



SERVICES EXPORT PROMOTION COUNCIL

(Set up by Ministry of Commerce and Industry, Government of India)

[www.servicesepec.org](http://www.servicesepec.org)

16<sup>th</sup> January '2024

**REQUEST FOR PROPOSAL (RFP)**

**For Providing**

**Technology Solution for Buyer Seller Meet Management**

**In**

**1st Edition of "ATITHI" Reverse Buyer-Seller Meet**

**22-24 February '2024**

**India Expo Centre and Mart,**

**Greater Noida, NCR**

**RFP REFERENCE NO. SEPC/RFP/ATITHI /2023-24/02**

**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**

**19<sup>th</sup> January '2024 (17:00 hr)**

**Presentation on tender by the selected bidder(s) at SEPC office**

**(Final date will be informed shortly)**

**1<sup>st</sup> Edition of "ATITHI" Reverse Buyer-Seller Meet**

"ATITHI" Reverse Buyer-Seller Meet is Global Meeting place for Indian Travel Companies and Global Buyers.

**Atithi has the following highlights:**

- a. Interact with 1200+ Exhibitors from India
- b. Spread across 30000 sq. m of area.
- c. Participate in world class Knowledge forums.
- d. Develop new & existing relations with business partners and suppliers.
- e. Network with key decision makers all under one roof

## **Key Information**

Technology solution for Buyer Seller Meet Management inclusive of:

- Matching and Appointment scheduling
- Complete Physical Set up BSM Including (Tabs, of Server, Wi- Fi Routers)
- Access Points, Networking, Cabling
- Event Tech Support and Manpower
- Estimation of business transacted
- Meeting Tracking & MIS
- Post event MIS reports

## **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.

Previous performance in delivering quality projects at India Expo Centre and Mart, Greater Noida, India will be an asset and the bidders are expected to be well aware of the working conditions at the Exhibition Centre.

## **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 of the workmanship and delivery as per agreed timelines is 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
- Logistical Supervising and arrangements
- Practicality of proposed Services Execution
- Large Scale Organized Business Gathering Experience

## **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.

## **Event Cancellation / Rescheduling**

In case Atithi '2024 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.

## **Insurance Coverage, Workmen liability & Compliance to Labour Laws**

Service delivery as per agreement is essential for this bid. All bidders are required to carry Insurance cover to cover any claims due to faulty workmanship or delivery of services. The Insurance liability should include full reinstatement cost including the cost of demolition and professional fees and profit. The insurance period should cover the show dates, show buildup, and show demolition.

All bidders are expected to carry adequate health / accident / death insurance for all their workmen and managers on site and will be solely responsible for all claims, if any, arising out of any health-related incident, accident, mishap during the buildup / breakdown / during exhibition activities.

All bidders are expected to carry adequate 3rd party liability insurance and will be solely responsible for any claims arising from India Expo Centre & Mart, exhibitors, visitors, workmen etc. during the buildup / breakdown / during exhibition activities.

All bidders are expected to comply all labour laws (EPF, ESIC etc.) as applicable to them.

All bidders will indemnify SEPC, their staff, Fair Architect and Show Management from any claims arising from India Expo Centre & Mart, exhibitors, visitors, workmen etc. during the build-up / breakdown / during exhibition activities.

## **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.

## **Technology Solution for Buyer Seller Meet Management – Terms and conditions**

1. SEPC may award the entire project to more than one bidder.
2. All bidders should ensure that:
  - They have enough managers for completing the project work as per agreed timelines.
  - They give complete project execution plan 20 days prior to Event.

## **Payment Terms**

Payment terms will be as follows: -

30%	At the time of award of contract.
30%	By 31 <sup>th</sup> January '2024.
40%	Within 30 days after completion of event

## **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 providing Technology Solution in Buyer Seller Meet Management**" **FOR 1<sup>st</sup> Edition of "ATITHI" Reverse Buyer-Seller Meet** (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

<b>Technical Proposal &amp; Presentation</b>	<b>70 points</b>
Previous Performance: 30	
Presentation: 20	
Capability to handle Atithi: 20	

<b>Price Proposal</b>	<b>30 points</b>
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Quotation for the same along with proposed plan as per **Annexure-1 (enclosed)**

## 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 3 years.	
c.	Provide Annual Turnover information for last 3 years 2021-2022 2020-2021 2019-2020	
d.	Organogram of their key personnel in-charge of Atithi '2024 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 2021-2022 2020-2021 2019-2020	

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

**Please sign & stamp**

## Annexure-1

### Commercials

S No	Particulars	Qty	Days	Rate	Amount (INR)
(A)	<b>BSM Physical Setup</b>				
	Tabs - rental				
	Local Servers- Rental				
	Wifi Routers				
	Controller				
	Access Points				
	Tech Team Support Staff				
	UPS Networking Cabling				
(B)	<b>BSM Software</b>				
	Appointment scheduling				
	Meeting Tracking & MIS				
	Estimation of business transacted				
	Post event MIS reports				
(C)	<b>Manpower</b>				
(D)	<b>Food, Logistics Exp</b>				
Total Amount					