

# SERVICES EXPORT PROMOTION COUNCIL

3rd Floor, 6A/6, NCHF Building, Siri Fort Institutional Area, August Kranti Marg,  
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## Request for Proposals for Construction of Pavilion, Appointment of Travel Agency and Event Management Services

Ref: SEPC/IndiaHeals@AHCI 2018/enTTech 2019

Services Export Promotion Council (SEPC) is organizing IndiaHeals@AHCI 2018 scheduled to be held from 1<sup>st</sup> to 3<sup>rd</sup> December, 2018 in Mumbai and enTTech in, Mumbai in the month of March, 2019.

### CONSTRUCTION OF PAVILION

Request for proposal is invited from reputed Exhibition Construction Companies

#### Scope of Work – Annexure – I

1. Layout and design for IndiaHeals@AHCI 2018 and enTTech, 2019
2. Construction of shell scheme stands
3. Carpet in passage area
4. Media Studio set up
5. SEPC Office and Lounge
6. Table space for Buyer / Seller Meetings
7. Audio Visual Equipments
8. Entrance arch for the Pavilion

#### General Terms & Conditions

- a. All offers should be in Indian Rupees. GST to be quoted as extra.
- b. Companies with minimum turnover of Rs. 2 crore per annum for last 3 years will be eligible to bid.
- c. The company should have done at least One international Pavilion of 3-5000 sqm in last 2 consecutive years with minimum billing of Rs.75 lacs.
- d. Offer validity should be for 6 months from the date of opening the quotation
- e. GST Registration / Income Tax PAN number should be mentioned
- f. Client references and contract details for similar works executed in the past should be mentioned.

- g. SEPC reserves the right to split the job work to two or more parties without assigning any reasons.
- h. In case of any dispute, the decision of Director General SEPC will be treated as final
- i. All disputes are subject of New Delhi jurisdiction

**Please provide following information –**

1. Company profile and annual report (Preference would be given to the agencies having min 3 years of experience handling similar work.)
2. List of similar events/exhibitions where your services were provided along with client references
3. Copy of PAN number and GST registration
4. Financial offer as per **Annexure – I**

All hotels, Travel agencies, Management & Marketing companies are welcome to apply directly.

**Submission Date –**

Your offer should be sent latest by email by 5.00 pm on 2<sup>nd</sup> November, 2018 followed by hard copy

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To,

Ms. Sangeeta Godbole

Director General – SEPC

**SERVICES EXPORT PROMOTION COUNCIL**

3rd Floor, 6A/6, NCHF Building,

Siri Fort Institutional Area,

August Kranti Marg,

New Delhi-110049.

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## Annexure-1

Sl. No.	Activity	Details	Quantity	Unit	Rate
1.	Layout for IndiaHeals@AHCI 2018 and enTTech, 2019	Developing the layout and design as per the requirements given below with passages, entry and exit points etc.			
		The layout should include the following not restricted to			
		(Booth sizes and numbers)			
2.	Construction of shell scheme stands	Construction of Stalls as per layout submitted with Aluminium prefabricated system with backlit Maxima of 3 m height on front & backlit hanging fascia, having infill Panels with wall paper for Partition walls. Synthetic needle punched carpet of approved colour (inside the booth area) with following furniture and fixtures per 9 sqm stand. The booth should have open design and should be attractive.	9	sqm	
		Hanging Fascia with Company Name - 1 no.			
		Spot Lights - 3 nos.			
		Prefabricated system Table - 1 no.			
		PVC Chairs - 2 nos.			
		Power Socket - 1 no.			
		Dustbin - 1 no.			
		For stands above 9 sqm, the furniture and fixtures to be supplied on pro-rata basis			
3.	Passage carpet	Synthetic needle punched carpet with pre coated cover as per approved colour		Sqm	
4.	SEPC office & Lounge	Construction as per layout submitted with Aluminium prefabricated system, having white Laminated infill Panels for Partition walls. Synthetic needle punched carpet of approved colour (inside the booth area) and required furniture & fixtures as per the design		Sqm	
5.	Media Studio set up	Construction as per layout submitted with Aluminium prefabricated system, having		Sqm	

		white Laminated infill Panels for Partition walls. Synthetic needle punched carpet of approved colour (inside the booth area) and required furniture & fixtures as per the design			
6.	Table space for Buyer/Seller Meet	One table and 3 chairs, with Table no. 80 nos		Nos.	
7.	Audio Visual equipments	LED screen of 3.9 mm pitch LED with wooden base and side panelling and required cables		Nos.	
		Size – 22 ft x 12 ft 2 Nos.		Nos.	
		Laptop		Nos.	
8.	Entrance Arch	At the entry of the SEPC Mart as per the design submitted			
9.	Platform	Wooden 10 cm height platform with synthetic carpet covering at the front and the back entrance of the Indiaheals@AHCI 2018 and enTTech, 2019	Per sqmtr rate		
10.	Furniture & Fixtures	The rates for furnitures and fixtures to be quoted per unit for the show along with the photographs of each unit			
		Chairs			
		Table			
		Brochure stand			
		Glass Shelf			
		Meeting Table			
		Standing Height Tables			
		Bar Stool			
		Single Seater Sofa			
		Two seater Sofa			
		Spot Light			
		Power Point			
		LCD TV 42”			
		Laptop			
		Coffee Machine			
		Refrigerator			
		Any Other			