

**Services Export Promotion Council (SEPC)
REQUEST FOR PROPOSAL FOR APPOINTMENT OF
OFFICIAL TRAVEL PARTNER
FOR
en7Tech 2019 EXHIBITION
4 – 6 March 2019, Mumbai**

Bid Reference: enttech2019/RFP01

DISCLAIMER

This request for RFP is not an offer by SEPC, but an invitation to receive responses from eligible companies for providing services for organising the event.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between SEPC and the bidder concerned. This RFP is being issued with no financial commitment and SEPC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage.

**Schedule for Submission of RFP for
OFFICIAL TRAVEL PARTNER**

1. Availability of RFP Document at SEPC website **31 January 2019**
2. Last date and time for submission of completed RFP document
4 February 2019 – 17:00 hrs

The RFP document can be downloaded from the website: www.enttechindia.com
The completed application (response document), containing Technical and Financial Bid (printed, signed and bound copies) should be submitted in a sealed cover super scribed with the title "Request for Proposal for providing **OFFICIAL TRAVEL PARTNER** services for ENTTECH 2019" before the last date and time at the following address:

Ms. Sangeeta Godbole
Director General, SEPC
3rd Floor, 6A/6, NCHF Building, Siri Fort Institutional Area, August Kranti Marg,
New Delhi-110049
Tel: +91 11-41046327-28-29, +91 11-41734632

Any queries should be addressed to:

Mr. Javed Ahmad
Mobile: +91 9015480563
Email: javed.sepc@gmail.com

Late Applications: Any application received after the last date and time for submission for the same, i.e., 4 February 2019, 1700 hours, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

SCOPE OF WORK

SEPC is the lead agency nominated by The Ministry of Commerce, Government of India to organise ENTTECH 2019 exhibition in Mumbai from 4 - 6 March 2019.

Services of an **OFFICIAL TRAVEL PARTNER** are required to provide for successful execution of the event.

Schedule of Services

- a. Issue of 75 -100 International Tickets for visiting ENTTECH 2019. Bidder should quote service charge per ticket.
- b. Providing Airport Transfers with support site at the airport.
- c. Providing foreign exchange reimbursement to overseas buyers who purchased their own tickets.
- d. Coordination services at Hotel booked by SEPC. Bidder will manage the EVENT Desk at the Hotel from 3 – 6 March 2019 and shall coordinate:
 - Airport pickup and drops
 - Smooth check-in and check-out
 - Any coordination support required by buyersBidder shall deploy trained tour managers for this. Bidders should quote per person per day rate for this.

VALIDITY OF RFP RESPONSE

The RFP response submitted by the applicants shall remain valid for a period of 1 month after the date of RFP response opening prescribed in this document. A RFP response valid for shorter period may be rejected as non-responsive. SEPC may solicit applicants' consent to an extension of RFP response validity.

SUBMISSION OF TECHNICAL & FINANCIAL BIDS

The bidder will be required to submit the technical bid and the financial bid in two separate and sealed envelopes, Technical proposal shall be marked "Technical Proposal". Financial Proposal shall be marked "Financial Proposal".

Both the proposals should be put up in a bigger envelope and marked as "Request for Proposal for providing **OFFICIAL TRAVEL PARTNER** for ENTTECH 2019" and submitted before the last date and time at the following address:

Ms. Sangeeta Godbole
Director General
SEPC
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Technical Proposal & Presentation**70 points**

Previous Performance: 30

Presentation: 20

Capability to handle ENTTECH 2019: 20

Price Proposal**30 points**

In preparing the financial bid, the bidder shall take into account the requirements of different events, man power required, all administrative charges, travels, etc. as per the scope of work

Client references of similar projects at Mumbai should be provided.

The bids will be opened in the council office and shortlisted bidders will be invited for a presentation in Delhi / Mumbai as necessary.

Evaluation of Financial Bid will be done based on total cost quoted.

Contract will be awarded to the bidder in case the bid has been determined as the lowest evaluated bid, economically feasible and responsive subject to approval of the competent authority. Negotiations will be held with qualified and selected bidder.

Payment Terms

To be proposed by the bidder.