

SERVICES EXPORT PROMOTION COUNCIL

417, 4TH FLOOR, PRIME TOWERS, PLOT NO. 79 & 80, Pocket F, Okhla Phase I,
New Delhi-110020. Phone: +91 11-41046327-28-29, +91 11-41734632
Email: dgdesk@servicesepc.org Web: www.servicesepc.org

Sub: Request for proposal for fabrication of India pavilion at GETEX'2024.

Services Export Promotion Council (SEPC) is organizing India Pavilion at GETEX'2024
24 - 26 April 2024 at Dubai International Convention & Exhibition Centre, Dubai, UAE.

Appointment of Stand Fabricator

Eligibility for submission of Bids: Agencies having following eligibility, hereby, invited to bid for the event on turkey basis.

1. Must be a registered business entity/ service provider.
2. The company should be in existence for last three financial years in conceptualizing, designing and execution of projects on turnkey basis for setting up of Country Pavilion for Govt/ Chamber/ Trade Promotion Bodies in International Exhibition abroad. (Purchased order to be submit)
3. The company must have of prior experience of designing and execution of minimum 100 square meter of Pavilion or stall at least once within in the last five years.
4. A self-certified undertaking must be submitted mentioning that they have not been blacklisted by any Government organization
5. Financial bid(s) will be considered only for agency(ies), those will be technically shortlisted.
6. The suggestive design and requirements of "India Pavilion at GETEX'2024" is attached.
7. The L1 may be called for further negotiation on the cost before awarding the contract.
8. This office reserves all rights to accept or cancel and quotation without showing any reason.

Submission Date: -

Offer should be sent latest by email by 5.00 pm on 12th January, 2024 followed by hardcopy in a sealed envelope. Kindly quote "RFP for GETEX'2024" on the cover of the envelope and send to:

Mr. Sudhir Saxena

Joint Director (F&A)

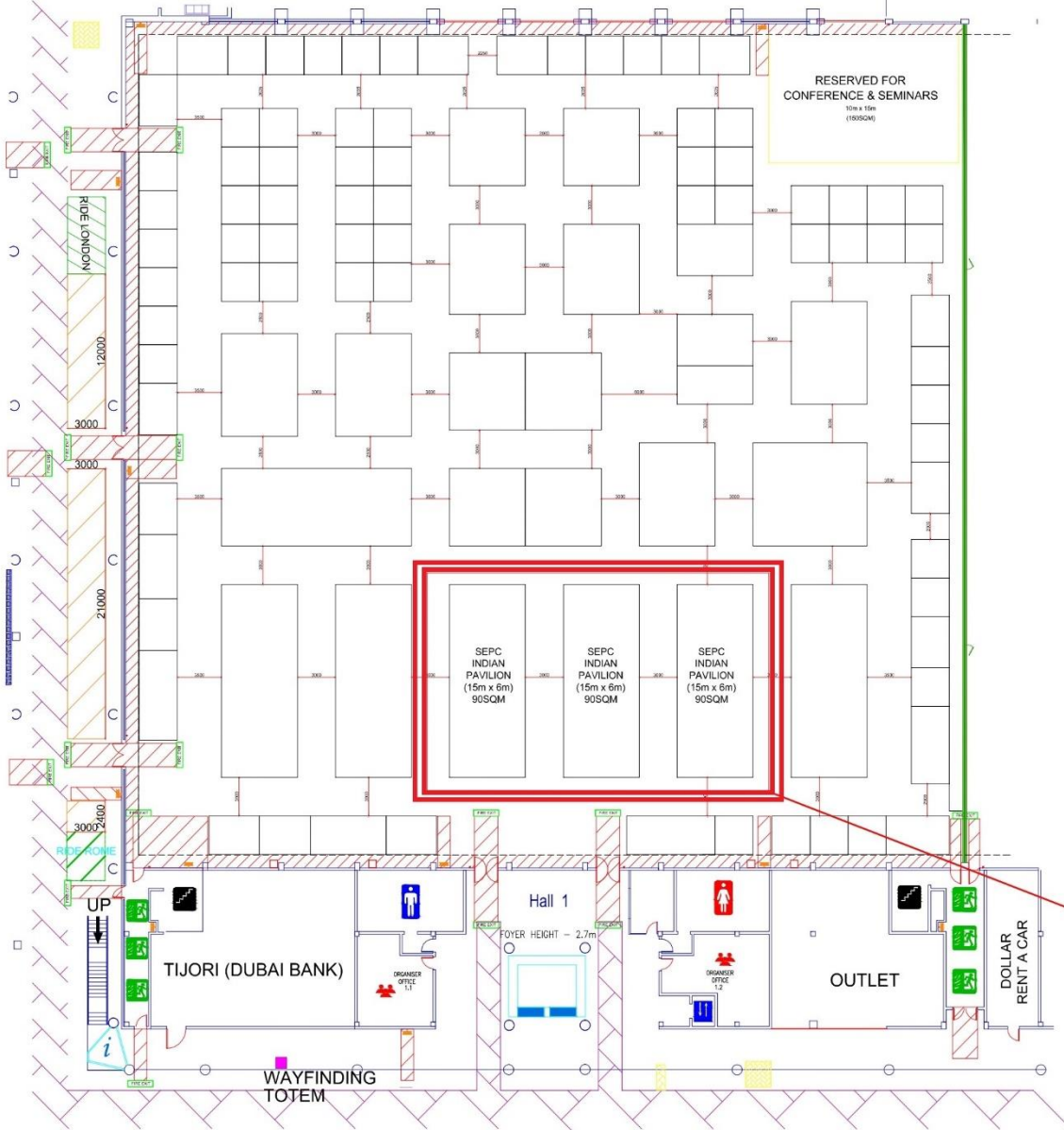
Services Export Promotion Council

417, 4TH Floor, Prime Towers,

Plot No. 79 & 80, Pocket F,

Okhla Phase I, New Delhi-110020

GLOBAL EDUCATION & TRAINING EXHIBITION (GETEX)
24 - 26 APRIL 2024



SEPC INDIAN PAVILION
15m x 6m = 90SQM
X 3 BLOCKS
(TOTAL = 270SQM)
SPACE ONLY

ENTRANCE
HALL 1

INDIA PAVILION IN GETEX 2024

24 - 26 April 2024. DUBAI INTERNATIONAL CONVENTION & EXHIBITION CENTRE.

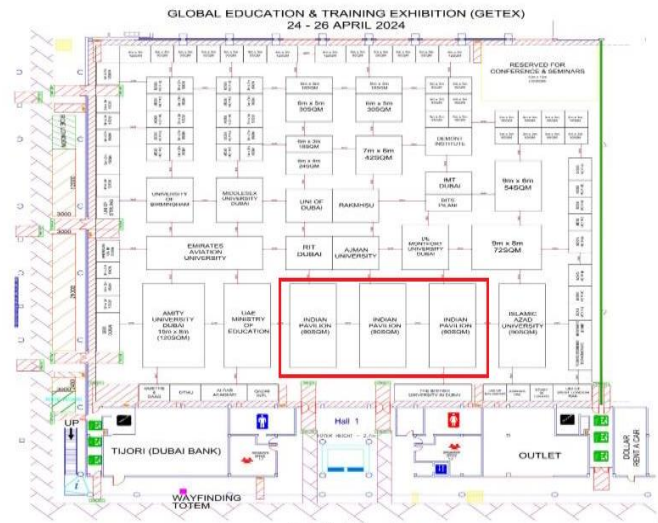
HALL PLAN

IP 07	IP 08
IP 06	IP 09
IP 05	IP 10
IP 04	IP 11
IP 03	IP 12
IP 02	IP 13
IP 01	IP 14

IP 21	IP 22
IP 20	IP 23
IP 19	IP 24
IP 18	IP 25
IP 17	IP 26
IP 16	IP 27
IP 15	IP 28

IP 35	IP 36
IP 34	IP 37
IP 33	IP 38
IP 32	IP 39
IP 31	IP 40
IP 30	IP 41
IP 29	IP 42

- 6 Sqmtr Stall (3 x 2)
- 9 Sq mtr Stall (3 x 3)



HALL 1

SCOPE OF WORK

Design and Fabrication as per the given scope at GETEX'2024

SCOPE OF WORK				
S.No.	Descriptions		Quantity	Price (INR) without GST
1.	Design and fabrication Area		270 sq mtr	
1.1	Flooring			
	Laminated White Wooden Raised Platform of 10 cm			
1.2	Walls + Structure for Booth Area			
	Walls to be made in Wood and roller paint in white color			
1.3	Booth Package including Furniture & Lighting			
	9 sqm <ul style="list-style-type: none"> • Wooden walls (up to 3 meters height) • fascia name board, • Round Glass Table • Lockable Glass/Wooden Cabinet • Chairs • 5 Long Arm Lights/Concealed • Lights/HQI Lights • Laminated Platform • Power socket • Wastebin • Plants • Brochure Stand 	6 sqm <ul style="list-style-type: none"> • Wooden walls (up to 3 meters height) • fascia name board, • Round Glass Table • Lockable Glass Cabinet • Chairs • Long Arm Lights/Concealed • Lights/HQI Lights • Laminated Platform • Power socket • Wastebin • Plant • Brochure Stand 		
2.	Overhead branding structure F 1.5 Meters over and above 3 Meters Walls			
2.1	Furniture In SEPC Booth - 12 Sqm			
	Double Seat sofa (white Color)		02 Nos	
	Single Seat Sofa (white Color)		03 Nos	

	Round Table with Glass Top	01 nos	
	Customized Reception Table	01 Nos	
	Coffee Machine with Coffee Table and other material	01 Nos	
A			

Additional Scope of Work

	1 Hostess for SEPC Booth	For 3 days	
	Pantry Cum Storage of 1.5X1.5 Storage at SEPC Booth		
	Coffee Machine with all material including Table, glass, capsules, milk etc	For 3 days	
	1 litre Water bottles pack for three days for each both (10 Bottles on 6 sqm and 15 bottles on 9 sqm)	325 nos	
	Show Directory – 500 Copies Printing and Delivered at the SEPC Booth at venue.	500 nos	
	Graphics In Each Stall (Graphics + Texts + Logo) Digital Print Vinyl Posters for all booths on all walls 3 mtr x 3 mtr (W x H) – 03 Nos 3 mtr x 2 mtr (W x H) –03 Nos in Corner – 02 Nos Vinyl texts + Logos + Digital Print Graphics	550 sq mtr	
3	Transportation, Installation, dismantling & labor		
B	Additional Scope of work cost		
	Total Cost A+ B		

Proposal Submission – Requirements

Delivery time of the booth.	At 10:00 AM on 23 rd April, 2024
Transportation, mock up, Filling of forms, Installation and Dismantle	Included
All required communication and site coordination	Included
Flooring	Included

Structure	Included
Furniture	Included
Graphic Printing and Pasting	Included
All associated lighting and electrical works	Included
On-site assistance (Pre & During show days)	Included
Cleaning of the booth two hours prior to show begins & During show days	Included

Terms and conditions:

1. Vendor requires to submit original tax invoice bearing GST number for release of payment.
2. SEPC keeps all rights to cancel the work order if work is not as per terms of tender.
3. In case of any additional work require, the payment shall be released after submission of tax invoice along with supporting documents.
4. Jurisdiction - In case of any dispute arises, the jurisdiction shall be Delhi only.
5. Payment terms: -
 - 70% advance payment of the total work order value after signing of work order based on submission of tax invoice.
 - 20% payment of total work order value will be released by 20th April, 2024
 - Balance 10% payment of total work order valuable will be released within 15 days after successful completion of the event.
