

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**

Request for Proposals for Appointment of Sales Management Services Agency Ref: SANJEEVANI 2026

DISCLAIMER

This request for RFP is not an offer by SEPC, but an invitation to receive responses from eligible companies for providing Sales management services for organising the event.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between SEPC and the bidder concerned. This RFP is being issued with no financial commitment and SEPC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage.

Schedule for Submission of RFP for

Sales Management Services

- Availability of RFP Document at SEPC website: **5th March 2026**
- Last date and time for submission of completed RFP document: **12th March 2026, 1700 hrs**

The RFP document can be downloaded from the website: www.servicesepc.org

The completed application (response document), containing Technical and Financial Bid (printed, signed and bound copies) should be submitted in a sealed cover super scribed with the title **“Request for Proposal for providing Sales Management Services for Sanjeevani 2026”** before the last date and time at the following address:

Dr. Abhay Sinha
Director General
Services Export Promotion Council
DPT-417, 4th Floor, DLF Prime Tower, Okhla Industrial Area, Phase -1, New Delhi-110049
Tel: +91 11-41046327-28-29, +91 11-41734632

Any queries should be addressed to:

Mr. Mohit Arora
Mobile: +91 7827517525
Email: Mohit.arora@servicesepc.org

Late Applications: Any application received after the last date and time for submission for the same, i.e., **12th March 2026, 1700 hours**, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

Introduction:

Services Export Promotion Council, setup by Ministry of Commerce & Industry, Govt. of India is mandated with the responsibility of export promotion and development of services sectors of India.

Activities:

To achieve its objectives, SEPC undertakes various export promotion activities, including the organization of international and national trade events by setting up Indian pavilions—both theme-based and individual stands for exporters. It also establishes dedicated theme pavilions at national events to showcase and promote the development of the Indian services industry.

Scope of Work:

- SEPC intends to hire eligible reputed agency for undertaking the Sales management services for organizing Sanjeevani 2026- International Exhibition and Conference on Medical Value Travel **at the Chennai, Tamil Nadu during 26th to 28th March 2026**. Sanjeevani is a global platform for promotion and publicity of Indian Healthcare Industry globally which will help in increasing the inflow of International patients seeking medical intervention from Indian Hospitals and also it will enhance strategic cooperation and strengthen the multilateral relationships between all stakeholders.

SCOPE OF WORK

Broad categories under the Scope of Services:

- Sales of Space
- Inquiries handling.
- Sponsorship generation
- Minimum revenue generation more than 80 Lakhs.

VALIDITY OF RFP RESPONSE

The RFP response submitted by the applicants shall remain valid for a period of 1 month after the date of RFP response opening prescribed in this document. An RFP response valid for shorter period may be rejected as non-responsive.

SUBMISSION OF TECHNICAL & FINANCIAL BIDS

The bidder will be required to submit the **technical bid mentioning end to end schedule of services covering all the elements as per the scope of services as stated above along with the Annexure 1 and the financial bid in two separate and sealed envelopes, technical proposal shall be marked “Technical Proposal”. Financial Proposal shall be marked “Financial Proposal”.**

Both the proposals should be put up in a bigger envelope and marked as **“Request for Proposal for providing Sales Management Services for Sanjeevani 2026** and submitted before the last date and time as mentioned below.

Dr. Abhay Sinha
Director General
Services Export Promotion Council
DPT-417, 4th Floor, DLF Prime Tower, Okhla Industrial Area, Phase -1, New Delhi-110049
Tel: +91 11-41046327-28-29, +91 11-41734632

Evaluation Criteria

- The bidder should have been in operation for a period of at least 3 years as evidenced by the Certificate of Incorporation issued by the Registrar of Companies, Government of India.
- The bidder's consolidated turnover should be minimum of Rs. 1 crore in the last three financial years.
- The bidder should have prior experience working with Government Departments, Autonomous Bodies, Public Sector Undertakings (PSUs), or any Ministry/Council.

Financial Proposal

In preparing the financial bid, the bidder shall take into account the requirements of man power required, all administrative charges, travels, etc. if any as per the scope of work. There shall be no extra charges will be paid or reimbursed to agency until unless prior approved by the competent authority.

The bids will be opened in the council office and shortlisted bidders will be invited for a presentation in Delhi office as necessary.

Contract will be awarded to the bidder in case the bid has been determined as the lowest evaluated bid, economically feasible and responsive subject to approval of the competent authority. Negotiations will be held with qualified and selected bidder.

Payment Terms

Initially to be proposed by the bidder and will be finalized by SEPC mutually.

General Terms & Conditions

- All offers should be in Indian Rupees. GST to be quoted as extra.
- In case of any dispute, the decision of Director General SEPC will be treated as final
- All disputes are subject of New Delhi jurisdiction

SEPC reserves the right to:

- To split the job work to two or more parties without assigning any reasons.
- To Extend the deadline for the submission of applications at its discretion.
- Accept or reject any proposal at any time prior to selection, award of contract/order, without assigning any reasons and without any liability on SEPC
- The decision of the SEPC shall be final and binding in this regard.
- For interpretation of any clause of this document, the decision of Director General, SEPC would be final and binding on both the parties i.e., bidder and SEPC.

Submission Date

Hard Copy should be sent latest by **12th March 2026, 1700hrs** to

Dr. Abhay Sinha
 Director General
 Services Export Promotion Council
 DPT-417, 4th Floor, DLF Prime Tower, Okhla Industrial Area, Phase -1 , New Delhi-110049
 Tel: +91 11-41046327-28-29, +91 11-41734632
RFP format at Annexure 1

ANNEXURE – 1

**Application Proforma for submission of RFP for Event Management
 Services for SANJEEVANI 2026**

1	Name of Organization	
2	Correspondence Address	
3	Contract Person	
4	Contract Details Telephone No. Cell No. Email:	
5	Profile of the agency including the staff strength on payroll	Staff strength _____
6	Details of work/ services being offered	
7	Experience (No. of Years)	Number of Years ____
8	Track Record – previous experience of handling similar nature of work (Please mention here). The company must have 3 years work experience (list with copy of Work order attached)	
9	A turnover of minimum of Rupees One Crores only during the financial year, i.e., 2025-26. The turnover should be in the name of applicant organization only and not that of group/sister organizations. (CA Certificate giving details about turnover of last 3 years should be enclosed in original).	
10	Self-attested photocopies of latest Income Tax Returns for the last 3 years. These documents should be in the name of applicant organization only and not that of group/sister organizations. In other words, name of applicant organization should be same in all the documents submitted.	
11	Permanent Account No. PAN (Self certified copy)	
12	Services Tax/VAT No./GST (Self certified copy)	
13	List of Clients	

14	A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.	
15	Other relevant details	
16	List of Enclosures	

I/We hereby certify that the information given above is true and nothing has been concealed therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/vigilance enquiry is pending by any agencies/courts.

Authorized Signatory

Name

Designation

Company Seal

Date:

Place:

SERVICES EXPORT PROMOTION COUNCIL

DPT-417, 4th Floor, DLF Prime Tower, Okhla Industrial Area, Phase -1 , New Delhi-110049

Phone: +91 11-41046327-28-29, +91 11-41734632

Web: www.servicesepec.org

- Company profile and annual report (Preference would be given to the agencies having min 3 years of experience)
- List of similar events / exhibitions where your services were provided along with client references
- Copy of PAN number and GST registration
- Financial offer