

# SERVICES EXPORT PROMOTION COUNCIL

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27<sup>th</sup> Jan, 2026

## TENDER NOTICE

**Tender Reference No.: SEPC/Tender/VIDYARATHI/2025-26/02**

**Tender for “Portal Development” for the upcoming Education RBSM event “**

SEPC invites sealed bids from reputed Indian professional Website/Portal Development agencies for **Portal Development for the Education RBSM Event “Vidyarathi”**, scheduled on **17–18 March 2026** at New Delhi.

### 1. Introduction

Particulars	Details
Project Title	Vidyarathi Website / Portal Development
Organization	Services Export Promotion Council (SEPC)
Tender Reference No.	SEPC/Tender/Vidyarathi/2025-26/01
Date of Issue	27 January 2026
Event Dates	17–18 March 2026
Event Location	New Delhi

### 2. Objective

The objective of this project is to design, develop, deploy, and maintain a comprehensive web portal for the Vidyarathi Event, enabling seamless **registrations, B2B (Pre-Event**

Meeting Scheduling), stall booking, payment processing, and data management, along with robust post-event MIS and reporting.

### 3. Scope of Work

#### A. Development of Microsite / Portal

- Responsive Landing Page (desktop & mobile)
- Online Registration Modules for:
  - Buyers
  - Exhibitors
  - For Academia/Institutions
  - For Non-Academia/Corporates
  - Others
- Automated Proforma Invoice generation for Exhibitors
- Admin Panel with approval & moderation mechanism
- Stall selection and booking mechanism
- Database creation, hosting & management
- Secure online payment gateway integration
- Role-based access control (Admin / Exhibitor / Buyer / Visitor)

#### B. BSM (Buyer–Seller Meet) Software

- Pre-event appointment scheduling system
- Buyer & Exhibitor profile management
- Automated meeting calendar & notifications
- Feedback and rating mechanism
- Meeting tracking dashboard
- MIS reports (pre-event, during event & post-event)

#### C. Infrastructure & Hardware Support

- Supply and deployment of 50 tablets for buyers and sellers.
- Printers and allied peripherals.
- Display panel as per venue dimension.
- Central servers and structured cabling.
- Power backup systems and accessories for uninterrupted operations.

### C.1 Network & Connectivity

- Design and deployment of optimized network architecture to manage peak loads.
- Reliable internet connectivity with on-site monitoring.
- Zero-downtime assurance during event hours.

### C.2 Technical & On-Ground Support

- Complete deployment, testing, live operations, and dismantling.
- Dedicated on-site technical team for real-time troubleshooting.
- Helpdesk support for delegates and organizers.
- Overall coordination with SEPC and venue authorities.

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## 4. Website Content Structure (Indicative)

- About the Event
- Speaker Details
- Participating Countries
- Stall Dimensions & Booking Details
- Venue Information
- Summit Highlights
- Visa & Travel Information (conference venue, visa, travel)
- Sponsorship Opportunities
- Delegate Registration
- Organizing Committee Members
- Academic Committee Members
- Exhibition Committee Members
- Mobile App Integration Links (Android / iOS)
- QR Code generation for all the participants

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## 5. Deliverables

- UI/UX design mock-ups and wireframes
- Functional prototype
- Fully developed and tested portal
- Source code and deployment on SEPC-approved server
- Technical documentation & user manuals
- Training sessions for SEPC staff

- Post-deployment support during the event

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## 6. Eligibility Criteria

Bidders must fulfill the following criteria:

- Minimum **5 years of experience** in website/portal development
- Proven expertise in **event, education, or healthcare-related portals**
- Dedicated team of qualified developers, designers & project managers
- Financially stable organization with a sound track record
- Minimum **3 client references** of similar projects
- Valid **GST Registration**
- Operational office located in **Delhi / NCR**

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## 7. Tender Submission Guidelines

- Bids must be submitted in **hard copy only** in a properly sealed envelope.
- The envelope should be addressed to:

### **The Services Export Promotion Council (SEPC)**

DPT 417, 4th Floor, Prime Towers, Plot No. 79 & 80,  
Pocket F, Okhla Phase I, New Delhi – 110020

- The envelope must be clearly superscribed with:

### **“Tender for Portal Development – Vidyarathi Event”**

- The bid should include:
  - Company Profile
  - Technical Proposal
  - Financial Proposal
  - Project Timeline & Implementation Plan
- **Last Date & Time for Submission: 5<sup>th</sup> February, 2026 by 17:00 Hrs (05:00 PM)**

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## 8. Evaluation Criteria

Bids will be evaluated based on the following weighted criteria:

Criteria	Weightage
Technical expertise & approach	40%
Cost-effectiveness	30%
Timeline & deliverables	20%
Past experience & client references	10%

## 9. Terms & Conditions

- Only sealed hard-copy bids will be accepted; **online submissions will not be considered.**
- SEPC reserves the right to accept or reject any or all bids, partially or wholly, without assigning any reason.
- All intellectual property rights of the developed portal shall vest exclusively with **Services Export Promotion Council.**
- The selected bidder must adhere to timelines strictly due to the fixed event schedule.
- Any dispute arising out of this tender shall be subject to arbitration under applicable Indian laws and jurisdiction of New Delhi courts.

## Authorized Signatory

Services Export Promotion Council (SEPC)

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**Remarks:** Kindly share **three separate quotations** as mentioned below:

- Cost of Portal** – Only for the registration page with payment gateway integration.
- B2B Mechanism Platform** – Complete B2B platform/module as per the proposed scope
- Physical Setup** – Cost for physical setup as per the above-mentioned scope.

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