

MOES/Korea-Expo/2010-PC-V  
Government of India  
Ministry of Earth Sciences

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Prithvi Bhawan  
IMD Campus, Lodi Road,  
Opp. India Habitat Centre Gate No. 2A,  
New Delhi – 110 003  
Dated: 22.12.2011

To

(As per List enclosed)

**Tender Notice**

Ministry of Earth Sciences will be setting up India Pavillion in 'The Living Ocean and Coast' Expo 2012 is being held at Yeosu, South Korea, from 12th May to 12th August 2012.

2. Ministry of Earth Sciences invites sealed tenders in two bid pattern (Technical and Financial) for tenant interested in leasing a retail shop for traditional souvenirs of India.

3. The separate envelopes should be sealed and superscribed as "Quotation for Commercial Retail Space for Lease -- EXPO 2012 YEOSU KOREA -- Technical Bid" and "Quotation for Commercial Retail Space for Lease -- EXPO 2012 YEOSU KOREA -- Financial Bid" and these two envelopes should be enclosed in single wax sealed cover and superscribed as "Quotation for Commercial Retail Space for Lease -- EXPO 2012 YEOSU KOREA".

4. **Retail space to be leased :** 40 sq.mt. area in A 306-2.

5. **Leasing Period:** 12.5.2012 to 12.8.2012 (93 days)

6. **Tender Schedule :**

Receipt of tender in the Ministry	:	13.1.2012 – 1500 hrs.
Opening of Technical Bids	:	13.1.2012 – 1530 hrs.
Presentation with model	:	17.1.2012
Opening of financial bids of shortlisted Firms	:	18.1.2012 – 1100 hrs.

7. Ministry reserves the right to reject any or all the tenders received without assigning any reason.

8. The details of terms & conditions are attached in Annexure – I.

(Dr.M.Sudhakar)  
Adviser

**Terms and conditions of the Tender**

1. The participating firm shall bear the expenses for designing, building, travel, manpower and installing commercial facilities inside their exhibition areas following regulations concerning construction and fire prevention, installation and operation of machinery and equipment.
2. Participating firms should give an undertaking that they will participate for the whole duration i.e 93 days.
3. The participating firm should adhere to the Conditions for commercial activities laid down by the Organising Committee, Yeosu, Korea, which is enclosed as Annexure – II.
4. The firm having experience in this field for the last ten years; and documentary proof of the same must be attached.
5. The firm must have previous experience in participating such expos during the last five years; and documentary proof of the same must be attached.
6. The firms must possess valid registration number (VAT) issued by the Trade and Tax Department. The documentary proof of registration must be attached.
7. The firms must possess valid PAN Number issued by Income Tax Department. The copy of the same must be attached.
8. The firms must have annual financial turnover of minimum Rs.2.00 crores for the last 05 years. The balance Sheet & Profit & Loss accounts for the last 05 years must be attached.
9. **The firm will put page number and authorized signature on each page(both side) compulsorily and in absence of it, the bids will be rejected.**
10. **Validity :** The bid shall remain valid for 60 days from date of opening the tender.
11. **Evaluation criteria** of Tenders will be as follows :
  - a. The technical envelop will be opened by a duly constituted Committee;
  - b. After evaluation of the technical bid documents, those firms which accepts and fulfils all the terms and conditions of tender document will be invited for making a presentation along with a model of the souvenir shop to be set up in the expo;
  - c. Marks for presentation and the model will be given by the Committee. Those firms which get 40 marks or above out of 50 will be eligible for opening of financial bids;

**12. Rental Fee:**

- a. Ministry reserves the minimum base rent of Rs.30,000/- per Sq. Mt. For 93 days.
- b. Running royalty: 10% of sales revenue (gross amount before VAT) to be paid to the Organising Committee Yeosu, Korea, by the participating firm.

13. **Performance Guarantee:** The firms should submit a Demand Draft for 50% of the total rent quoted for 93 days towards performance Guarantees, which will be returned within one month after the completion of the expo.

14. **Financial Bid :** The financial Bid should be submitted in the prescribed format as per Form – 5 in the separate sealed cover. The following two instruments must be enclosed along with the financial bids documents :

- a. The total rent fee quoted for the entire duration of 93 days in the form of Demand Draft in favour of 'The Living Ocean and Coast Expo 2012' payable at Chennai.
- b. 50% of the total rent quoted for 93 days in the form of Demand Draft in favour of 'The Living Ocean and Coast Expo 2012' payable at Chennai towards performance guarantee.

**The bids which does not contain the rental fee and performance guarantee will not be considered.**

15. **If the firm discontinues the souvenir shop before 12.8.2012, the firm will not have any claim on rental amount for the remaining period and the performance guarantee will also be forfeited.**

**16. Date of Tender:**

Receipt of tender in the Ministry	:	13.1.2012 – 1500 hrs.
Opening of envelops	:	13.1.2012 – 1530 hrs.
Presentation with model	:	17.1.2012
Opening of financial bids of shortlisted	:	18.1.2012 – 1100 hrs.

Firms

17. The Technical Bid only will be opened in the first instance in the present of representatives of the vendors at **15.30 hrs. on 13<sup>th</sup> January 2012.** After evaluation of the technical bid documents, those firms which accepts and fullfills the terms and conditions of the tender criteria will be invited through

email to make the presentation with model. The Financial Bids of only those vendors who are found technically qualified, will be opened on 18<sup>th</sup> January, 2012 for further evaluation. The authorised representative of each of the firm (with authority letter) would be permitted to be present at the time of aforementioned events.

18. In the event of any dispute or difference in India relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration of one of the Arbitrators in the Ministry of Earth Sciences to be nominated by the Secretary to the Government of India in charge of the Ministry of Earth Sciences. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary when so authorised by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.”

In event of any dispute or difference in Korea the government authorities in Korea as per the laws of the Republic of Korea.

19. The Competent Authority reserves the right to reject any or all tender without assigning any reason whatsoever.

**20. Submission of Bids:**

- a. The separate envelopes should be sealed and super scribed as **“Quotation for Commercial Retail Space for Lease -- EXPO 2012 YEOSU KOREA -- Technical Bid”** and **“Quotation for Commercial Retail Space for Lease -- EXPO 2012 YEOSU KOREA -- Financial Bid”** and these two envelopes should be enclosed in single wax sealed cover and superscribed as **“Quotation for Commercial Retail Space for Lease -- EXPO 2012 YEOSU KOREA”**.
- b. **Last Date & Time for receipts of bids** : The tender bids complete in all respects and addressed to Dr.M.Sudhakar, Adviser, Ministry of Earth Sciences, Prithvi Bhawan, IMD Campus, Opp. India Habitat Centre Gate No. 2A, Lodi Road, New Delhi – 110 003 must reach in the tender box, Prithvi Bhawan, latest by **15.00 hrs. on 13<sup>th</sup> January 2012. Bids received after the stipulated date and time shall not be entertained.**
- c. **List of enclosures (to be submitted with Technical Bid)**

1. Form – 1
2. Form – 2
3. Form – 3
4. Form – 4
5. Documentary Proof for experience in this field for the last ten years;
6. Documentary Proof for previous experience in participating such expos during the last five years.
7. Documentary Proof of VAT.
8. Documentary Proof of PAN Card.
9. Documentary proof for having annual financial turnover of minimum Rs.2.00 crores for the last 05 years along with The balance Sheet & Profit & Loss accounts for the last 05 years.
10. Acceptance of the terms and conditions of the tender mentioned in Annexure – I.
11. Acceptance of the Conditions for commercial activities laid down by the Organising Committee, Yeosu, Korea, mentioned in Annexure – II.
12. Authorisation letter from Proprietor/Partner/CEO/MD in respect of Authorised Signatory.

**Note :**

- All the documents should be duly authenticated by the authorized signatory and his/her official seal.
- All the photocopies should be attested by a Gazetted Officer/Magistrate or equivalent.

d. **List of enclosures (to be submitted with Financial Bid)**

1. Form – 5
  - a. The total rent fee quoted for the entire duration of 93 days in the form of Demand Draft in favour of 'The Living Ocean and Coast Expo 2012' payable at Chennai.
  - b. 50% of base rent quoted by the firm in the form of Demand Draft in favour of 'The Living Ocean and Coast Expo 2012' payable at Chennai towards performance guarantee

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## **LIST OF FIRMS**

1. M/s Rosette Handicrats, B-306, New Friends Colony, New Delhi;
2. M/s Indian Handicrafts, C-129, Sector-108, Noida;
3. M/s Indo Arts & Crafts Export, A-4, Hauz Khas, New Delhi-110016;
4. M/s Unique Handicrafts, 4269/3, Ansari Road, Darya Ganj, New Delhi;
5. M/s Surya Kiran Enterprises, 13-7/84, Safdarjung Enclave (Main), New Delhi-110016;
6. M/s Atlantic Embroideries, 40, Friends Colony, Gali No.8, Industrial Area, G.T.Road, Shahdara, Delhi-110096;
7. M/s Ansul Exports, Shop No.85, Bhagat Singh Market, Gole Market, New Delhi-110001;
8. M/s Gaurav Arts, Shop No.86, Bhagat Singh Market, Gole Market, New Delhi-110001;
9. M/s Jain Gift House, Shop No.221, Red Fort, Shopping Arcade, Delhi-110006;
10. Indian Cottage Industry, 1A, Qutab Minar, Mehrauli Road, New Delhi-110030;
11. Indian Fine Art Cottage Industries, D-39/A, Street No.5, Chandra Nagar, W, Chandra Nagar, New Delhi-110051;
12. Alpna Cottage Industries, 6967, 1<sup>st</sup> Floor, Chowk Ahatta Kidara, Pahari Dhiraj, Pahari Dhiraj, New Delhi, Delhi 110006;
13. Pashmina Cottage Industries, G-48, Nizamuddin West, Nizamuddin West, New Delhi-110013;
14. M.C.Cottage Industries, A-28, Naraina, Naraina, New Delhi-110028;
15. Nalanda Cottage Industries, 20, Bara Hindu Road, 8198, Chimni Mill Lane, New Delhi, Delhi-110006;

**Please complete the form and enclose necessary documents where required otherwise the tender will be rejected**

**FORM – 1**

**PROFORMA**

To

Dr.M.Sudhakar, Adviser,  
Ministry of Earth Sceinces,  
Mahasagar Bhavan, Block – 12,  
CGO Complex, Lodi Road,  
New Delhi – 110 003

Subject : **Quotation for Commercial Retail Space for Lease -- EXPO 2012  
YEOSU KOREA**

Sir,

The undersigned have read and examined in detail the tender document in respect of Commercial Retail Space for Lease -- EXPO 2012 YEOSU KOREA and do hereby express out interest to provide such services.

**Correspondence Details:**

1.	Name of the company	
2.	Address of the Company	
3.	Name of the Contract person to whom all references shall be made regarding this tender	
4.	Designation and address of the person to whom all references shall be made regarding this tender	
5.	PAN and Service Tax details	
6.	Telephone with STD Code	
7.	E-Mail of the contact person	
8.	Fax No. (with STD Code)	

Thanking you,

Yours faithfully,

Date:  
Place:  
Business Address:

(Signature of the Authorized person)

Name:  
Designation:  
Seal:

**FORM – 2**

The details in respect of the company are as given under:

Sl.No.	Particulars					
1.	Name of the company					
2.	Year of Registration/ Incorporation (Proof to be attached)					
3.	Annual Turnover (alongwith Proof)	Financial Year				
		2006-07	2007-08	2008-09	2009-10	2010-11
4.	Sales Tax/Income Tax Registration No. (Proof to be attached)					
5.	Sales Tax/Income Tax Clearance Certificate (Proof to be attached)					
6.	Whether EMD enclosed					
7.	Whether separate envelops prepared I. One for technical bid and II. For finance bid					

Yours faithfully,

(Signature of the Authorized person)

Date:  
Place:  
Business Address:

Name:  
Designation:  
Seal:

**PRIOR EXPERIENCE**

(Using the format below, provide information in respect of each Department/Agency to whom similar work was provided by the Company during the last two years)

Event Name	City, Country	Event Duration	Event Starting Date	Event End Date

Yours faithfully,

(Signature of the Authorized person)

Date:  
Place:  
Business Address:

Name:  
Designation:  
Seal:

***DECLARATION***

Declaration letter on official letterhead stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed by any Central/State Government/Public Sector Undertaking/corporates in India

Yours faithfully,

(Signature of the Authorized person)

Date:  
Place:  
Business Address:

Name:  
Designation:  
Seal:

**PROFORMA FOR FINANCIAL BID  
(TO BE PUT SEPARATELY UNDER SEALED COVER)**

1. Name of the Company, address, etc.
2. Details of rate quoted:

**Ministry reserves the minimum base rent of Rs.30,000/- per Sq. Mt. For 93 days.**

**4. Retail space to be leased :** 40 sq.mt. area in A 306-2.

- A. Rent Offered for One Sq.Mt. for One Day : Rs. \_\_\_\_\_ (A)
- B. Rent Offered for 40 Sq.Mt. for One Day : Rs. \_\_\_\_\_ (A X 40)
- C. Rent Offered for 40 Sq. Mt. For 93 Days : Rs. \_\_\_\_\_

TOTAL RENT OFFERED FOR 40 SQ. MT. FOR 93 DAYS RS. \_\_\_\_\_ (RUPEES \_\_\_\_\_)

(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the written in words will be taken for consideration).

Note: No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified

Yours faithfully,

(Signature of the Authorized person)

Date:  
Place:  
Business Address:

Name:  
Designation:  
Seal:

**Conditions for commercial activities laid down by the Organising Committee, Yeosu, Korea:**

Firms may sell slide films, cassette tapes, films, CD-ROMs, DVDs, video tapes and other electronic media products, as well as pictures, postcard, books and stamps related to their countries. Official participants may also sell upto five types of specialty goods representing their countries. The five types of goods may be substituted with other products (maximum two out of the five) only with the prior written approval of the Organising Committee.

Official participants wishing to open shops should receive a prior written approval from the Organising Committee with regard to the shop's location, size and management method (including electronic transactions) as well as the types, quantities, prices and price display methods of goods to be sold. Any subsequent changes to the above specifications require a prior written approval from the Organising Committee.

Firm who is allotted the souvenir area, after receiving approval from the Organising Committee, are required to receive authorization from the concerned government authorities in Korea as per the laws of the Republic of Korea.

Firm shall apply for business licenses for each of their business establishments to be Director of the Yeosu Tax Office within 20 days after the start of business. Required documents include the business licence (in case where the business requires permission or registration), and rental contracts. International participants are required to attach documents proving their status as foreigners (copies of passport or alien registration).

Official participants shall pay 10% to the Organising Committee royalties arising from their commercial activities. Royalties shall be paid on a monthly basis, in principle, but the payment method is adjustable.

Firm shall keep a record of their daily revenues in accordance with the guidelines of the Organising Committee and report them to the Committee. Accounts shall be opened at banks designated by the Organising Committee and deposit their daily earnings into such accounts. The Organising Committee reserves the right

to request revenue and bank account statements from the firm and conduct inspections of commercial activities sites during business hours.

Firm shall manage entire earnings from commercial activities using the accounting system designated by the Organising Committee. Firms may only accept credit card payments from credit card companies recognized by the Organising Committee.

Firm will follow the laws and regulations of the Republic of Korea with regard to transport, customs duties and raw materials imported for commercial activities.

Firm will be liable to various taxes in Korea during the time they are engaged in commercial activities on the Expo site. These taxes include value-added tax, corporation tax (income tax in the case of individuals) and local income tax.

Goods sold through commercial activities are required to meet the quality and safety conditions specified by the laws and regulations of Republic of Korea, as well as international quality and safety regulations and trade standards, /

Korean won shall be the currency used in all commercial activities within the expo site. Firm is required to post goods and service prices for customers. The Organising Committee reserves the right to include additional guidelines on the types and prices of goods for sale and the firm is obliged to abide by these guidelines.

Firm may sell exhibited articles provided they do so in accordance with the laws and regulations of the Republic of Korea and that they are sold after the completion of the Expo. Such transactions are not subject to royalty payments.

The Organising Committee may send authorized individuals to inspect areas where official participants conduct commercial activities to ascertain whether provisions of the Participation contract are being fulfilled and to confirm the conditions of commercial activities.

Firm shall follow the provisions of public health and hygiene specified concerning general services while pursuing commercial activities.

Firm should agree to complete interiors and other works necessary for preparation of commercial activities by April 1, 2012.

Firm shall follow the standards for interior finishes specified by the Organising Committee when carrying out interior finish works.

The firm shall pay due attention to maintaining good order in their commercial activity areas. The Organising Committee may direct the firm to carry out repairs in commercial activity areas if it deems necessary. The firm shall bear the expenses of any repairs required due to damage caused by the official participant to the facilities.

Dismantlement, removal of facilities and waste treatment will be strictly followed by the firm as per rules and regulations of the Government of Republic of Korea.

Firm will be responsible for immigration, customs clearance and handling of goods for undertaking commercial activities in the allotted area in the India Pavilion.