

TENDERS INVITED FOR SITE MANAGEMENT SERVICES
DURING
PRINTPACK INDIA 2021

The Indian Printing Packaging & Allied Machinery Manufacturers' Association (IPAMA) is an all India Association of manufacturers of Printing, Packaging and allied machinery, having its administrative office at Plot No. C-54, Sector 62, Institutional Area, NOIDA-201307.

IPAMA is the organizer of India's biggest and one of the world's largest Exhibitions on Graphic Art Industry, i.e, PRINTPACK INDIA. The 15th edition of PRINTPACK INDIA Exhibition is slated to be held at India Expo Centre, Greater Noida from 03 – 08 February 2021.

Offers are Invited from reputed and experienced companies meeting the Qualification Criteria for the following works to be executed for PRINTPACK INDIA exhibition:-

Description of Works:

1. Responsibility of on-sight management of the exhibition and coordination with all the vendors appointed by IPAMA, to ensure that all the exhibitors are well attended, and their requirements met.
2. To supervise all the male & female staff engaged for the exhibition management.
3. To guide exhibitors relating to space location, services required, parking, local transport, audio-video, furniture, food and refreshments etc.
4. To handle the parking management with close coordination with the freight forwarder relating to truck movements.
5. The selected bidder has to ensure that the stalls are constructed strictly as per the guidelines and in such a way so that there is ample movement space for the public and in case of any untoward incident the visitors can be evacuated as early as possible.
6. It shall be the responsibility of bidder to ensure removal of garbage from the site by the service provider.

7. It shall be the responsibility of the selected bidder to ensure setting up of temporary workstation/office for executing the work of all the service providers and manned by the requisite technical staff.
8. To make elaborate arrangements for formal opening and closing ceremonies.
9. To carry out/implement any other task as directed by IPAMA.

General Criteria:

- i. Timely completion of the work is the essence of the contract.
- ii. IPAMA reserves the right to add or delete any part of scope of work if situation demands.
- iii. The bidder shall comply with labour/industrial laws, the contractor shall indemnify IPAMA against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.

Details of PRINTPACK INDIA for reference:

Date of Exhibition	03 – 08 Feb 2021
Set-up Days	31st Jan – 2nd Feb
Dismantling	9th Feb
Number of Exhibitors	600 (Approx)
Number of Halls	10
Gross Area	60,000 Sq. Mtr
Net area for Exhibitors	30,000 Sq. Mtrs (Approx)

Qualification Criteria

1. The bidders should have adequate experience of working in the exhibition area of IEML.
2. The bidding firm must have a minimum turnover of Rs. 1 crore per annum as per Profit and Loss Statement.

3. The bidder must fulfill all statutory requirements such as PAN of the firm, GST registration as well as IT return, valid licenses etc. needed for such exhibition activities.
4. IPAMA shall be the sole authority as to the eligibility and approval or rejection of tenders, and it shall not be bound to assign any reason whatsoever for its decision, which shall be final and conclusive.

Fee Structure

1. All quotations and payments shall be in INRs only.
2. All prices quoted shall be inclusive of all costs. On all payments made, TDS will be deducted as per the applicable rates.
3. If you are considered as the official contractor, for ensuring satisfactory performance of this Agreement, within 7 days of the date of the Agreement, a sum of Rs. 1,00,000/- (Rs. One Lakh) only, as performance security/bank guarantee, will have to be deposited by you with IPAMA.
4. The tenders received, will be opened by the committee constituted for the purpose.

Tender return date: By 9th March 2020, 6 p.m. Applications received after the due date will not be entertained.

The confirmation regarding submission of the bid by the bidder compulsorily be intimated on admin@ipama.org

The envelope will be addressed to:

General Secretary
IPAMA
C-54, Sec-62, Institutional Area,
Noida, U.P
Tel: +91 120 2400109, 4292274
Email: admin@ipama.org