

SERVICES EXPORT PROMOTION COUNCIL

417, 4th Floor, Prime Towers, Plot No. 79 & 80, Pocket F,
Okhla Phase I, New Delhi-110020

Subject: Request for proposal for fabrication of India pavilion at GETEX 2025

Services Export Promotion Council (SEPC) is organizing the India Pavilion at **GETEX 2025**, scheduled to be held from 30th April – 2nd May 2025, at Dubai International Convention & Exhibition Centre, Dubai.

Eligibility of Stand Fabricator

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

1. Must be a registered business entity/ service provider in Delhi/NCR.
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 the venue 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 2025**” is attached.

Note:

- The L1 may be called for further negotiation on the cost before awarding the contract.
- This office reserves all rights to accept or cancel the quotation without giving any reason.
- All disputes are subject of New Delhi Jurisdiction only.

Scope of work: -

- Annex I (BOQ)
- Annex II (Design)

Submission of Tender:

The hardcopy of the tender should be sent latest by 30th January 2025 in a sealed envelope. Kindly quote “**RFP for GETEX 2025**” on the cover of the envelope and send to below address:

Services Export Promotion Council 417, 4th Floor, Prime Towers,
Plot No. 79 & 80, Pocket F, Okhla Phase I, New Delhi-110020

Scope of work

Design and Fabrication as per the given scope at GETEX'2025

	SCOPE OF WORK		
S.No.	Descriptions		Quantity
1.	Design and Fabrication Area		180 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 Wooden walls (up to 2.5 meters height) fascia name board, 1 Round Glass Table 1 Lockable Glass/Wooden Cabinet 3 Chairs 5 Long Arm Lights/Concealed Lights/HQI Lights Laminated Platform Power socket Wastebin 2 Plants Brochure Stand	6 sqm Wooden walls (up to 2.5 meters height) fascia name board, 1 Round Glass Table 1 Lockable Glass Cabinet 2 Chairs 3 Long Arm Lights/Concealed Lights/HQI Lights Laminated Platform Power socket Wastebin 1 Plant Brochure Stand	
2.	Overhead Branding Structure F 1.5 Meters Over and Above 2.5 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

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)	
	Show Directory – 500 Copies Printing and Delivered at the SEPC Booth	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 Vinyl texts + Logos + Digital Print Graphics	550 sq mtr
3	Transportation, Installation, dismantling & labor	

Proposal Submission - Requirements	
Delivery time of the booth.	At 10:00 AM one day before the starting of the show
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

