



Procurement of Services

Under Direct Method

Invitation of Quotations

For

Procurement of

**Stand Construction at FITUR
International Travel Fair
2022**

File No: SLTPB/PROC/2021/S/64

Contract No: SLTPB/PROC/2021/IS/43

Sri Lanka Tourism Promotion Bureau

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below, <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV), • Section II. Data Sheet, • Section III. Schedule of Requirements, • Section IV. Technical Specification & Compliance with Specifications, • Section V. Quotation Submission form(s).
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ol style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications.
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late	12.1 The Purchaser shall reject any quotation that arrives after the

Quotation	deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) price adjustment due to discounts offered.</p> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract

F: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Sri Lanka Tourism Promotion Bureau, No 80, Galle Road, Colombo 03, Sri Lanka.
1.1	Name of the contract, Stand Construction at FITUR International Travel Fair 2022.
1.1	Identification No of the Contract SLTPB/PROC /2021/IS/43
2.1	The documents consist of the Sections indicated below, <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV), • Section II. Data Sheet, • Section III. Schedule of Requirements, • Section IV. Quotation submission Form(s), • Section V. Price Schedule, • Section VI. Letter of Acceptance, • Section VII. Form of Contract. • Section VIII. Annex 1 and Annex 2
6.1	The vendors shall quote only in Euro.
7.3	Manufacture's Authorization is not relevant.
8.1	Quotations shall remain valid for the period of Fifty Five (55) days after the quotation submission deadline date.
11.1	Address for submission of Quotations is, Bids shall be Address to: Chairperson, Departmental Procurement committee, Sri Lanka Tourism Promotion Bureau, No 80, Galle Road, Colombo 03, Sri Lanka. And Bids shall be submitted by Express courier at, Embassy of Sri Lanka No.16 Rue Spontini 75016, Paris France
13.1	The quotations shall be opened at the following address: Embassy of Sri Lanka No.16 Rue Spontini 75016, Paris France Dead Line for Submission of quotations is 3rd January 2022 at 11.00 am . Since only one Bid to be received, The embassy will open the bid open as soon as bid

	received.
14.1	In addition to the 14.1 Interested eligible bidders may obtain further information from the Managing Director of the Sri Lanka Tourism Promotion Bureau sending a request to procurement@srilanka.travel and copy to sandamali@srilanka.travel .

Section III

SCHEDULE OF REQUIREMENTS (SOR) FOR STAND CONSTRUCTION OF FITUR INTERNATIONAL TRAVEL FAIR , MADRID, SPAIN 19TH JANUARY 2022 TO 23RD JANUARY 2022

1. Introduction

The Sri Lanka Tourism Promotion Bureau (SLTPB) is the statutory body responsible for the promotion and marketing of Sri Lanka tourism in the global context. The institution was established in 2008 after enactment of the Tourism act no. 38 of 2005 under the portfolio of the Ministry responsible for Tourism. SLTPB carries out marketing campaigns targeting both trade and consumer segments to support reaching the government's tourism arrival and revenue targets.

2. Background

Spain is one of the emerging markets for Sri Lanka Tourism. Therefore, in order to create and increase the brand awareness among the travelers from Spain and to attract the potential travelers for the upcoming Summer season in 2022, Sri Lanka Tourism Promotion Bureau is planning to participate Fitur International Travel Fair, Madrid, Spain from 19th January 2022 to 23rd January 2022.

3. Objectives

- Create and increase awareness and consideration of Sri Lanka as a destination in the target markets.
- Positioning the destination as a unique sales proposition of diversity, compactness and authenticity.
- Create a meeting point for the local travel trade and hoteliers to dissemination of information about Sri Lanka along with their product and services.

4. Scope of work

Main scope of the bid is to construct the Sri Lanka stand at FITUR Travel Fair 2022 as per the agreed design by SLTPB on or before 18th January 2022 at 17:00 hrs. To provide specified furniture, equipment and amenities as outlined below adhering to the guidelines and all health and safety measures set out by the fair organizer IFEMA including obtaining required approvals from the fair organizer (for the final visual and electrical plan and lighting the oil lamp etc.). Maintenance of the Sri Lanka stand during the said event throughout the fair will be the responsibility of the constructor. Dismantling of Sri Lanka stand on the 23rd January 2022 after 21:00 hrs/after closing of the physical show.

5. Concept for the Design proposed by the Respondent

The Stand concept and design should be presented in a contemporary design to attractively showcase the country's unique tourism product representing the unique features of Sri Lanka. While proposing the design, all regulations set out by the fair organizers in giving proper social distancing and other preventive measures should be considered. 124 SQM has been reserved for Sri Lankan Pavilion at FITUR 2022. Design should consist with following elements.

- Four (04) side open, Sri Lanka Island Stand, covering total Space of 124 sqm as shown in the attached floor plan in Annex:1
- Reflection of the destination in design and usage of attractive images to show the experiences of Sri Lanka
- Creativity - The design should showcase the Sri Lankan products in a creative manner.
- Space Utilization - All the requirement set in the Scope of Work should be fulfilled in an orderly, logically and practical manner at the same time consideration should be given to take all preventive measures with regard to COVID19 set out by the fair organizer.
- See through open concept to keep the pavilion bright and illuminate.

Deliverables related to the Branding	Time Target
<ul style="list-style-type: none"> • Designing of four (04) side open, Sri Lanka Island Stand, covering total Space of 124 sqm 	Before the bid submission date.

6. Construction of Sri Lanka Stand at FITUR 2022

Construct Four (04) side open, Sri Lanka Island Stand, covering total Space of 124 sqm. as shown in the attached floor plan in Annex:1 following parameters should be observed by the bidder.

6.1 Branding

- The stand should express the theme of “SO SRI LANKA” using Tourism logo, fonts and images. (Refer So Sri Lanka branding guidelines – Annex: 2 (weblink))
- A vivid colorful rectangular hanging structure around the stand featuring beaches, heritage, wildlife adventure, etc.. to be included in the pavilion design providing unique experience to the visitors . The themes should be according to ‘So Sri Lanka’ brand themes.
- Graphics /images should be displayed with high visual impact from a distance with proportionate sizes to the base, with front lit/backlit to be more prominent.
- Good visibility of SLTPB Pavilion from a distance with “SO SRI LANKA” logo and themes visible to a distance.
- All features should be very attractive to the crowd with adequate branding involved.
- Utilize the maximum space available to incorporate images of Sri Lanka
- In addition to the above, relevant photos, decorative materials and equipment can be used in the design to enhance the quality of the stand.
- Re sizing /transformation & touch up of the images and creation of artworks should be done in accordance with the So Sri Lanka Branding Guidelines

Deliverables related to the Branding	To be completed
<ul style="list-style-type: none"> • A vivid colorful rectangular hanging structure around the stand featuring beaches, heritage, wildlife adventure, etc 	18 th January 2022
<ul style="list-style-type: none"> • Re sizing /transformation & touch up of the images and creation of artworks should be done in accordance with the <i>So Sri Lanka</i> Branding Guidelines 	18 th January 2022

6.2 Stand Requirements

- Carpeting of 124 SQM and Carpet colour needs to be bright and in line with So Sri Lanka colour scheme.
- Stand should have lockable counters, storage and a reception desk and should be arranged in a logical and practical manner considering the new social distancing rules implemented by the fair organizer.
- The furniture and decorative items used should be simple and elegant to bring out the image of the destination. The measurements given in specific areas should meet the criteria.
- Items with no specific measurements are left for designer’s choice. All furniture/equipment requirements are stated under each item.

Deliverables related to the Stand Requirement	Time Target
Carpeting 124 SQM Carpet colour needs to be bright and in line with So Sri Lanka colour scheme.	18th January 2022

6.3 Counters – (36 Co exhibitor counters in cluster system)

- Each company needs an individual counter unit in the cluster system with two chairs, company name and logo.
- lockable cupboard under each unit with the storing capacity for promotional items.
- Two brochure holders for the wall of each exhibitor unit
- Should include universal electric plug points –01 each for the company.
- Co-exhibitor partition walls should be 1.00m high ,10cm thick in melamine with printed “So Sri Lanka” foam logo 0.4 X0.15 m on all division walls.
- All clusters should align with the COVID-19 safety guidelines of the fair organizer.
- Uninterrupted WIFI hot spot facility for each company to access the internet for 5days.

Deliverables related to the Counters	To be completed
<ul style="list-style-type: none"> • Each company needs an individual counter unit in the cluster system with two chairs, company name and logo.(36 clusters & 72 chairs in all) • lockable cupboard under each unit with the storing capacity for promotional items. • Two brochure holders for the wall of each exhibitor unit • Should include universal electric plug points – 01 each for the company. • Co-exhibitor partition walls should be 1.00m high ,10cm thick in melamine with printed “So Sri Lanka” foam logo 0.4 X0.15 m on all division walls. • All clusters should align with the COVID-19 safety guidelines of the fair organizer. • Uninterrupted WIFI hot spot facility for each company to access the internet all 5 days 	18th January 2022

6.4 Reception

- 2m (length) x 2m (width) area should be allocated of the front side of the stall, counter can be semi-circular or straight counter (size 2m wide x0.5deepx1m tall).
- Under counter also have a storage for brochures with lockable doors
- Furniture: 2 bar chairs with back support for the receptionists.

- Should include universal electric plug points –02 , table top brochure holders -02
- Counter needs to be displayed with the SO SRI LANKA logo prominently (150cm x75cm)

Deliverables related to the Reception	To be completed
<ul style="list-style-type: none"> • 2m (length) x 2m (width) area should be allocated in the front side of the stall semi-circular or straight counter • Furniture: 2 bar chairs with back support for the receptionists & 02 table top brochure holders • So Sri Lanka logo on the counter- 01 • Universal Plug points -02 	18th January 2022

6.5 Storage Room

- A lockable storage should be within the Stand to store promotional materials, should accommodate boxes and hand carry trolley luggage. (3M X3M X 2M)
- Should include a lockable cupboard to store valuable materials.
- Should include Racks to keep brochures, bags and other promotional materials. The racks should be able to hold approximate weight of not less than 120kg.
- Should include universal electric plug points.
- Winter coat hangers to accommodate around 50 coats

Deliverables related to the Storage Room	To be completed.
<ul style="list-style-type: none"> • Building of lockable storage -01 (3MX3MX2M) • Lockable cupboard • Rack • Winter coat hangers -01 • Universal Plug point -01 	18 th January 2022

6.6 Meeting Area

- One coffee table with 3+1+1 Sofa set for VIP meeting area
- Three round shape meeting tables with three chairs each

Deliverables related to the Meeting Area	To be completed.
<ul style="list-style-type: none"> • 3+1+1 Sofa set for VIP meeting area with coffee table -01 • Round Meeting tables – 03 • Chairs for tables - 09 	18th January 2022

6.7 Video Wall

- One 3mx2m video wall (HD format –wall mounted in a higher elevation) and a separate sound system with USB plug n Play to be fixed at the stand on all 05 days.
- LED Screen with USB port should be on display facing main entrance of the Stand
- 01 FM mic should be provided connected to sound system for meetings & announcements

Deliverables related to the Video Wall	To be completed

<ul style="list-style-type: none"> • 3mx2m video wall mounted -01 • Separate sound system with USB plug n play -01 • FM Mics -01 	18 th January 2022
---	-------------------------------

6.8. Additional Services.

- Should provide a coffee making machine (with sugar, milk, coffee capsules, paper cups 100 each X 5 days)
- 04 Water dispenser units and 350 Paper cups. Each day 4X 5ltr water bottles to be supplied to the stand.
- Should provide daily cleaning and garbage disposal services for the fair duration.
- Should provide hand sanitizers at the stand. (300 ml -30 Bottles) , to be refilled each day.
- Electricity, wifi and other Fair Organizer services for stand construction to the stand should be obtained from fair organizer and the stand constructor should make all payments necessary in this regards to the fair organizer.
- Daily cleaning and maintenance should be done in all three days. (8 a.m to 6.00 p.m)
- Dismantling of the stand.
- Flower arrangements - Approximately 10 natural flower pots on top of exhibitor division walls, 12 potted plants in stand area, and decorative creeper plants on top of exhibitor walls .
- Three pots of fresh Orchid flowers in reception area and on coffee table located in VIP meeting area.
- Provide five small and two big dustbin buckets for the stand.

Deliverables related to the Additional services	To be completed.
<ul style="list-style-type: none"> • Coffee Machine (with sugar, milk, coffee capsule) 100 eachX5days 	As required by SLTPB
<ul style="list-style-type: none"> • 04 Water dispenser units and 350 Paper cups -Each day 4X 5ltr water bottles to be supplied to the stand. 	19 th -23 rd January 2022
<ul style="list-style-type: none"> • Daily Cleaning and sanitizers for all five days. (300ml -30 sanitizer bottles to be refilled) 	19 th -23 rd January 2022
<ul style="list-style-type: none"> • Dismantling 	23 rd January 2022
<ul style="list-style-type: none"> • Flower arrangements -10 natural flower pots -12 potted plants in stand area -decorative creeper plants -Three pots of fresh Orchid flowers in reception area and VIP meeting area. 	19 th -23 rd January 2022
<ul style="list-style-type: none"> • Small dustbins -05 • Large dustbins -02 	19 th -23 rd January 2022
<ul style="list-style-type: none"> • Electricity, wifi and other Fair Organizer services 	18 th January 2022
	18 th January 2022

6.9 Photographer & Videographer

- Photographer & Videographer should be available at the opening ceremony and all 05 days at the stand to cover agent interaction at stall and other special events taking place in the stand. Soft copies should be handover to SLTPB representative each day publicity.
Copy rights of all images and video will be with SLTPB.

Deliverables related to the photographer and videographer	To be completed.
<ul style="list-style-type: none"> Photographer & Videographer should be available at the opening ceremony and all 05 days at the stand. (soft copies of photograph , 2 min edited (covering the entire event) video clip and daily rushes should be provided to the SLTPB) 	As required by SLTPB.

6.10 Additional Condition and Requirements

- Any cost which may arise outside of the above quotation shall be borne by the selected party.
- Additional covid-19 protection gears at the stand.
- All documentations necessary for stand design approval should be submitted by the selected Party before the deadline specified by the IFEMA 2022, Fair organizer and approval to be obtained from the Exhibition organizers for the Final visual and electrical plan, hanging truss, Assembly, insurance and other relevant details.
- Daily break downs of any element of the pavilion need to be attended to immediately and maintain the pavilion throughout the fair.
- Complete construction and handover of the finished stand 24 hours before the opening time of the fair
- Selected Constructor should obtain all necessary approvals to conduct this work without any liability on the part of SLTPB.
- The price quoted by the bidder should include all the aforementioned requirements. SLTPB should not be borne to pay any additional charge.
- Dismantling should be done in accordance with the fair organizer’s guidelines.
- Item wise cost to be given
- To supply all electrical items unless we have specifically informed not to include.
- Cost of each counter should be given. SLTPB has right to reduce or the number of counters at the time of awarding.
- The entire stand elements and surrounding area of the stand should light up properly in order to have high level of illumination and focus to the stand.

7. List of Documents, Materials and Data From Needs Assessments

Bid Submission Checklist

S/N	Item	Submitted (Yes/ No)
1	Price Schedule in the given format	
2	Company Profile in the given format	
3	Business Registration Certificate	
4	Proposed design (A4 Printed copies)	
5	Proposed Design (Soft Copies)	

8. Schedule of payment and reporting requirement

Schedule of Payments

The full Payment 100% will be done upon completion of the event and submission of the original invoice (manually signed by authorized person addressed to Sri Lanka Tourism Promotion Bureau) and based on satisfactory report within period of one month.

9. Service and Facilities provided by the Employer

Following facilities and services shall be made available for the successful bidder to perform the contract and should be taken in to account in pricing the Bid.

SLTPB to facilitate Fair Organizer by granting necessary approvals, provide high resolution images, book the venue, process payments and to coordinate with related entities in Spain (fair organizer, official construction company and Sri Lanka Mission in France in charge of fair organizing activities) for smooth delivery of the tasks assigned to the construction company on behalf of SLTPB.

List of Annexures

Annex: 1 – Floor plan

Annex: 2 – Branding Guideline – Weblink –

<https://drive.google.com/drive/folders/1sUCCAf93pXwSQDOoUc2wzZmGD1qCaHgO>

Section IV

Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions will accepted.]

Date:

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Goods]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Dated:

Section V

Price Schedule

No	Description	Qty	Rate Euro	Cost Euro
1.	Cost of designing of four (04) side open, Sri Lanka Island Stand, covering total Space of 124 sqm as shown in the attached floor plan in Annex:1 with the Counter along with lockable space to store brochure and promotional materials for reception counter and clusters. (Refer 5 in SOR)	1		
2.	Cost of Printing and Fixing a vivid colorful rectangular hanging structure around the stand featuring beaches, heritage, wildlife adventure etc. (Refer 6.1 in SOR)	1		
3.	Cost for Re sizing, transformation & touch up of the images and creation of artworks should be done in accordance with the So Sri Lanka Branding Guidelines. (Refer 6.1 in SOR)	1		
4.	Cost for Carpeting of the entire 124 sqm floor area. Carpet color needs to be bright and in line with So Sri Lanka color scheme. (Refer 6.2 in SOR)	1		
5.	Cost for Construction and dismantling of 36 clusters in the cluster system with Company Name and Logo.(Partition walls should be 1.00m high, 10cm thick in melamine) (Refer 6.3 in SOR)	36 Clusters		
6.	Cost for construction and dismantling of reception counter 2m (length) x 2m (width). Counter should be allocated in the front side of the stall semi – circular or straight. (size 2m wide x 0.5deep x 1m tall) (Refer 6.4 in SOR)	1		
7.	Cost for Construction two Brochure holders for the wall of each exhibitor unit.(36 x 2) (Refer 6.3 in SOR)	72 Holders		
8.	Cost for construction of Lockable Storage with in the stand. (3Mx3Mx2M) (Refer 6.5 in SOR)	1		
9.	Cost for print and supply So Sri Lanka Logo. (1). Logo on all cluster walls of 36 Counters. (0.4 x 0.15m) (Refer 6.3 in SOR)	36 Logos		
	(2). Logo on the reception Counter (150 cm x 75cm) (Refer 6.4 in SOR)	01 logo		
10.	Cost for hire and placed chairs. (1) 72 Chairs (36 x 2) for Counters. (Refer 6.3 in SOR)	72 chairs		
	(2) 2 bar chairs with back support for Reception. (Refer 6.4 in SOR)	2 bar chairs		

	(3) Chairs for meeting Tables (Refer 6.6 in SOR)	9 chairs		
11.	Cost for hire and placed uninterrupted WIFI hot spot facility for each company to all 5 days. (Refer 6.3 in SOR)	36		
12.	Cost for hire and placed table top brochure holders for all 5 days. (Refer 6.4 in SOR)	02 holders		
13.	Cost for hire and placed Lockable Cupboard for all 5 days. (Refer 6.5 in SOR)	1		
14.	Cost for Hire and Placed a Rack to keep Brouchers,bags and other Promotional Material. (to hold approximate weight of not less than 120kg) (Refer 6.5 in SOR)	1		
15.	Cost for Hire and Placed a winter Coat hangers for all 5 days. (Refer 6.5 in SOR)	1		
16.	Cost for hire and placed 01 Coffee Table. (Refer 6.6 in SOR)	1		
17.	Cost for hire and placed one sofa set (3 +1 +1) (Refer 6.6 in SOR)	1		
18.	Cost for Hire and placed round shape meeting Tables (Refer 6.6 in SOR)	3 Tables		
19.	Cost for Hire and Placed Universal plug points (36+2+1) (Refer 6.3, 6.4, 6.5 in SOR)	39		
20.	Cost for hire and wall mounted one 3m x 2m video wall in a higher elevation for all days. (Refer 6.7 in SOR)	1 wall		
21.	Cost for Hire and placed a separate sound system with USB plug & play to be fixed at the stand on all 05 days. (Refer 6.7 in SOR)	1		
22.	Cost for Hire and placed 01 FM Mic. (Refer 6.7 in SOR)	1		
23.	(1) Cost for Hire and Placed Coffee Machine for all 5 days. (Refer 6.8 in SOR)	1 Machine		
	(2)Sugar, milk, coffee capsule 100 each for all 5days. (Refer 6.8 in SOR)	500 capsules		

24.	Cost for Hire placed 04 water dispenser units. (Refer 6.8 in SOR)	04 units		
25.	Cost for provide 350 Paper cups. (Refer 6.8 in SOR)	350 paper cups		
26.	Cost for provide each day 5ltr 04 water bottles to the stand for all 5days. (Refer 6.8 in SOR)	20 bottles		
27.	Cost for provide daily cleaning and garbage disposal services for the fair duration. (Refer 6.8 in SOR)	5 days		
28.	Cost for provide hand sanitizers at the stand for all 5 days. (300 ml – 30 bottles to be refilled each day) (Refer 6.8 in SOR)	150 bottles		
29.	Cost for Flower arrangements for all 5 days, (1) 10 natural flower pots (Refer 6.8 in SOR)	10 pots		
	(2) 12 potted plants in stand area (Refer 6.8 in SOR)	12 potted plants		
	(3) decorative creeper plants (Refer 6.8 in SOR)			
	(4) Three pots of fresh Orchid flowers (Refer 6.8 in SOR)	03 pots		
30.	Cost for hire and placed dustbins for all 5 days. 1. Small Dustbins(Refer 6.8 in SOR)	05 Dustbins		
	2. Large Dustbins(Refer 6.8 in SOR)	02 Dustbins		
31.	Cost for Electricity and other fair organizer services to the stand to be obtained from fair organizer. (Refer 6.8 in SOR)			
32.	Cost for Hire a Photographer & Videographer should be available at all five days at the stand. (soft copies of photograph, 2 min edited (covering the entire event) video clip and daily rushes should be provided to the SLTPB) 1. Photographer 2. Videographer (Refer 6.9 in SOR)	2		
	Total Amount			
	VAT			
	Grand Total			

Section VI
Letter of Acceptance

[Letterhead paper of the Employer]

Notes on Standard Form of Letter of Acceptance

The Letter of Acceptance will be the basis for formation of the Contract as described in Clauses 25 of the Instructions to Bidders. This Standard Form of Letter of Acceptance should be filled in and sent to the successful Bidder only after evaluation of bids has been completed.

[date]

To: [name and address of the Service provider]

This is to notify you that your Bid dated [date] for providing services [name of the Contract and

Identification number] for the Contract Price of [amount in numbers and words], as corrected and

Modified in accordance with the Instructions to Bidders is hereby accepted by us.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Authorized Signature	
Name of Signatory	
Title of Signatory	
Name of Agency	

Section VII

Form of Contract

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Employer] (hereinafter called the “Employer”) and, on the other hand, [name of Service Provider] (hereinafter called the “Service Provider”).

WHEREAS

- a. the Employer has requested the Service Provider to provide certain Services as defined in the schedule of requirement Data attached to this Contract (hereinafter called the “Services”);
- b. the Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a. The Form of Bid
 - b. The Priced Activity Schedule
 - c. The Schedule of Requirements

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - a. The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - b. The Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of Employer]
[Authorized Representative]

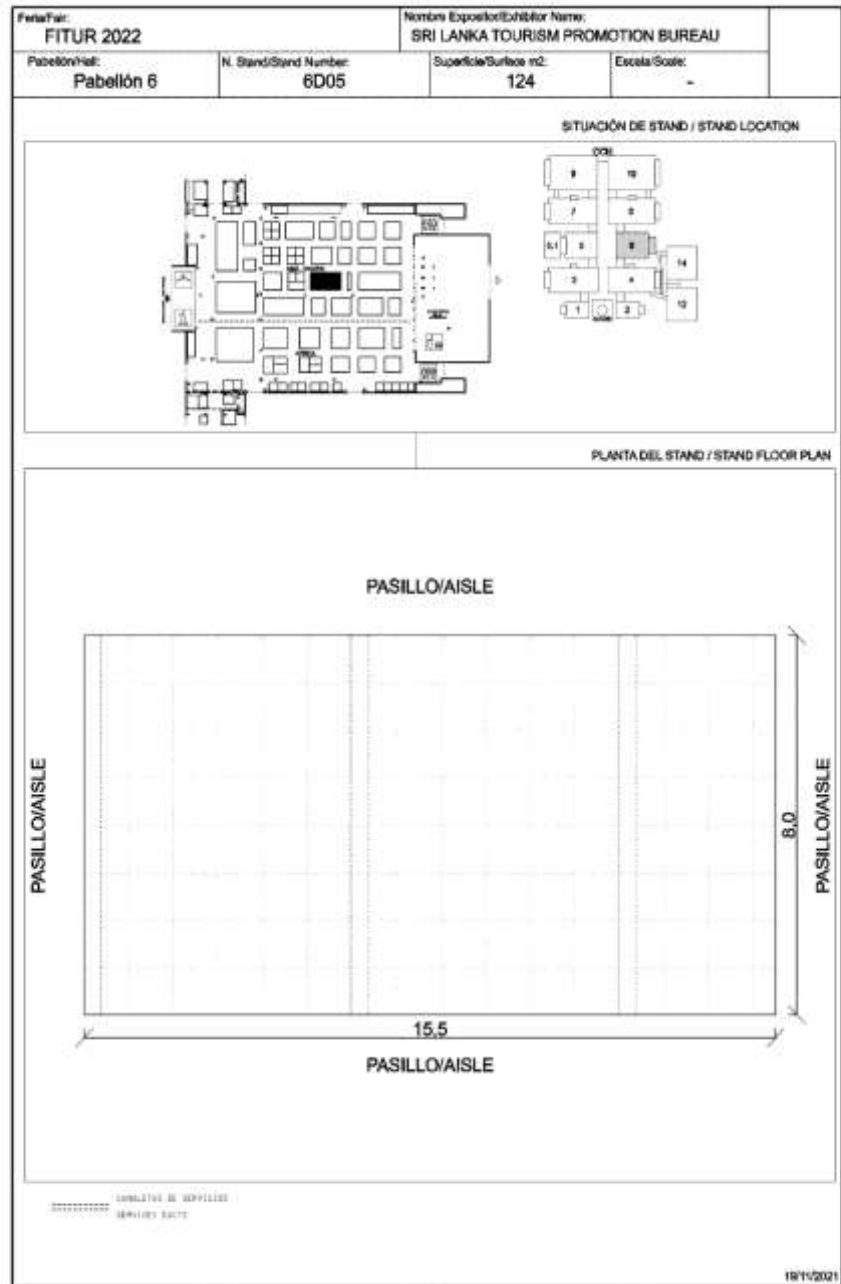
For and on behalf of [name of Service Provider]

[Authorized Representative]

Section IV. Conditions of Contract

Section VIII

Annex 1 -Floor Plan



Annex: 2 – Branding Guideline – Weblink –

<https://drive.google.com/drive/folders/1sUCCAf93pXwSQDOoUc2wzZmGD1qCaHgO>

