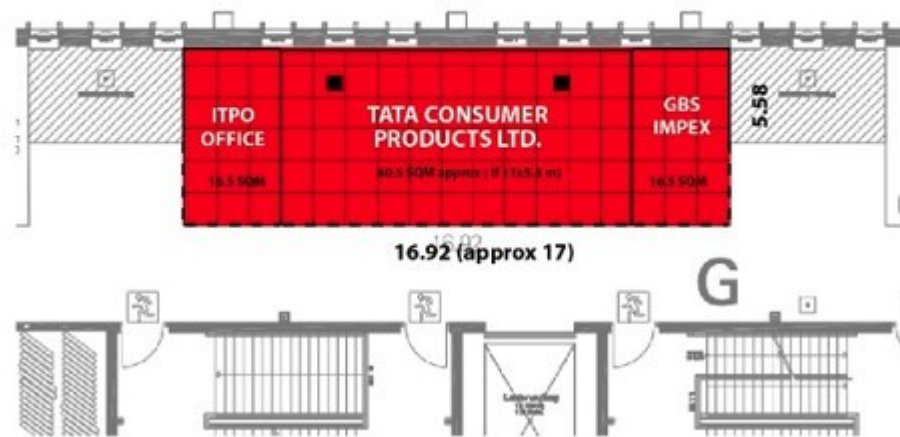
Hall 3.1



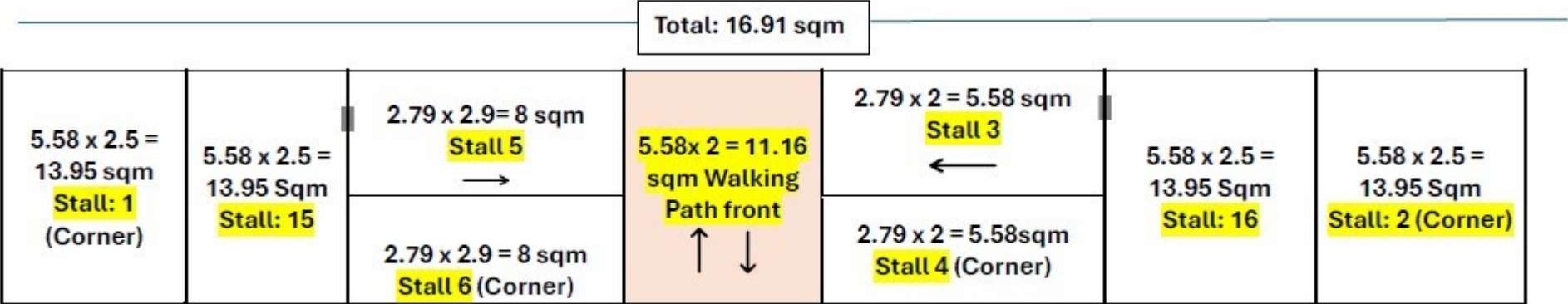
Construction only approved
from 03.10.2025 - 5PM

CONFEX

G-030g



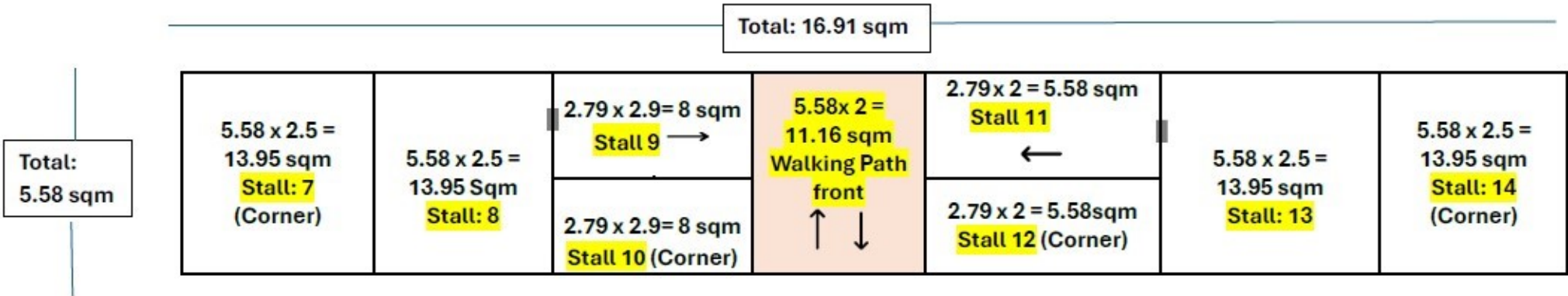
Block Number: G-040g



Front Side of the stall

Pillar: ■

Block Number: G-010g



Front Side of the stall

Pillar: ■