



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
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Sub: Request for proposal for fabrication of India pavilion at ITB Berlin'2024.

Services Export Promotion Council (SEPC) is organizing India Pavilion at ITB Berlin'2024
5-7 March 2024 at Messe Berlin, Berlin, (Germany).

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 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. (Purchased order to be submit)
3. The company must have of prior experience of designing and execution of minimum 100 square meter of Pavilion or stall at least once within in the last five years.
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 ITB Berlin'2024" 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.

Submission Date: –

Offer should be sent latest by email by 5.00 pm on 31st January, 2024 followed by hardcopy in a sealed envelope. Kindly quote "RFP for ITB Berlin'2024" on the cover of the envelope and send to:

Mr. Sudhir Saxena
Joint Director (F&A)
Services Export Promotion Council
417, 4TH Floor, Prime Towers,
Plot No. 79 & 80, Pocket F,
Okhla Phase I, New Delhi-110020



SCOPE OF WORK

Design and Fabrication as per the given scope at ITB Berlin'2024

S.No.	Descriptions	Quantity	Price (EURO)
1	FLOORING		
1-A	Wooden Platform 100 mm height	74 sq mtr	
1 -B	Wooden Laminated flooring	74 sq mtr	
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	18.5 mtr x 4 mtr (H)	
2 - B	Pantry of 1 x 4 mtr x 4 mtr (H) with Door	01 nos	
2-C	Allocated space with partition for fourteen companies as per the floor plan	Height is 1.8 mtr	
3	INDIVIDUALS PARTICIPANTS AREA (Each Cubical Requirements)	14 Nos	
3-A	Cubical Partition of 2 x 2 mtr (as per design)		
3 - B	Reception Table with Lockable storage	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 0.5 mtr (H) x 2 mtr backlite poster	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	1.5 mtr x 10 mtr LED wall	01 Nos	
6	BRANDING		
6 -A	3D Backlite Cut Out Letter of INDIA PAVILION	01 Nos	
6 - B	Digital Vinyl sticker Logo for the Govt, SEPC as per the	02 Nos	

	design		
6 - C	Poster for the Pantry wall (1.5 mtr (H) x 4 mtr)	01 Nos	
6 - D	Poster on the back wall beside LED wall (1.5 x 8 mtr)	01 Nos	
6 - E	Digital Print of pattern on the back wall below the LED wall	1mtr x 18.5 mtr	
6 - F	Digital Print of pattern on the Pantry wall below the LED wall	1mtr x 4 mtr	
7	PANTRY CUM STORE		
7 - A	Storage Cupboard	01 Nos	
7 - B	Wooden Shelves	04 Nos	
7 - C	Small Refrigerator	01 Nos	
7 - D	Tea / Coffee Maker	01 Nos	
7 - E	Big Dustbin	01 Nos	
8 - E	Coat Hooks	03 Nos	
8	OTHER ITEMS		
8 - A	Planters	08 No	
8 - B	Sanitizer	06 Nos	
9	Transportation, Installation, dismantling & labor	Lum sum	
	Total Cost		

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 as per terms of tender.
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.
