

# SERVICES EXPORT PROMOTION COUNCIL

3rd Floor, 6A/6, NCHF Building, Siri Fort Institutional Area, August Kranti Marg,  
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Email: [dg@servicesepc.org](mailto:dg@servicesepc.org) Web: [www.servicesepc.org](http://www.servicesepc.org)

**Request for Proposals for appointment of Event Management Services agency.**

**Ref: SEPC/enTTech 2019**

Services Export Promotion Council (SEPC) is organizing enTTech-2019 scheduled to be held in the month of March, 2019 at Mumbai, Maharashtra

## EVENT MANAGEMENT SERVICES

Request for proposal is invited from reputed Event Management Agencies.

### Schedule of Requirements

- a) Project Management
- b) Create Conference programme & B2B meeting schedule.
- c) Marketing and ensuring to bring in Indian exhibitors minimum 75.
- d) Registration and Inquiries handling (Coordination only)
- e) Venue Management
- f) Travel and Hotel accommodation management. (Coordination only)

### General Terms & Conditions

1. All offers should be in Indian Rupees. GST to be quoted as extra.
2. Offer validity should for 30 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

Followed by hard copy to SEPC office

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 offer

**Submission Date –**

Your offer should be sent latest by email by 5.00 pm on 20<sup>th</sup> October, 2018 followed by hard copy

To,

Ms. Sangeeta Godbole

Director General – SEPC

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Note: Please clearly mentioned on envelope “Application for appointment of Event Management Services agency” by SEPC for enTTech-2019.