

SERVICES EXPORT PROMOTION COUNCIL

3rd Floor, 6A/6, NCHF Building,
Siri Fort Institutional Area, August KrantiMarg, New Delhi-110049.
Phone: +91 11-41046327-28-29, +91 11-41734632
Email: dg@servicesepc.org
Web: www.servicesepc.org

Request for Proposal for Travel Partner Services Ref: SEPC/Vibrantgujrat 2019/RFP001

Services Export Promotion Council (SEPC) is organizing RBSM during Vibrant Gujrat Global Trade Show 2019 at The Exhibition Center, Gandhi Nagar, Gujrat from 18th to 20th January 2019.

Request for proposal is invited from reputed IATA registered Travel Agents for Travel Partner services.

Schedule of Requirements

- a. To issue 30 International Travel tickets after verifying passports and eligibility to travel to visit India. Arrival date in India 17 Jan 2019, Departure date 20/21 Jan 2019.
- b. To provide visa support assistance for International buyers(If required)
- c. To provide in Buyer Travel Help Desk at the Hotel in Gandhi Nagar, Gujrat from 17th-20/21Jan, 2019. if required

General Terms & Conditions

- 1 All offers should be in Indian Rupees. GST to be quoted as extra.
- 2 Offer validity should for 10 days from the date of opening the quotation
- 3 GST Registration / Income Tax PAN number should be mentioned
- 4 Client references and contract details for similar works executed in the past should be mentioned.
- 5 SEPC reserves the right to split the job work to two or more parties without assigning any reasons.
- 6 In case of any dispute, the decision of Director General SEPC will be treated as final
- 7 All disputes are subject of New Delhi jurisdiction

Submission Date

Your offer should be sent latest by 8th January, 2019 till 11.00 Am to

Ms. SangeetaGodbole
Director General – SEPC
Email: dg@servicesepc.org
Followed by Hard copy to SEPC office

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RFP format

Please provide the following information:

- a. Company profile and annual report (Preference would be given to the agencies having min 2 years of experience)
- b. List of similar events / exhibitions where your services were provided along with client references
- c. Copy of PAN number and GST registration
- d. Financial proposal indicating:
 - i. Service Charge per ticket for issuing of tickets and/or visa support services.
 - ii. Service Charge for managing Buyer Travel Help Desk at Hotel in Gandhi Nagar/Ahmadabad from 18th to 20th January 2019. (If required)