

# 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](mailto:dgdesk@servicesepc.org) Web: [www.servicesepc.org](http://www.servicesepc.org)

**Request for Proposals for Construction of Pavilion and Event Management Services**

**Ref: SEPC/Sanjeevani (India Heals) 2024**

Services Export Promotion Council (SEPC) is organizing Sanjeevani India Heals 2024 scheduled to be held from 28<sup>th</sup> to 30<sup>th</sup> March, 2024 in Chennai Trade Centre, Nandambakkam Chennai, Tamil Nadu..

## CONSTRUCTION OF PAVILION

Request for proposal is invited from reputed Exhibition Construction Companies

### Scope of Work - Annexure - I

1. Layout and design for Sanjeevani India Heals 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 Equipments
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.)
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**

All stall fabrication companies are welcome to apply directly.

**Submission Date -**

Offer should be sent latest by email by 5.00 pm on 21<sup>st</sup> February, 2024 followed by hardcopy

To,

Dr. Abhay Sinha

Director General – SEPC

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Email: [dgdesk@servicesepc.org](mailto:dgdesk@servicesepc.org), [chandranshu.awasthi@servicesepc.org](mailto:chandranshu.awasthi@servicesepc.org),

[mohit.arora@servicesepc.org](mailto:mohit.arora@servicesepc.org)

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## Annexure-1

Sl. No	Particulars	Details	Qty in Nos/Sq. Ft
<b><u>REGISTRATION</u></b>			
	-		
1	Registration backdrop	Board of size 20 x 10	200
2	Registration counter- spot registration	Maxima counter	1
3	Chairs - Registration counter	Armless cushion chairs	30
4	Plug points - Registration counter	5 amps	20
5	Black Masking		1
6	Laptops	for registration	4
7	Printers	for registration	4
8	Internet connection		2
9	Automatic switcher, Networking, lan etc		1
10	Q Managers	For managing registration	20
11	Lanyards		500
12	Badges in Pouch		500
13	Promoters - Female	for registration	8
14	Stationery	for registration	
-	<b><u>EXHIBITION &amp; BUYER - SELLER AREA</u></b>	-	-
	<b>Particulars</b>	<b>Details</b>	<b>Qty in Nos/Sq. Ft</b>
	<b>HALL 3</b>		
1	<b>EXHIBITION AREA</b>	Give Cost on per sq mtr	
	Maxima in front and octoneorm at back with hanging fascia name		
	Each stall of 9 sq mtr will have following furniture		
	<b>Carpeted Area</b>		
	<b>Reception Table - 01 Nos</b>		
	<b>Round Table -01</b>		
	<b>Chairs - 04 Nos</b>		
	<b>Spot Light - 05</b>		
	<b>Dustbin - 01</b>		
	<b>Plug point - 01</b>		
	<b>Hanging Fascia on one side or two side</b>		
2	<b>BUYER - SELLER SETUP</b>		
	Carpetting - discussion area	Synthetic carpetting - 3D printed	
	Discussion cubicles	Octonorm panels	70
	<b>Octonorm Reception Table</b>		70
	Chairs		240
	Names in Vinyl Cut out/ Name cards		70
	Hall masking	Off white colored cloth frills	1
3	<b>PHOTO &amp; VIDEO</b>		
	Videographer & Photographer - for 2 days	Function photographer- 2(exposing only), Safe Cam-2, Steady Cam-1, Hellicam with promo video	1

4	<b>CONFERENCE HALL 2</b>		
	Stage with staircase on both side	10 x 4 mtrx 1 mtr height	1
	Led screen at back	10 x 3 mtr	1
	Round Table with frills cloths	10 round tables with 8 chairs each	1
	Banquet Chairs with covers	250 Chairs	250
	Registration Area	3 x 4 mtr	1
	Carpet Area	1760 sq mtr ( hall 2)	1
	Sofa Sitting for VIP	24 numbers	24
	Floral arrangements	on stage front	1
	Podium with display		1
	Light Truss	for mounting lights	120
	Stage lighting	Led par cans	30
	Face lighting	Par can 64	12
	Sharphy	for light effects	8
	Sound system	with delay	1
	Receiving bouquets	for receiving dignataries	10
	Inaugural accessories	Branded ribbon, scissors, tray etc	1
	Fuel for generator		
	Guest relation executives	For assistance	4
5	<b>BRANDING</b>		
	Main Entrance - Gate	Theme based entrance arch	1
	Branded Flags	Flex branded flags on metal poles	30
	Entrance - At Main exhibition Hall	Branded square arch with side wings	1
	Floor plan - Expo area	Cloth print boards of size 24 x 12 x 1 no	
	Buyer - seller area backdrop	Cloth print board of size 16 x 10 x 1 no	
	Branding boards flex printing per sq feet cost	Flex printing per sq feet	
6	<b>Launch &amp; Dinner</b>		
	Lunch	250 Pax each (250*2)	500 Pax
	All time snakes service in VIP lounge	80 Pax for two days	160 pax
	Dinner	500 Pax each (500*1)	500 Pax