

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

**REQUEST FOR PROPOSAL FOR YEARLY EMPANELMENT OF OFFICIAL TRAVEL SERVICE
PROVIDER/PARTNER FOR UPCOMING EVENTS IN 2019**

Bid Reference: Events2019/SEPC/OTP_RFP01

DISCLAIMER

This request for RFP is not an offer by SEPC, but an invitation to receive responses from eligible companies for providing services for organising the event.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between SEPC and the bidder concerned. This RFP is being issued with no financial commitment and SEPC reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage.

Schedule for Submission of RFP for OFFICIAL TRAVEL PARTNER

- a. The RFP Document will be posted at SEPC website: www.servicesepc.org on 7th May, 2019.
- b. Last date and time for submission of completed RFP document 18th May 2019; 17:00 hrs.

The completed application (response document), containing Technical and Financial Bid (printed, signed and bound copies) should be submitted in a sealed cover super scribed with the title "Request for Proposal for providing **OFFICIAL TRAVEL PARTNER** services for yearly empanelment before the last date and time at the following address:

Ms. Sangeeta Godbole

Director General, SEPC

3rd Floor, 6A/6, NCHF Building, Siri Fort Institutional Area, August Kranti Marg,
New Delhi-110049

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

Late Applications: Any application received after the last date and time for submission for the same, i.e., 18th May 2019 – 17:00 hrs., shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

SCOPE OF WORK

SEPC is the lead agency nominated by The Ministry of Commerce, Government of India to organise various events.

Services of an **OFFICIAL TRAVEL PARTNER** are required to provide for successful execution of the following events.

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 Foreign Delegates may vary.

Schedule of Services

- a. Issue of International Tickets for visiting EVENTS. Bidder should quote service charge per ticket.
- b. Providing Airport Transfers with support site at the airport.
- c. Providing foreign exchange reimbursement to overseas buyers who purchased their own tickets.
- d. Coordination services at Hotel booked by SEPC. Bidder will manage the EVENT Desk at event's site and shall coordinate:
 - Airport pickup and drops
 - Smooth check-in and check-out
 - Any coordination support required by buyersBidder shall deploy trained tour managers for this. Bidders should quote per person per day rate for this.

VALIDITY OF RFP RESPONSE

The RFP response submitted by the applicants shall remain valid for a period of 1 month after the date of RFP response opening prescribed in this document. A RFP response valid for shorter period may be rejected as non-responsive. SEPC may solicit applicants' consent to an extension of RFP response validity.

SUBMISSION OF TECHNICAL & 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 "Request for Proposal for providing **OFFICIAL TRAVEL PARTNER**" and submitted before the last date and time at the following address:

Ms. Sangeeta Godbole
Director General SEPC
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Technical Proposal & Presentation

50 points

Previous Performance: 30

Capability to handle Events: 20

Price Proposal

50 points

In preparing the financial bid, the bidder shall take into account the requirements of different events, man power required, all administrative charges, travels, etc. as per the scope of work

Client references of similar projects at Mumbai should be provided.

The bids will be opened in the council office and shortlisted bidders will be invited for a presentation in Delhi / Mumbai or any other place as necessary.

Evaluation of Financial Bid will be done based on total cost quoted.

Contract will be awarded to the bidder in case the bid has been determined as the lowest evaluated bid, economically feasible and responsive subject to approval of the competent authority. Negotiations will be held with qualified and selected bidder.

Payment Terms

To be proposed by the bidder.