

SERVICES EXPORT PROMOTION COUNCIL

3rd Floor, 6A/6, NCHF Building, Siri Fort Institutional Area,

August Kranti Marg, New Delhi-110049.

Phone: +91 11-41046327-28-29, +91 11-41734632

Email: dg@servicesepc.org

Web: www.servicesepc.org

RFP Release Date: 07.05.2019

Request for Proposal for Empanelment of Ground Handling Support Agency

Bid Reference: Events2019/SEPC/GSA_RFP01

Services Export Promotion Council (SEPC) will be organizing following Domestic events in 2019.

Sno.	Name of Event	Date/ Venue	Indian Participants	Foreign Delegates
1	RBSM at FIDIC ASPAC Conference	8-9 July, 2019/ Delhi	25	75
2	ProfServ Summit	Aug, 2019/Delhi	25	75
3	LEXPRO 2019	Aug, 2019 /Delhi	25	50
4	Global Exhibition on Services (GES) 2019	18-20 Sept, 2019, Bangalore	75	250
5	India Heals	3-5 December, 2019	50	200

** Actual Number of Indian and Foreign Participants may vary.

Request for proposal is invited from reputed Ground Handling Support Agency.

Schedule of Requirements :

- Project Management
- Create Conference programme & B2B meeting schedule.
- Marketing Promotion and Advertising
- Registration and Inquiries handling (Coordination only)
- Venue Management
- Travel and Hotel accommodation management. (Coordination only)

General Terms & Conditions

- All offers should be in Indian Rupees. GST to be quoted as extra.
- Offer validity should for 30 days from the date of opening the quotation
- GST Registration / Income Tax PAN number should be mentioned
- Client references and contract details for similar works executed in the past should be mentioned.
- SEPC reserves the right to split the job work to two or more parties without assigning any reasons.
- In case of any dispute, the decision of Director General SEPC will be treated as final
- All disputes are subject of New Delhi jurisdiction

Submission Date

Your offer should be sent latest by 18 May 2019 – 17:00 hrs.to

Ms. Sangeeta Godbole

Director General – SEPC

Email: dg@servicesepc.org

Followed by hard copy to SEPC office

RFP format

Please provide the following information:

- Company profile and annual report (Preference would be given to the agencies having min 2 years of experience)
- List of similar events / exhibitions where your services were provided along with client references
- Copy of PAN number and GST registration
- Financial offer
