



# कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MS&ME, Govt. of India)

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## **TENDER NOTICE NO. I-12019/2/2016-EXPORT MARKETING-I DATED 05.04.2016**

### **Technical and Financial Bids are invited for engaging as Event Manager for Overseas Delegate Management**

Competitive bids are invited under two-cover system (Technical & Financial) from agencies who have been empanelled by the Coir Board based on the Expression of Interest submitted by them in response to the Board's notification of even number dated 8<sup>th</sup> February 2016 for engagement as Event Manager for Overseas Delegate Management as per the details given below.

II Coir Board proposes to organize the **India International Coir Fair (IICF)** in Coimbatore during 15-18 July 2016 with a view to showcase the capabilities of Indian coir sector before the International trade community. There will be Reverse Buyer Seller Meet, domestic Buyer Seller Meet, Seminars, Investors Meet etc. coinciding with the fair. The Board proposes to bring a minimum of 100 serious importers from abroad for participation in the Reverse Buyer Seller Meet of IICF 2016.

III Coir Board is looking for the services of an efficient professional agency who has proven track record in the field of sourcing foreign delegates/ buyers for similar events. The areas of work include the following:

1. Manage, acquire and qualify business delegate database.
2. Develop contacts through Email, fax and telephone on filtered database which has qualified as target audience.
3. Identify potential target delegates through questionnaire (qualifying questionnaire to be prepared based on the inputs from Coir Board as well as their own database on importers of floor covering products, coir pith, coir geotextiles, garden articles, coir wood, handicrafts, gift articles etc.
4. Persuading the qualified delegates to visit the fair by highlighting the fair opportunities.
5. Repeat mailers to qualified delegates to create interest and desire to visit the event.
6. Confirming the itinerary and request to visit the fair
7. On confirmation the delegates are to be asked about their expectation and the business which they are looking up to tie-up during the fair.

8. Give constant update or the news letter about the fair to delegate database
9. Hospitality & travel to be coordinated.
10. The agency should give an assurance to bring a minimum of 100 serious buyers to visit the fair. All visitors mobilized by the agency should have proven track record in doing business in floor covering products, horticultural products, erosion control products, wood substitutes, gift articles etc. including coir or its substitutes.
11. Co-ordinate Road Shows to be organized by the Board for the purpose.
12. The agency should report the outcome to Coir Board on periodical basis as decided by Coir Board.
13. The agency will also have to source Senior Executives of Buying Houses/wholesalers in India, not below 50 numbers for holding a separate BSM in IICF 2016.

#### **IV Other Conditions**

- (i) Bidders who are found to canvass, influence and attempt to influence in any manner, the qualification or selection process shall be disqualified from the process at any stage.
- (ii) Coir Board reserves the right to shortlist the parties responding to this Notice on the basis of the evaluation of the technical bids before opening of the price bids. Submission of more than one bid by the same party will be a disqualification.
- (iii) By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the conditions and limitations.
- (iv) The bidders shall have no claims whatsoever against Coir Board arising out of, or relating to this invitation of bids or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- (v) Coir Board reserves the right to withdraw this Invitation of Bids if it determines that such action is in the best interest of the Board.
- (vi) Timing and sequence of processes resulting from this invitation shall ultimately be decided by Coir Board.
- (vii) Deduction of taxes and levies as applicable from time to time shall be made at source by the Board by releasing payment.
- (viii) The selected agency will have to enter into an Agreement in stamp paper and also will have to execute an Integrity Pact with Coir Board.
- (ix) A pre-bid meeting will be held at Coir Board Head Quarters, Kochi at 3.00 p.m. on 12<sup>th</sup> April 2016 for providing clarifications to the

bidders. Desirous bidders can attend the pre-bid meeting if found necessary.

- (x) Conditional bids and bids through fax/email will not be entertained.

V Such of those agencies, who have proven track record in this field, may submit their detailed quotations including Technical bid incorporating the past experience, expertise, financial and other capabilities, CV of the key personnel, modes operandi for sourcing the overseas buyers, results expected and assured and Financial bid showing the cost involved including taxes and levies, if any. The Technical Bid cover should also contain the brief on their major achievements in similar events.

VI The Technical and Financial Bids in sealed covers duly superscribed should be enclosed in separate envelopes superscribed as "Technical Bid for Overseas Delegate Management" and "Financial Bid for Overseas Delegate Management". While preparing Financial Bid, corrections/overwriting etc. should be strictly avoided. These two bids should be enclosed in a separate cover superscribed with "**Bids for Overseas Delegate Management**" and should be sent to the Secretary, Coir Board, Coir House, M G Road, Kochi – 682 016 so as to reach on or before 3.00 PM on 18.04.2016. The bids sent by Emails, Fax and in unsealed covers will not be entertained. The inner and outer covers shall contain the name, address, telephone number etc. of the bidder.

VII Belated quotations and quotations without the prescribed details will be summarily rejected.

VIII The terms in this bid document will be interpreted in terms of Indian Laws and will be subject to the jurisdiction of the Courts at Kochi only.

IX Secretary, Coir Board reserves the right to accept or reject any or all of the bids without assigning any reasons whatsoever.

X The Bids will be opened at 3.30 p.m. on 18.04.2016. The Technical Bids will be opened and evaluated at the first instance and the Financial Bids of only those parties meeting with the requirements of the Board will be opened.

Kochi,  
05.04.2016

Sd/-  
**Secretary**