

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

Bid Reference: enttech2019/RFP02

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
8 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 Stand Contractor** 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., 8 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 Stand Contractor** are required to provide for successful execution of the event.

Event Schedule:

Venue: Hotel Sahara Star, Mumbai

Venue Possession: 3 March 2019 – 07:00hrs to 23:59hrs

Event Dates: 4 - 6 March 2019

4 & 5 March 2019 – Sapphire Hall

6 March – Jade Ball Room – II (Half Part)

Breakdown: 5 March 2019 – Sapphire Hall

6 March – Jade Ball Room – II(Half Part) – 15:30pm

ITEM LIST

DESCRIPTION OF SERVICES	SIZE	QTY	DAYS	RATE	AMOUNT INR	TOTAL AMOUNT INR
Events, Exhibitions, Conventions and trade shows organisation and assistance services	-	-	-	-		
SHELL SCHEME						
Octonorm periphery wall with 5 mtr height 20 x 18 mtr x 2 Nos with support boxes and (Carpet .5 mtr depth area) in every 4 mtr		50	Nos			
Draping inside the Conference Room 5 Mtr Height Size:-19x26 Mtr with the airgap of .5 mtr between the wall and curtain .		380	Sqm			
Centre Table		5				
Double Door		2	Nos			
REGISTRATION						
Octonorm Registration Counter with Standard accessories (two level counter, Chairs, Spot Lights , Power Sockets , Dustbins Etc .		4	Nos			
VIP LOUNGE						
Size: - 6x6 Mtr (Octonorm Glass Partitions) and Furniture & lighting as per layout plan .		36	Sqm			
SEPC Office		18	Sqm			
Size:-6x4 Mtr (Octonorm Glass Partition wall with Furniture , Lighting as per Layout Plan						
B-2-B Meeting Area						
Square Table		60				
Power Socket		60				
Self-Standing Panel		10				
Entry Gate		1				
Power Socket		2				
EXHIBITION STALL						
Construction of stalls with white powder coated Octonorm System Profile with front Maxima 3 mtr height , and imported laminated panels, needle punched synthetic carpet(Grey) in the stall and following standard accessories for up to 9 sqmt area.	300 sqm					
Counter Table		1				
Fascia with Computer cutted Vinyl Letters.		1				
Fiber Chair		3				
Glass Round Table		1				
Plug point -5 -15 AMPHS		1				
Dustbin		1				
LED Spot light		3				
Counter Table		1				

BRANDING (FLEX PRINTING AND MOUNTING)						
T Standee - Size: - 8' (H) x 4'(W)	4 x 8	10	Nos			
T Standee - Size: - 6' (H) x 4'(W)	4 x 6	10	Nos			
Branding for LED Screen - Open area			Sqft			
30' x 4' - 2 nos		240				
16.5'x4' - 2 Nos		132				
12'x8' -1 No		96				
18'x4' -2 Nos		144				
24'x 1.5' -2 Nos		72				
16.5'x 1.5' - 2nos		50				
Roll up Sandee -		10				
Vinyl Print: -						
6'x3' - 10 Nos		180				
2'x2' - 10 Nos		40				
4'x2' - on Sunboard		8				
3.5' x 6' - 1 no		21				
3'x8' -7 nos		168				
AUDIO VISUAL- SOUND - LIGHT						
Inside Hall / Outside Area						
LED Wall	30 x12	720	2			
Rizer 02nos	30x04	240	2			
Stage	24x16	384	2			
LED Rizer	24x4	96	2			
LED Wall	22x12	264	2			
42" Comfort Plasma		8	2			
86" Comfort Plasma		1	2			
Sound						
Sound System 100 Pax		1	2			
Podium Mic		2	2			
Cordless		6	2			
Headset Mic		2	2			
Slide Changer		2	1			
Live Streaming						
Switcher		1	2			
Watchout Server Split Screen		1	2			
Video Conferencing		1	1			
LED Lights						
LED Parcan		40	2			
Profile		2	2			
Ambience Lights		15	2			
REGISTRATION						
PCs with Printers and Operators		5	2			
Badges with Digital Print 20mm Lanyard Pouches and 2 sides printed paper badges		500	1			
GENSET						
125 KV with Fuel -		2	2			
Fuel Charges						
Extra Cable						
Labour Charges						
PWD and Fire Permission						
OTHER						
Hostess		6	2			
Flower Bouquet		10	1			
Rangoli		1	1			

Inauguration Set up		1	1			
PRINTING						
Broucher Printing A5 size 4 colors on 240gsm Art card		300				
Directory Printing A5 Size on 130 gsm art paper withh wipro binding		150				
B2B Table Name Plate		75				
Feedback Form A4 size 130 gsm		300				
Programme A4 size -4 colors		300				
PHOTO & VIDEOGRAPHY						
Photographer		2	2			
Videographer		2	2			
Mixer, Switcher, Connector						
HDD Sony 1 TB						
					Total	
					IGST @18%	
					Grand Total	

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 STAND CONTRACTOR SERVICES** for ENTTECH 2019" and submitted 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

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.