

# SERVICES EXPORT PROMOTION COUNCIL

417, 4TH FLOOR, PRIME TOWERS, PLOT NO. 79 & 80, Pocket F, Okhla Phase I, New  
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## Request for Proposals for Construction of Pavilion and Event Management Services

Ref: SEPC/Sanjeevani 2024

Services Export Promotion Council (SEPC) is organizing Sanjeevani 2024 scheduled to be held from 16<sup>th</sup> to 18<sup>th</sup> December, 2024 in Yashobhoomi Convention Center, Sector- 25, Dwarka, New Delhi.

### CONSTRUCTION OF PAVILION

Request for proposal is invited from reputed Exhibition Construction Companies

#### Scope of Work - Annexure - I

1. Layout and design for Sanjeevani 2024
2. Construction of shell scheme stands
3. Carpet in passage area
4. Media Studio set up
5. SEPC Office and Lounge
6. Table space for Buyer / Seller Meetings
7. Audio Visual Equipment's
8. Entrance arch for the Pavilion

#### General Terms & Conditions

- a. All offers should be in Indian Rupees. GST to be quoted as extra as applicable.
- b. Offer validity should be for 1 months from the date of opening the quotation
- c. GST Registration / Income Tax PAN number should be mentioned
- d. Client references and contract details for similar works executed in the past should be mentioned.
- e. SEPC reserves the right to split the job work to two or more parties without assigning any reasons.
- f. All disputes are subject of New Delhi jurisdiction

**Please provide following information/ Information in hard copy required**

1. Company profile and annual report (Preference would be given to the agencies having min 3 years of experience handling similar work for Govt body, export promotion councils)
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**
5. The company must have of prior experience of designing and execution of minimum 400- 500 square meter of Pavilion.
6. A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any Government organization
7. The bidder should have office in Delhi/NCR.
8. The bidder's consolidated turnover from the business should be minimum of Rs. 2 crore in the last three financial years.

All stall fabrication companies are welcome to apply directly.

**Submission Date -**

Offer should be sent latest by email by 5.00 pm on 14<sup>th</sup> Nov, 2024 followed by hardcopy.

To,

Dr. Abhay Sinha

Director General – SEPC

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### Annexure-1

SNO	PARTICULARS	QUANTITY	Rate	PRICE
1	<b>REGISTRATION AREA</b>			
1.1	Registration counter as per design 2 Level Desk, Fabric curtain Poly chair Spot light 5amp socket 15amp socket Power Connection Back drop for the Branding Side Branding with backlite	27 sq mtr 05 Nos 03 Nos 10 Nos 10 Nos 12 Nos 4 Nos 5Kw 100 sq feet 42 sq feet		
1.2	Form Filling Counter - 2m x 0.5m x 1m	04 Nos		
1.3	Q Manager	12 Nos		
1.4	Providing single level step counter with 1 chair & fascia (first Aid, Help Desk, Exhibitor Services )	04 Nos		
2	<b>EXHIBITION AREA</b>			
2.1	Providing prefab stalls using R8 Octonorm & R8 plus maxima system, powder coated finish, laminated panels, with carpet with following furniture in each 9 sq mtr and multiples of that in bigger stalls Chairs 04 nos Reception table 01 Nos Glass Round Table- 01 Nos Spot light 04 Nos 5amp power socket 01 Nos waste paper bin 01 Nos hanging wooden facia 01 /02 Nos vinyl cut exhibitor names,	1512 sq mtr		
2.2	Providing, laying & maintaining new synthetic carpet for expo pathway	1630 sq mtr		
3	<b>BUYER - SELLER AREA</b>			

3.1	Providing, laying & maintaining new synthetic carpet	1360 sq mtr		
3.2	Buyer - Seller Station Each station with following accessories Octonorm table - 01 Nos Chairs 03 Nos Power Socket 01 Nos Company Name 01 Nos Power connection	76 Nos		
3.3	Directions signs	24 Nos		
4	<b>CONFERENCE AREA</b>	<b>QUANTITY</b>	<b>Rate</b>	<b>PRICE</b>
4.1	Providing wooden stage with carpet & steps - 32' x 12' x 2'ht	122 Nos		
4.2	Providing fabric curtain suspended from the top of the height partition	122 Nos		
4.3	Providing wooden stage with carpet & steps - 32' x 12' x 2'ht	1 Nos		
4.4	Black fabric skirting on 3 sides of the stage - 56' x 2'	1 Nos		
4.5	Mike podium with branding	1 Nos		
4.6	Dais seating - VIP chairs -7	1 Nos		
4.7	Providing wooden round table with blue linen ( 6' dia )	33 Nos		
4.8	Providing banquet chair with fabric white cover & blue band	264 Nos		
4.9	LED wall - 32' x 8' ( 10m x 2.5m )	1 Nos		
4.10	Raiser for the LED wall with black fabric masking( 32' x 4' x 5'Ht )	1 Nos		
4.11	Wooden table with linen - 6' x 2'	5 Nos		
4.12	Media raiser - 4' x 4' x 1.5' ht	1 Nos		
4.13	Console - fabric masking, furniture & electricals	1 nos		
4.14	Videography for the event area	2 Nos		
4.15	Photography for the Event Area	2 Nos		
4.16	AV ( Laptop - 2, 42"Plasma for the dais -2, ) / Sound ( JBL VRX Sound System - 100 pax, Podium Mike - 1, Lapel Mike - 1, Cordless Mike - 4 ) / slide	1 Nos		

	changer with pointer 1 ) / Lighting (stage & face lighting – LED parcan (8) on 'T' truss – 2 set, sharp for effects – 4, ambience lighting –			
4.17	Floral décor – stage façade 32', podium falls – 1, hand bouquet – 5, table	01 Nos		
4.18	Inaugural items – bollards with bouquet 6, ribbon with sessor & bow – 5	01 Nos		
4.19	Inaugural items – lamp with accessories, tray	01 Nos		
4.20	Power connection for sound & led wall – 10kva	01 Nos		
4.21	DJ – laptop with mixer	01 Nos		
4.22	Providing laminated wall panel for covering wherever necessary – 1 mtrs			
4.23	Providing fabric curtain for covering wherever necessary			
5	<b>LUNCH AREA</b>			
5.1	Providing, laying & maintaining new synthetic carpet	672 Sq mtrs		
5.2	Octonorm wall panel – 1m x 2.5m ht	104 Nos		
5.3	Octonorm wall panel – 1m x 3.25m ht	12 Nos		
5.4	Fabric curtain	12 Nos		
5.5	High wooden top round table for food court	20 Nos		
5.6	Power Supply for equipment	20 Kw		
6	<b>BRANDING</b>			
6.1	Welcome board on the main gate – 10 X 8 Feet	02 nos		
6.2	Entrance arch on the main gate (box type with 2 pillars)	01 Nos		
6.3	Lamp pole bunting – 6 x 2 (front & back) – 2 per pole (subject to confirmation)	08 Nos		
6.4	Inside gate 6on right side 12 x 8 feet	02 Nos		
6.5	Pathway Branding at main entrance 10 x8 feet	02 Nos		
6.6	Foray Branding 12 x 8 feet	03 Nos		
6.7	Gate at Entrance of Hall 2	01 Nos		
6.8	Per sq Feet of flex printing on Iron Frame	Per sq feet		
7	<b>ANCILARY SERVICES</b>			
7.1	Statutory – Police and Fire			
7.2	House Keeping/Potted Plants			

7.3	Security (set-up period / event / dismantling - 40 man days + S.O)			
7.4	Photography / Videography (for conference separately mentioned)			
7.5	Food Court and temporary Kitchen as per requirement			
7.6	Material handling and Transportation			

