

22nd January, 2024

**REQUEST FOR PROPOSAL (RFP)**

**For Management of**

**Business Delegation (Buyer-Seller Meet) Ethiopia, Kenya, Zimbabwe & Tanzania.**

**BSM -Africa Region  
11-23 March '2024**

**RFP REFERENCE NO. SEPC/RFP/AFRICA /2023-24/01**

**PLEASE SEND PROPOSAL IN "SEALED ENVELOPE"**

**TO**

**SERVICE EXPORT PROMOTION COUNCIL (SEPC)  
DPT-417, 4th Floor, Prime Towers, Plot No. 79 & 80,  
Pocket F, Okhla Industrial Area Phase I,  
New Delhi - 110 020 Ph: +91-011-49429764**

**Last date of submission of Bid  
31<sup>ST</sup> January '2024 (17:00 hr)**

**Presentation on tender by the selected bidder(s) at SEPC office  
(Final date will be informed shortly)**

**Key Information**

**BSM -Africa Region:** 11-23 March '2024

**Focus Sectors:** Tourism, Education, IT, Logistics, Healthcare, Financial Services, Professional services.

**Minimum Meeting:** - Minimum 10-15 meetings will be executed with each delegate companies in each country.

**Reports:** Pre - during - post B2B meetings report will be generated as per the requirement of SEPC Team.

**On site Management Team:** - Minimum 2 team members for onsite management for execution in each country each day for B2B & follow up meetings.

## **Bid Validity**

After awarding the contract, the awardee will not be allowed to make any change/modification, at any stage, in financials and technical components/specifications without the approval of SEPC.

## **Instructions for all Bidders**

SEPC is seeking proposals from experienced and well qualified bidders with proven performance in executing highest quality projects and superior workmanship.

### **Note:**

1. SEPC reserves all the rights to withdraw the RFP and make any changes or may vary any part thereof or foreclosure for the same at any stage.
2. SEPC reserves all the rights to cancel the bid without given any reason.
3. SEPC is not liable to make any correspondence/intimation/reason for cancellation of bid.
4. The bidding/proposals will not be accepted after last date for submission of the bid.

## **Quality First**

Quality and delivery as per agreed timelines are essence to this project. SEPC is not bound to accept the lowest price offer and may review the below parameters before award of contract:

- Technical experience
- Resources available
- Quality Outcome
- Project management Skills
- Practicality of proposed Services Execution

## **Force Majeure**

If the event cannot take place due to force majeure, each of the parties to the contract shall bear his/her own expenses as incurred at that time.

**Force majeure** shall include the following events, circumstances or causes: act of God, fire, war, pandemics, natural disasters, riots, acts of terrorism, government action, order or regulation, legal enactment, industrial action, trade dispute, any decisions or actions concerning the Venue taken by the Venue Owner or other event, circumstance or cause that renders the organization of the Exhibition significantly more difficult and/or impossible. The above examples of force majeure are not an exhaustive list, but examples only.

## **Covid Related Healthcare & Working Conditions**

All bidders are expected to strictly adhere to Standard Operating Conditions for holding Business Delegation as per instruction issued by Department of Commerce, Government of India

All bidders are required to ensure that: -

- a) All their staff/ employees should be fully vaccinated, and copies of vaccination certificates should be available with their supervisor. SEPC may check the certificates any time on site without prior notice.
- b) Daily Health checks are a part of their work preparation schedule.
- c) No unwell staff/ employees should be working on site.
- d) Proper documentation is kept onsite for all staff /employees.
- e) There is no consumption of Alcohol, smoking, and Gutka / Tobacco chewing at any time.
- f) Minimum wage payment rules in vogue are followed for both their full time / temporary labour.
- g) SEPC will not be liable for any costs incurred due to any illness / death due to COVID19 contracted or claimed to be contracted during Event. All bidders are required to Insure all their staff /employees for health / death / accident.
- h) All team members should carry Photo Identity cards for display to Security officials.

## **Event Cancellation / Rescheduling**

In case Africa BSM is cancelled / rescheduled, SEPC will not be liable for costs incurred by bidder from the date of award till the notice of event cancellation / rescheduling. If the bidder has incurred any costs due to printing of material (paper / flex) which cannot be used, the net cost incurred in the printing of the material will be reimbursed by SEPC as per actual cost incurred.

## **Quantity modifications / variation**

Bidder agrees that quantity as indicated in the contract is indicative only and may change at a short notice. Only approved rates will be paid for final quantity used for **Atithi**. If the quantity is increased, no rate increase request will be entertained at any time.

## **Dispute Resolution, Governing Law & Jurisdiction: -**

All disputes, if any, shall be settled amicably based on the mutual discussion with Director General, SEPC. Further, in case, any issue which cannot be settled based on the mutual discussion, then the Courts of Delhi will have the exclusive jurisdiction for the same.

## Payment Terms

Payment terms will be as follows: -

- 20% by 20<sup>th</sup> February 2024
- 50% by 1<sup>st</sup> March 2024
- 30 % post event after submitting final report on delegation within 30 days

## SUBMISSION OF TECHNICAL & FINANCIAL BIDS

The bidder will be required to submit the technical bid 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 Management of Business Delegation (Buyer-Seller Meet- 2023-24) Ethiopia, Kenya, Zimbabwe & Tanzania.**" (In bold letter) and submit on or before the last date and time as mentioned above at the following address: -

To,  
**Service Export Promotion Council**  
DPT-417, 4th Floor, Prime Towers,  
Plot No. 79 & 80, Pocket F,  
Okhla Industrial Area Phase I, New Delhi - 110 020  
Ph: +91 11 – 49429764

**Technical Proposal & Presentation** **70 points**  
Previous Performance: 30  
Presentation: 20  
Capability to handle Event 2024: 20

**Price Proposal** **30 points**

## PART I

### Technical Submission Guidelines

All bidders are requested to provide the below information as per checklist

Sr.	Technical Submission	Checklist (Yes / No)
a.	<b>Submit a Declaration</b> on letterhead that they have read all the terms & conditions of this RFP and it is acceptable to them.	
b.	Submit their company profile along with list of previous executed projects in the last 5 years.	

c.	Provide Annual Turnover information for last 3 years 2022-2023 2021-2022 2020-2021	
d.	Organogram of their key personnel in-charge of Africa BSM project	
e.	Self-attested GST / PAN card copies	
f.	Self-attested ESIC / EPF Registration if applicable	
g.	Self-attested Audited Financial Statements for the last 3 years 2022-2023 2021-2022 2020-2021	

**Date**  
**Name**  
**Designation**  
**Company**

**Please sign & stamp**

## PART II

### Financial Submission Guidelines

#### SEPC requires for the following Deliverables:

**Focus Sectors:** Tourism, Education, IT, Logistics, Healthcare, Financial Services, Professional services.

**Minimum Meetings:** 7 - 10 meetings will be executed with each delegate companies in each country.

**Report:** - Pre - during - post B2B meetings report will be generated as per the requirement of SEPC Team

**Onsite Management team:** Minimum 2 team members for onsite management and execution in each country each day for B2B & follow up meetings.

**Charges:** - (Without GST): -

**Date**  
**Name**  
**Designation**  
**Company**

**Please sign & stamp**