INDIA TRADE PROMOTION ORGANISATION

Sub: Expression of Interest for Appointing Importer on Record for India Expo, Buenos Aires (Argentina) March 09-17, 2019 (bids through Embassy of India)

1. INTRODUCTION
India Trade Promotion Organisation (ITPO) is the premier agency of the Government of India for promoting trade. To meet its objectives, ITPO is engaged in organising fairs, exhibitions and conventions in India and abroad including participation in overseas trade fairs and organisation of exclusive India Show abroad.

2. ABOUT INDIA SHOWS
ITPO organises exclusive India Shows at various locations throughout the world. One such exhibition is planned to be organised in Buenos Aires (Argentina), the details of which are:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Event and Venue</th>
<th>Dates</th>
<th>Destination</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>India Expo Borges Cultural Centre, Buenos Aires (Argentina)</td>
<td>March 09-17, 2019, 12 PM to 08 PM</td>
<td>Buenos Aires</td>
<td>Argentina</td>
</tr>
</tbody>
</table>

2.1 The participants will be given the option of sending their shipment directly to the exhibition venue at their own cost and shall not be constrained to engage the agency hired through this tender.

2.2 ITPO targets participation of about 35-40 Indian companies in the event. ITPO may cancel the above event, in case participation is not forthcoming from sufficient number of companies or due to unforeseen circumstances.

2.3 Besides, it is understood that most of the exhibiting companies will be participating for retail sale of their products of Indian origin. However, there may be business exhibitors who may only carry samples either through ITPO or at their own cost.

2.4 On-the-spot-sale (retail sale) may require assistance of a local entity as ‘Importer-on-Record (IOR)’.

2.5 ITPO is inviting bids from the interested agencies in Buenos Aires (Argentina) for appointing ‘Importer-on-Record (IOR)’.

2.6 Shipment of exhibits from India to the respective booths in the exhibition venue in Buenos Aires (Argentina) will be undertaken by the individual exhibitors in consultation
with the shipping agency nominated by Importer on Record in Buenos Aires and their Indian counterpart. All the exhibits needs to be approved by Importer on Record before sailing the same.

2.7 All the duties & taxes on shipment needs to be informed to each exhibitors in advance and to be collected in advance by the agency of Importer on Record.

3. SCOPE OF WORK

3.1 ITPO will not bear the cost of shipment of exhibits from India to exhibition venue at Buenos Aires (Argentina), including sea-freight/air charges. Also, the Customs Duty and VAT/IVA /any such tax/duty applicable on the exhibits applicable as per local Custom/VAT authorities will not be borne by ITPO. The selected agency of Importer on Record will recover Customs Duty and VAT from respective Indian company/exhibitor directly without any liability on the part of ITPO and deposit the same with the local authorities through a local entity i.e. Importer-on-Record (IOR).

3.2 The selected Importer on Record shall appoint an Indian shipping company (Custom Handling Agency - CHA) who will pre-inspect the consignment, calculate the duties & taxes and will collect the same in advance from the exhibitors and transfer the same to Importer on Record in Buenos Aires.

3.3 The selected Importer on Record will act as the consignee and complete all the formalities for retail sales by the participating companies including their registration as per the local rules of the host country with regard to retail sale during the currency of the event. Statutory compliance in India as well as in the foreign country concerned in all matters related to taxation and customs clearances/duties shall be the responsibility of the appointed agency of the Importer on Record (IOR).

3.4 ITPO will provide the list of approved companies with booth numbers to the selected agency of Importer on Record along with details of area allotted to each company.

3.5 The approved participants/exhibitors will hand-over the invoices and packing lists to the selected agency of Importer on Record before shipping of the goods for clearance.

3.6 It will be the responsibility of the selected agency to ensure that only goods of Indian origin are admitted in the shipment.

3.7 The selected CHA agency of Importer on Record shall appoint a Govt. Approved Valuer who will issue a valuation certificate for the exhibits handed over to the selected agency for shipment.

3.8 The Importer on Record’s selected agency will adhere to all rules and regulations applicable both in India and Argentina and ensure that the shipment does not face any problem due to non-adherence of any rule / regulation and reaches its destination on time. The exhibits must be delivered at the booths of the respective companies at above mentioned events at least 48 hours before the start of the event in pristine condition.

3.9 The selected agency of Importer on Record is also required to keep a watch on the consignments being taken from the Indian participating companies to ensure that the items being sent are strictly of Indian origin and reasonably invoiced to avoid the possibility of under-invoicing.

3.10 The selected agency of Importer on Record will provide the complete details of
Custom Duties, VAT/IVA and/or any other tax(s) applicable in Argentina to ITPO as well as to all the approved participants along with the list of banned items for import in Argentina. The agency will ensure that no consignment is received by it from exhibitors containing items which are banned in Argentina for import.

3.11 As stated above, Customs duties, VAT, (anti-dumping duty, excise etc, if applicable) as per local Laws will be recovered by the selected agency of Importer on Record directly from respective exhibitors and paid to Govt. Departments in Argentina. The Importer on record will ensure payment of all admissible taxes i.e. Customs duty/VAT/etc. to Govt. Authorities in Argentina without any liability on ITPO. As many of the exhibitors participating in the fairs will be making retails sales of their exhibits at the event, the Importer-On-Record will ensure that Customs/VAT formalities with the Govt. Departments in Argentina are done in time (well before the start of the event) so that retail sale may be made by the exhibitors at the event without any hindrance.

3.12 The Importer-on-Record (IOR) will be responsible for the following:

a. Completing all statutory formalities, including payment of advance sales tax/VAT/IVA, etc. to local government authorities and obtaining permissions from them for uninterrupted sales during the exhibitions.

b. Depositing all taxes related to sale taking place during the exhibition to the government authorities in Argentina.

c. The tax component will be collected by the IOR directly from exhibitors and deposited to the tax authorities in Argentina. The following two options will be given to the exhibitors:

i. Pay lump sum amount calculated for the entire duration of the exhibition at the “per day per exhibitor rate” calculated from the rate quoted by the selected agency/Importer on Record in the BOQ/Price Bid.

ii. Alternatively, an exhibitor may pay tax on the estimated value of sales arrived at by the selected agency of Importer on Record based on the total value of the exhibits, as per the packing list and certified by the Govt. Approved Valuer appointed by the selected agency for the purpose.

3.13 It will be the responsibility of the Importer-on-Record / selected agency to ensure that the products of no exhibitor are admitted into the venue without paying the requisite taxes applicable on anticipated sales of those products.

3.14 The selected agency/Importer on Record will ensure presence of its representative(s) at site of the event at least four days before the event and till two days after the event to ensure smooth delivery of services to the exhibitors and for coordination with team ITPO.

3.15 The selected agency of Importer on Record will ensure credentials of the Exporter-on-Record and Importer-on-Record to avoid any litigation on account of non-compliance, etc. either in India or Argentina. ITPO will not be responsible for any inconvenience and loss/damage, if any, that may suffered by the selected agency on account of non-performance by the IOR.

3.16 The selected agency of Importer on Record will also need to appoint a local company in India, if there is a need, for completing the formalities of local taxes/documentation in India.

3.17 The selected agency will ensure that each exhibitors takes an adequate Insurance
Cover for all exhibits for transit, storage and fair site (entire fair duration). The selected agency will ensure inspection by Insurance surveyor, in case of any damage to the exhibits.

3.18 The selected agency of Importer on Record will cover all charges in India and Argentina like Agency fees, Arrival charges at Argentina, Consolidation charges, Transportation Charges, delivery of exhibits at respective booths at the exhibition venue, Storage of empties or any other charges not specified here.

3.19 The approved agency of the Importer on Record will be responsible to have sufficient manpower and equipment at site for delivering.

3.20 The selected agency of Importer on Record will ensure collection of Customs Duty/VAT/IVA, Income tax etc directly from participating companies in advance.
Annexure – I

**India Trade Promotion Organisation**

**FORMAT for Bid for Quotation**

**Tender/ EOI Inviting Authority:** India Trade Promotion Organisation (ITPO)

**Name of Work:** Expression of Interest for Appointing Importer on Record for India Expo, Buenos Aires (Argentina) March 09-17, 2019 (bids through Embassy of India only)

**Contract No:** ITPO/FFD/INDIASHOW/CHA/2018-19

**Name of the Bidder/ Bidding Firm / Company:**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item Description</th>
<th>Amount in Figures per exhibitor in US$</th>
<th>Amount in Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Facilitation fee for Importer-on-Record and its coordinating agency in India on per exhibitor basis. (Rate to be entered in US Dollars per exhibitor. For the purpose of ascertaining the L1 bidder, the number of companies/exhibitors is being reckoned at 40 Nos. The payment will be made at the quoted unit rate for actual number of exhibitors.)</td>
<td></td>
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<tr>
<td>2.</td>
<td>Facilitation fee (for payment and compliance of IVA/VAT/VVAT/Customs Duty applicable in Argentina) to be charged from participating exhibitors on per exhibitor per day basis for on-the-spot sales by exhibitors. (This amount shall be collected directly from participating companies in advance (Rate to be entered in US Dollars per exhibitor) For the purpose of ascertaining the L1 bidder, the number of companies/exhibitors is being reckoned at 40 Nos.)</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Any other fee (To be quoted as a lumpsum)</td>
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**Total in Figures**

**Total in Words**