

SERVICES EXPORT PROMOTION COUNCIL

Set up by Ministry of Commerce and Industry, Government of India
3rd Floor, NCHF Building, 6A/6, Sri Fort Institutional Area, New Delhi – 110049;

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01st December, 2017

SEPC/TENDER/1/2015-16/

TENDER NOTICE

Subject:- Notice for inviting Quotations for Project Management of organizing Buyers Sellers Meet in Myanmar, Vietnam and Indonesia

Dear/Mr./Ms.

Services Export Promotion Council (SEPC), 3rd Floor, 6A/6, NCHF Building, Sirifort Institutional Area, August Kranti Marg, New Delhi-110049 invites quotations from eligible agencies for Project Management of conducting Buyers Sellers Meets (Healthcare) at Yangon(Myanmar), Hanoi(Vietnam) and Jakarta(Indonesia) scheduled to be held from 11th to 19th January, 2018.

Interested parties may send properly sealed envelope for quotations, addressed to Director General, Services Export Promotion Council, 3rd Floor, 6A/6, NCHF Building, Siri fort Institutional Area, August Kranti Marg, New Delhi-110049, **latest by 8th December, 2017** . “**Tender for Project Management of Buyer Seller Meet in ASEAN**” should be clearly written on the cover envelope. **SCOPE OF WORK** is attached at **Annexure-‘A’**.

The competent authority reserves the right to cancel any item/bids or the entire tender without assigning any reason. The terms and conditions and relevant information may be seen at SEPC website www.servicesepec.org.

(Sangeeta Godbole)
Director General

SCOPE OF WORK

The scope of work includes Management, Logistics and Operations work involved in organizing the Buyers Seller Meet in Yangon (Myanmar), Hanoi(Vietnam) and Jakarta(Indonesia) scheduled to be held from 11th to 19th January, 2018.

The main objective of the assignment is to provide assistance for planning, designing, managing, implementation and monitoring the organization of Buyers Sellers Meet in above mentioned countries.

- B2B meeting fixation between India companies (Hospitals & Healthcare service providers) and buyers from above mentioned Countries(i.e. Myanmar, Vietnam and Indonesia). Buyers to be invited are Medical facilitators, Ministry of public health, Associations and Chambers etc.
- Venue booking and production setup (Stage Backdrop, X Stand, Box Stand, Invitation Card, Data, Delivery, Projector, Temp Billboard) and manpower (MC, Association and Media Invitation, Photo videos, Model for opening)
- Printing of Lanyards, show brochure (Country wise), Delegate booklet, Standees and other promotional creative's.
- Arrangement of Conference Kit, Gift Items and Souvenir/Memento.

Schedule of Travel :

S.NO.	COUNTRY	DATES IN JAN.2018
1)	Yangon, Myanmar	Arrival 10th January, 2018
	B2B & Other Meetings	11th & 12th January, 2018
2)	Hanoi, Vietnam	Arrival 14th January, 2018
	B2B & Other Meetings	15th & 16th January, 2018
3)	Jakarta, Indonesia	Arrival on 17th January, 2018
	B2B & Other Meetings	18th & 19th January, 2018
4)	Return to India	20th January, 2018

Terms and conditions:

- The timely completion of work and quality of services are essence of this contract.
- No extension will be granted for any of the job for execution of the contract.
- Preference will be given to those reputed agencies who have experience of similar nature of task in Countries as stated above.
- Details about experience in same field are required with names of events/exhibitions in last two years.
- The unforeseen items, if not mentioned as above but may require for the function, please mentioned on a separate sheet.
- Payment of the entire expenditure will be initially done by the agencies and will be subsequently reimburse by SEPC only after the completion of event.
