

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 IFTM TOP RESA-2025.

Services Export Promotion Council (SEPC) is organizing India Pavilion at IFTM TOP RESA-2025,
23-25 September, 2025 at Paris, France

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 as 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.**
3. The company must have prior experience in designing, executing, and constructing a pavilion or stall of at least 100 square meters, undertaken at least once in the last five years in Europe.**
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 IFTM TOP RESA-2025" 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.

*****Note: Supporting documents required to be attached as proof for the concerned clause.***

Submission Date: –

Offer should be sent latest by email by 5.00 pm on 15th September, 2025 followed by hardcopy in a sealed envelope. Kindly quote "RFP for IFTM TOP RESA-2025" on the cover of the envelope and send to:

Mr. Abhishek Sahdev

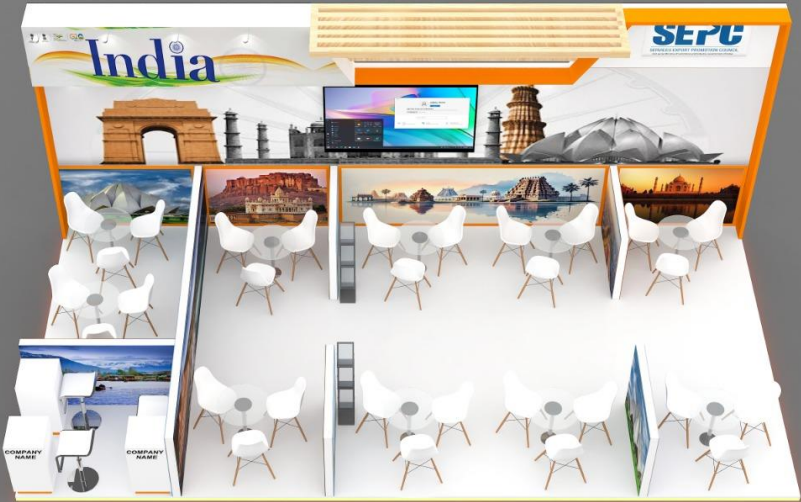
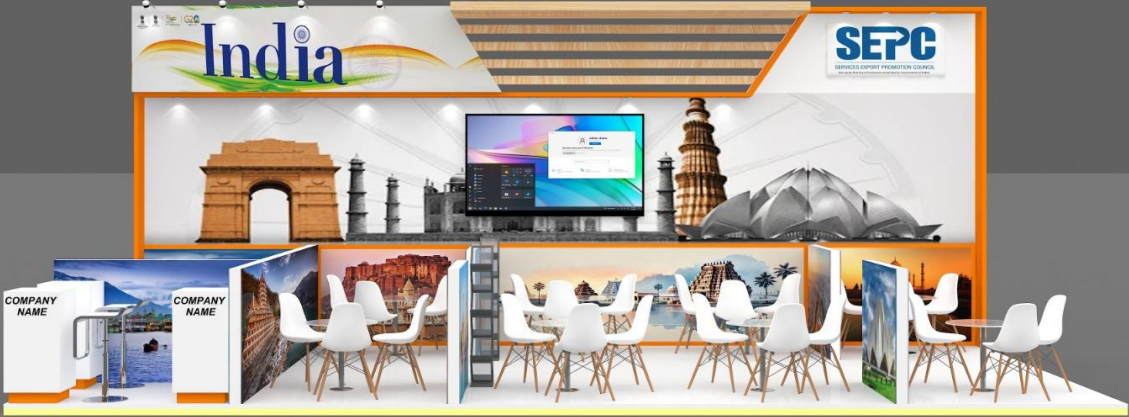
Services Export Promotion Council

417, 4TH Floor, Prime Towers,

Plot No. 79 & 80, Pocket F,

Okhla Phase I, New Delhi-110020

Tentative proposed design for SEPC Pavilion – IFTM TOP RESA 2025



SCOPE OF WORK

BOQ FOR SEPC PAVILION IN IFTM 2025 (TOP RESA) 50 sq mtr (10 x 5 mtr) 3 side open stall

SCOPE OF OFFER			
Sl.No.	Descriptions	Quantity	Price (EURO)
1	FLOORING		
1-A	Wooden Platform 100 mm height	50 Sqmtr	
1 -B	Carpet flooring	50 Sqmtr	
2	WALLS + STRUCTURE FOR STALL AREA		
2 - A	Back wall for stall area made in Wood and roller paint in white color as per the design	10 mtr x 4 mtr (H)	
2- B	Allocated space with partition for Seven companies as per the floor plan	Height is 1200 mmr	
2 -C	Table Space for 3 Companies	1200 mm	
3	INDIVIDUALS PARTICIPANTS AREA (Each Cubical Requirements)	14 Nos	
3-A	Cubical Partition as per Design (4 sq mtr) and 8 Sqmtr will have double of these furniture		
3 - B	Reception Table with Lockable storage(optional)	01 Nos	
3 -B	Round Table	01 Nos	
3 -C	Chairs white color	03 Nos	
3 -D	Plug Point	01 Nos	
3 - E	Waste Paper Basket	01 Nos	
3 - F	Graphics: size 1200 mm (H) x 2000 mm Digital Vinyl Sticker	02 Nos	
3 - G	Reception Table logo 1 x 1 mtr	01 Nos	
3 -F	Company Name in vinyl Cutout	02 Nos	
4	LIGHTING AND WIRING		
4 -A	Long Arm Lights/Concealed Lights/HQI Lights	As per requirement	
4-B	Spot Light	As per requirement	
5	AUDIO - VIDEO EQUIPMENTS		
5- A	84 inches LED TV	01 Nos	

6	BRANDING		
6 –A	3D Backlite Cut Out Letter of INDIA	01 Nos	
6 – B	Digital Vinyl sticker Logo for the Govt, SEPC as per the design	03 Nos	
6 – D	Poster on the back wall behind LED TV I(1.5 (h) x 10 mtr (L)	03 Nos	
7	Planters	04 No	
8	Transportation, Installation, dismantling & labor	Lum sum	

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 satisfactory.
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. Electricity will be as per actual.
