



18th August, 2023

REQUEST FOR PROPOSAL (RFP)

For Providing

OFFICIAL STAND CONTRACTOR SERVICES

In

**6th Edition of Global Exhibition on Services (GES)
&
Co-located Show
1st Edition of Atithi Tourism & Hospitality Expo**

**14-16 November 2023
India Expo Centre and Mart,
Greater Noida, NCR**

RFP REFERENCE NO.: SEPC/RFP/2023-24/01

PLEASE SEND PROPOSAL IN “SEALED ENVELOPE”

TO

**THE DIRECTOR GENERAL
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
31st August '2023 (17:00 hr)**

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



6th Edition of Global Exhibition on Services (GES) and Co-located Show 1st Edition of Atithi Tourism & Hospitality Expo

Global Exhibition on Services (GES), conceptualized by Ministry of Commerce and Industry IN 2015, Govt of India aims to create business opportunities for India's services across the globe and position India as reliable partner in offering its wide-ranging services to the world. It is an attempt to give the multifaceted Indian Services the global visibility it deserves in line with positioning of India as "India Serves" and to simultaneously encourage trade in services at a global level.

The first GES was inaugurated in 2015 by Hon'ble Prime Minister Shri Narendra Modi, with an objective of providing a global platform for increasing trade in Services, enhancing strategic cooperation, and strengthening multilateral relationship with all stakeholders to explore new business opportunities. The subsequent three editions of GES were inaugurated by the Hon'ble President of India in 2016, 2017 & 2018. The last edition of GES in 2019 was inaugurated by Shri Piyush Goyal, Hon'ble Minister of Commerce, and Industry.

In order to provide impetus to growth story of services sector of India in global exports, Ministry of Commerce and Industry has entrusted Services Export Promotion Council (SEPC- set up by Ministry of Commerce and Industry) to organise Global Exhibition on Services (GES)-2023 during 14-16th November 2023 at IEML, Greater Noida, NCR.

This edition is expected to be inaugurated by our Hon'ble Prime Minister. This edition comes at a very significant time where the services sector exports has reached 325BN USD despite headwinds in some sub sectors.

The upcoming 6th edition of Global Exhibition on Services will provide a platform for forging sustained partnerships amongst countries in more than 25 services sectors including Champion Services Sectors.

Atithi Tourism & Hospitality Expo is Global Meeting place for Indian Travel Companies and Global Buyers.

GES-2023 & Atithi have the following highlights:

A. Exhibition

- Exhibition of over 24 services sectors
- Exclusive areas for each sector

- Travel, Tourism and Hospitality sector of India showcased under “Atithi” – a co-located show
- 20+ States’s participation
- Ministries and Government Bodies including PSUs.
- Start Ups
- Spread over 28000 sqm meter area

B. B2B Sessions

- Over 750 importers/business delegates from 100+countries
- Sectors specific focused B2B meetings with overseas importers
- Prescheduled business meeting aided by match making software.
- Pitching Sessions
- Networking opportunities

C. Conferences and Knowledge Sessions

- 20+ tracks of Knowledge sessions on sector specific themes and subject
- Insights from top Industry leaders and experts
- National, International Speakers and Policy Makers

Key Information

Show Build up:	11-13 November 2023 (3 days)
Exhibition:	14-16 August 2023 (3 days)
Show Breakdown:	By 8.A.M. on 17 November 2023
Venue:	India Expo Centre and Mart, Greater Noida, India
Halls:	Exhibition - Halls 1/3/5/7

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 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 time lines 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 organisation 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 B2B exhibitions as issued by Department of Commerce, Government of India as per <https://commerce.gov.in/whats-new/> and also follow any additional guidelines issued by Department of Commerce, ITPO, DDMA, MHA etc. from time to time.

All bidders are required to ensure that: -

- a. All their workmen are 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 worker should be working on site.
- d. Proper documentation is kept onsite for all workers.
- e. There is no child labour.
- f. There is no consumption of Alcohol, smoking, and Gutka / Tobacco chewing at any time.
- g. Minimum wage payment rules in vogue are followed for both their full time / temporary labour.
- h. SEPC will not be liable for any costs incurred due to any illness /accident/ death due to above issue (including COVID19) contracted or claimed to be contracted during GES 2023. All bidders are required to Insure all their employees for health / death / accident.
- i. All team members should carry Photo Identity cards for display to Security officials.

Event Cancellation / Rescheduling

In case GES 2023 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 to 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 GES 2023. 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.

Onsite Booth Contracting Terms & Conditions

SEPC may award the entire project to more than one bidder and give different halls to different contractors.

All quantities are estimated only and payments will be made as per actual usage.

In the area allotted, all bidders will be responsible for:

- a. Floor Marking of their entire hall (including special areas, bare space booths etc.
- b. Completion of work as per agreed time lines.
- c. Place a Booth entitlement sheet on each booth at the time of completion.
- d. Assisting Exhibitors during booth setup for their furniture / electrical queries etc.
- e. Studying the floor plans in details and informing SEPC, their staff, or onsite Show Management team for any discrepancies.
- f. Cleaning the booths before exhibitor handover at the scheduled time. Removal of all material by 8:00am on 17 November 2023.

All bidders should ensure that:

1. They have adequate quantity of entire booth construction material, furniture etc. is excellent condition.
2. They have enough workmen on site for completing the project work as per agreed timelines.
3. They have enough workmen on site for dismantling the site as per agreed timelines.
4. They give complete project execution plan 30 days prior to show build up and have adequate experienced supervisors in each hall to manage the show.
5. Quoted prices include in booth electrical wiring and connections. All wirings should be concealed in UY type box fitted at the top of the panel. Down wire for the power socket should be concealed in a PVC flat conduit.
6. They have adequate Fascia printing and cutting machines on site.
7. They do not take an alternate project requiring similar material requirements at the same time.

Inspection / Inventory Count / Work Completion

On-site management team of the vendor will be responsible to prepare and carry out the complete details/list of inventory items/goods during the event, as per requirements of the SEPC, at any stage or time.

Payment Terms

Payment terms will be as follows: -

20%	At the time of award of contract.
30%	By 10th November '2023.
50%	Within 30 days after completion of event

SUBMISSION OF TECHNICAL AND 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 “**RFP for providing OFFICIAL STAND CONTRACTOR SERVICES for 6TH GLOBAL EXHIBITION ON SERVICES 2023**” (In bold letter) and submit on or before the last date and time as mentioned above at the following address: -

To,
Director General
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: +91-011-49429764

Technical Proposal & Presentation **70 points**
Previous Performance: 30
Presentation: 20
Capability to handle GES 2023: 20

Price Proposal **30 points**
Shell Scheme Requirements

We are seeking **Front Maxima with Octanorm booths and top branding** with polychem panel on rental basis with the following specifications:

1.1	SIDE WALLS Two/three sidewalls with Polychem Laminated Panels of size 1.0 Mts. Wide x 2.5 Mts. high as well as 0.5 mts & 0.75 Mts. wide Panels in octonorm system.
1.2	FASCIA and TOP BRANDING Exhibitor Name on Front/side fascia. Vinyl computer cut letters 10 cms high in Helvetica type as per the Exhibitors name in Maxima System upto 3.0 mt height.
1.3	STALL NO. Each Booth shall have Stall No on one side
1.4	CARPET The booth shall have the new non-woven needle punched synthetic carpet of approved quality & colour with polypropylene covering on floor in every booth.
1.5	LOCKABLE RECEPTION COUNTER Each booth shall have lockable Reception Counter Of size 1.0x0.5x0.75 Mts. high in Modulated system
1.6	THREE CHAIR (9 sqm booth) As per approved sample quality
1.7	WASTE PAPER BASKET Waste paper basket with black colour waste paper Disposable bags
1.8	3 WHITE LIGHT LED SPOT LIGHTS (9 sqm booth)
1.9	ROUND TABLE (Glass / Wooden)
1.10	MULTI POINT POWER SOCKET 13/15AMP

PART-I

Technical Submission Guidelines

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

Sr.	Technical Submission	Checklist (Yes / No)
a.	Submit a Declaration on letterhead that they have read all the terms & conditions of this RFP and it is acceptable to them and enclose signed copy of RFP.	
b.	Submit their company profile along with list of previous executed projects in the last 5 years.	
c.	Provide Annual Turnover information for last 5 years 2021-2022 2020-2021 2019-2020 2018-2019 2017-2018	
d.	Inventory List and location of warehouse for inspection if required.	
e.	Organogram of their key personnel in-charge of GES 2023 project	
f.	List of Manpower	
g.	Self-attested GST / PAN card copies	
h.	Self-attested ESIC / EPF Registration if applicable	
i.	Self-attested Audited Financial Statements for the last 3 years 2021-2022 2020-2021 2019-2020	

Date

Name
Designation
Company

Please sign & stamp

PART-II

Financial Submission Guidelines

1. Shell scheme Booths

Please submit your rates in (Rs/sqm) for the following:

Please quote for the following:

Supply and installation of Octonorm System Booth with front

Maxima + Octanorm combination and Top branding

Name Fascia

One lockable info counter

One Discussion Table (Round with Glass top)

Three Chairs

Three spot lights (Energy saving lamps only)

One multi Power socket of 13A

One wastebin

Carpet Synthetic as per color specified by Organizing Committee

Rate per sqm for 9 sqm booths

Rate per sqm for 12 sqm booths

Rate per sqm for 15 sqm booths

Rate per sqm for 18 sqm booths

Supply and installation of Octonorm System Booth with front

Maxima + Octanorm combination and Top branding

Name Fascia

One lockable info counter

One Discussion Table (Round with Glass top)

Two Chairs

Three spot lights (Energy saving lamps only)

One multi power socket of 13A

One wastebin

Carpet Synthetic as per color specified by Organizing Committee

Rate per sqm for 4 sqm booths

2. Turnkey Design and Build-up for Registration Area at IEML Foyer

Please give your offer for a Turnkey design and offer for Build-up for Registration Area which can cater for:

- a. Four Counters (Exhibitors / Pre - Registration)

- b. Four Counters (Onsite Registration)
- c. Four Counters (Media / Services / Special Invitee/Travel)

3. Turnkey Design and Build-up for Buyer-Seller Meet area

Please give your offer for a Turnkey design and offer for Build-up for Buyer-Seller Meet area.

4. Lounges (36sqm)

Please give your offer for a Turnkey design and offer for Build-up for VIP lounges.

Each lounge should have unique design and should have:

- a. Carpeting
- b. Sofa seating
- c. Round tables seating
- d. Pantry
- e. Reception Counter
- f. LED white spot lights
- g. 13A power connection at several locations

5. Baggage Storage area (24 sqm)

Please give your offer for a Turnkey design and offer for Build-up for Baggage storage area. Your plan should include:

- a. Octanorm Build-up
- b. Two tier info counters with chairs
- c. System Racks
- d. Door
- e. Reception Counter
- f. LED white spot lights
- g. 13A power connection
- h. Waste paper basket

7. Service Booths / Help Desks (12 sqm)

Your plan should include:

- a. Octanorm Build-up
- b. Two tier info counters with chairs
- c. System Racks
- d. LED white spot lights
- e. 13A power connection
- f. Waste paper basket

8. **Aisle Carpet**
Please quote rates per sqm for new carpet
9. **Electrical Cabling**
Please quote rates per kw

Additional Items for Exhibitors

Sr.	Item	Unit Cost (Rs)	Colour picture of offered item
F-1	Sofa single seater		
F-2	Sofa two / three seater		
F-3	Sofa three seater		
F-4	Revolving Arm chair cushion upholstered		
F-5	Chair-cushioned seat & back		
F-6	Center table with glass top (3' x 2') - 900x600x450mm (LXWXH)		
F-7	Round/Square table (750mm X750 mm) white, Laminate top on stand		
F-8	Counter 1000mm x 500mm x 750mm (LXWXH) high in Octa norm system with white laminated top		
F-9	Lockable cabinet 1000mm x 500mm x 750mm (LXWXH) high in Octonorm system with white laminated top & one shelf		
F-10	Glass show window 1000 x 500 x 1800 mm high (LXWXH) & with Front glass & 3-4 adjustable glass shelves and one laminated top shelf (to carry 5-6 kg per shelf)		

F-11	Book shelf 1000mm (length) x 300mm (wide) Laminated / Glass to carry 10-15 kgs.		
F-12	Podium of size 1000mm x 300mm x 1000 high - to carry 15-20 kgs		
	1000mm x 500mm x 1000mm high - to carry 25-30 kgs		
	1000mm x 500mm x 750mm high - to carry 25-30 kgs		
	500mm x 500mm x 1000mm high to carry 25-30 kgs		
F-13	Panel in octonorm system of size 1000mm x 2500mm including hanging / pasting (with double side adhesive paste)		
F-14	Glass Panel in octonorm system of Size 940mm x 1200mm		
F-15	Door in octonorm system with lock & key		
F-16	Brochure Stand		
F-17	Bar Stool		
F-18	Pin-up board with Grey / Blue (fixing & hanging 900x900mm)		
	Fabric covering on stand size 900mm X 900mm on stand (Grey & Blue fabric)		
F-19	LED white Light 900mm long		
F-20	Socket 5/15 AMP		
F-21	LED Spot Light long arm		
F-22	Steel Almirah (500x900x1500)		
A1	Fridge 165 ltrs.		
A2	Fridge 100 ltrs.		

A3	Tea/Coffee vending machine (electrical consumption will be extra)		
A4	Tea powder for vending machine a. 50 cups approx./day b. 100 cups approx./day		
A5	Tea Bag Box a. 50 cups approx./day b. 100 cups approx./day		
A6	Coffee powder for vending machine (80 cups approx.)		
A7	Operator for Tea/coffee(Duration of fair)		
A8	Coffee percolator		
A9	Hot & Cold mineral water dispenser 20l capacity (including maintenance) - electrical consumption will be charged extra		
A10	Mineral water Jar (20 L) "Bisleri"		

Date

Name
Designation
Company

Please sign & stamp