

## **SERVICES EXPORT PROMOTION COUNCIL**

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

### **Request for Proposal for Construction of Pavilion Ref: SEPC/GES 2018/01**

Services Export Promotion Council (SEPC) is organising SEPC Mart at Global Exhibition on Services at Bombay Exhibition Centre, Mumbai from 15th-18th May 2018.

Request for proposal is invited from reputed Exhibition Construction Companies

#### **Scope of Work - Annexure - I**

- a. Layout and design for SEPC Mart
- b. Construction of shell scheme stands
- c. Carpet in passage area
- d. Media Studio set up
- e. SEPC Office and Lounge
- f. Table space for Buyer / Seller Meetings
- g. Audio Visual Equipments
- h. Entrance arch for the Pavilion

#### **General Terms & Conditions**

1. All offers should be in Indian Rupees. GST to be quoted as extra.
2. Companies with minimum turnover of Rs.2 crore per annum for last 3 years will be eligible to bid.
3. The company should have done at least One international Pavilion of 3-5000 sqm in last 2 consecutive years with minimum billing of Rs.75 lacs.
4. Offer validity should for 30 days from the date of opening the quotation
5. GST Registration / Income Tax PAN number should be mentioned
6. Client references and contract details for similar works executed in the past should be mentioned.
7. SEPC reserves the right to split the job work to two or more parties without assigning any reasons.
8. In case of any dispute, the decision of Director General SEPC will be treated as final
9. All disputes are subject of New Delhi jurisdiction

#### **Please provide following information -**

1. Company profile and annual report (Preference would be given to the agencies having min 5 years of experience handling similar work.)
2. List of similar events / exhibitions where your services were provided along with client references
3. Copy of PAN number and GST registration
4. Financial offer as per Annexure - I

## ANNEXURE - I

Sr. No.	Activity	Details	Quantity	Unit	Rate
1	Layout for SEPC Mart	Developing the layout and design as per the requirements given below with passages, entry and exit points etc.	2500-3000	sqm	
		The layout should include the following not restricted to -			
		100 sqm booths - 8 nos. ; 50 sqm booths - 5 nos.; 18 sqm booths - 10 nos.; 9 sqm booths - 30 nos.; SEPC office and lounge - 48 sqm; Doordarshan Studio - 12 sqm.; Table space for buyers - 80 nos.			
2	Construction of Shell scheme stands	Construction of Stalls as per layout submitted with Aluminium prefabricated system with backlit Maxima of 3 m height on front & backlit hanging fascia, having infill Panels with wall paper for Partition walls. Synthetic needle punched carpet of approved colour (inside the booth area) with following furniture and fixtures per 9 sqm stand. The booth should have open design and should be attractive.	9	sqm	
		Hanging Fascia with Company Name - 1 no.			
		Spot Lights - 3 nos.			
		Prefabricated system Table - 1 no.			
		PVC Chairs - 2 nos.			
		Power Socket - 1 no.			
		Dustbin - 1 no.			
		for stands above 9 sqm, the furniture and fixtures to be supplied on pro-rata basis			
3	Passage Carpet	Synthetic needle punched carpet with pre coated cover as per approved colour		sqm	
4	SEPC office & Lounge	Construction as per layout submitted with Aluminium prefabricated system, having white Laminated infill Panels for Partition walls. Synthetic needle punched carpet of approved colour (inside the booth area) and required furniture & fixtures as per the design	42	sqm	
5	Media Studio set up	Construction as per layout submitted with Aluminium prefabricated system, having white Laminated infill Panels for Partition walls. Synthetic needle punched carpet of approved colour (inside the booth area) and required furniture & fixtures as per the design	16	sqm	

Sr. No.	Activity	Details	Quantity	Unit	Rate
6	Table space for Buyer / Seller Meet	One table and 3 chairs, with Table no.	80	nos.	
7	Audio Visual Equipments	LED screen of 3.9 mm pitch LED with wooden base and side panelling and required cables			
		Size - 22 ft x 12 ft	2	Nos.	
		Laptop	2	Nos.	
8	Entrance Arch	At the entry of the SEPC Mart as per the design submitted	1	no.	
9	Platform	Wooden 10 cm height platform with synthetic carpet covering at the front and the back entrance of the SEPC Mart	24	sqm	
10	Furniture & Fixtures	The rates for furnitures and fixtures to be quoted per unit for the show along with the photographs of each unit			
		Chairs			
		Table			
		Brochure stand			
		Glass Shelf			
		Meeting Table			
		Standing Height Tables			
		Bar Stool			
		Single Seater Sofa			
		Two seater Sofa			
		Spot Light			
		Power Point			
		LCD TV 42"			
		Laptop			
		Coffee Machine			
		Refrigerator			
		Any Other			

**Submission Date -**

Your offer should be sent latest by email by 5.00 pm on 27th April 2018 followed by hard copy

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To,

Ms. Sangeeta Godbole

Director General - SEPC

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