

**Handloom Export Promotion Council  
(Ministry of Textiles, Govt. of India)  
34, Cathedral Garden Road,  
Nungambakkam,  
Chennai –600034.**

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Fax : +91 44 28271761  
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Website: [www.hepcindia.com](http://www.hepcindia.com)**

**Organising India Textile Sourcing Fair / Reverse Buyer Seller Meet (RBSM)**

**Event Management services Ref: HEPC/RBSM/RFP001**

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles, Govt. of India, is organizing India Textile Sourcing Fair as Reverse Buyer Seller Meet on 16 / 17 / 18 February 2019 in New Delhi, India with 130+member exporters, of which stand construction has to be undertaken for 130+ booths (approx. – 1170 sq.m)

The major product profile showcased in this event is Home textile and clothing accessories products.

Request for proposal is invited from reputed PEO companies with a Business Turnover of at-least Rs. 3 crores in last 3 financial years and 3 years + relevant experience in organising International Reverse Buyer Seller Meets in India.

Appointed company will be required to provide support services to HEPC on the following:

- a. Project Management
- b. Venue Management
- c. Hotel accommodation management.

**SUBMISSION OF TECHNICAL & FINANCIAL BIDS**

The PEO 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 Professional Exhibition Organiser (PEO) services for HEPC RBSM 2019 and submitted before the last date and time at the following address:

**Handloom Export Promotion Council  
(Ministry of Textiles, Govt. of India)  
34, Cathedral Garden Road,  
Nungambakkam,  
Chennai –600034.**

### **Pre-qualification Criteria**

1. The agency should be registered under the Companies Act or any other appropriate act.
2. Agency should have turnover of at-least Rs. 3 Crore each in the past 3 years or Rs. 5 crore in the last financial year.
3. The agency should have relevant experience in organising RBSM in India with Ministries / Export Promotion Councils / Export Development Authorities / Commodity boards / Other Government Entities.

### **4. General Terms & Conditions**

- i) The rates to undertake construction event have to be quoted in Indian Rupees (INR) only. GST / IGST to be quoted as extra
- ii) The rates need to be quoted per sq.mtr basis covering display accessories as listed in package.
- iii) A separate quote for supply of additional accessories viz. light, curtain rod, shelves, peg board, etc. on demand basis need to be given.
- iv) If stand construction arrangements is not satisfactory, HEPC reserves the right to undertake such of these activities directly/through any other agency and amount incurred for such work will be deducted from the successful bidder. Further, any unsatisfactory performance and delay in handing over of constructed stall will attract a penalty of upto 25% of total cost.
- v) All the specified requirements are indicative only and any deviation will be considered on prorata basis with prior approval.
- vi) If there is any difference in the amount quoted in value and in words, amount quoted in words will be taken as correct.
- vii) The agency has to coordinate with HEPC (as will be informed to successful bidder).
- viii) Payment Terms
  1. 25% on receipt of performance bank guarantee and acceptance letter.
  2. 25% on completion of construction and handing over of stalls.
  - 3) 50% on submission of final bill and its acceptance by the Council
  - 4) Bidder to propose for the payment terms for venue hiring and guest rooms in line with requirement of the offered venue and the payment

will be made as per the mutual agreement between the successful bidder and HEPC

- ix) Conditional bid will not be accepted
- x) HEPC reserves the right to seek clarification from any/all bidders and also the right to reject any or all bids without assigning any reason.
- xi) HEPC reserves the right to split the job work to two or more parties without assigning any reasons.
- xii) In case of any dispute, the decision of HEPC will be treated as final.
- xiii) All disputes are subject of Chennai jurisdiction.

## **Submission Guidelines**

### **Procedure to submit bid**

1. The agency has to prepare two separate covers viz. one containing technical bid (Appendix – I) and the other containing financial bid(Appendix – II & III).. The bids should be as per the prescribed form and duly signed and along with requisite documents.
2. The pre-qualification bid otherwise called technical bid should be put in a sealed envelope with superscription “Technical bid” and financial bid in a sealed envelope with superscription “Financial bid”. Both technical and financial bid have to be put inside a main envelope and sealed with superscription “Bid for HEPC - RBSM”.
3. The **Technical proposal** should clearly demonstrate the PEO’s understanding of the requirements of the Event and the Proposal should include the following information in the enclosed Proforma.
  - a. **Annual turnover for the last three consecutive financial years (CA Certificate)**
  - b. **Experience and list of managing International events of Export Promotion Councils handled in the last five years.**
4. The financial proposal should include the following:
  - a. **Comprehensive fee for complete project management for the following services:**
    - i. General query management and resolution
    - ii. Opening Ceremony plan finalisation
    - iii. Networking Ceremony plan finalisation
    - iv. Pre Event Brief
    - v. Onsite Event Management from Possession to Handover
    - vi. Any other advisory support required by HEPC for organising the Buyer-Seller Meet.
    - vii. Providing Hostess

**b. Venue Cost inclusive of:**

- i. Booking of suitable venue in a 5 star hotel with a Gross Area of 1800-2000 sq. mtrs for 4 days for build up, event and break down.
- ii. Constructed stalls (approx. 130 Nos. of 9 sq.mtrs / 12 sq.mtrs each – approx. 1170 sq.mtrs)  
using standard Octanorm panel (option1) / Maxima front + Octanorm Panel (option 2).  
Standard stand package includes :

**9 sq.mtrs ( Accessories included )**

- Wall partition ( WhiteOctonorm Panel )
- 1 meeting table and 3 chairs
- 1mW Curtain rod – 2 nos
- 1mW x 2 mH pegboard/ pin board – 1
- HQI light – 3 nos white lights ( 150 Watts each )
- Basket – 1 no
- Company Fascia– 1 ( 2 name fascias in case of corner stall)
- Carpeting ( as per color to be approved by HEPC )
- Plug point- 1 No
- **Shelf (flat) (1 mL x 0.3m D) – 9nos and 1mW Curtain rod – 2 nos ( Option- A)**  
**( Or )**

**Shelf (flat) (1 mL x 0.3m D) – 2nos and 1mW Curtain rod- 9 Nos ( Option -B)**

**12 sq.mtrs ( Accessories included )**

- Wall partition ( WhiteOctonorm Panel )
- 1 meeting table and 3 chairs
- 1mW x 2 mH pegboard/ pin board – 1
- HQI light – 5 nos white lights ( 150 Watts each )
- Basket – 1 no
- Company Fascia– 1 ( 2 name fascias in case of corner stall)
- Carpeting ( as per color to be approved by HEPC )
- Plug point- 1 No.
- **Shelf (flat) (1 mL x .3mD) – 12 nos and 1mW Curtain rod – 3 nos (Option -A)**  
**( or )**

**Shelf (flat) (1 mL x .3mD) – 3 nos and 1mW Curtain rod – 12 nos (Option -B)**

- iii. Welcome Arch
- iv. 125 lunches
- v. Opening Ceremony plan

- c. **100-125 Hotel Rooms for 3Nights** (Actual number of rooms and booking nights may vary depending upon final itinerary confirmation )

The agency should send the filled in application in sealed cover as instructed above and the proposal should reach the following address before 3 pm on **03.12.2018**

The Executive Director  
Handloom Export Promotion Council  
(Ministry of Textiles, Govt. of India)  
34, Cathedral Garden Road,  
Nungambakkam,  
Chennai –600034.

Ph:+91-44-28278879  
Fax : +91-44-28271761  
E-mail: hepc@hepcindia.com

4. The technical bid will be opened at 4 pm on **03.12.2018** in the presence of those bidders who may wish to be present.
5. Financial bid will be opened only of those bidders whose technical bid meets the pre-qualification criteria.
6. Financial bids of bidders who do not meet the pre-qualification criteria will be returned unopened.
7. Successful bidders will have to provide performance bank guarantee within 5 working days from any Nationalised/Scheduled Bank for 10% of stand construction contract value along with their acceptance letter.

**Appendix– I**

**HANDLOOM EXPORT PROMOTION COUNCIL**

**TECHNICAL BID**

1. Name of the Agency:

2. Address:

3. Name of the authorised person

4. Telephone No:

Office:\_\_\_\_\_ Mobile:\_\_\_\_\_

Residence:\_\_\_\_\_ Fax:\_\_\_\_\_

5. Documents to be enclosed:

S.No	Prequalification criteria	Documents required
1	The agency should be registered under companies act or any other appropriate act.	copy of incorporation certificate under Companies act or any other appropriate act
2	Agency should have turnover of at-least Rs. 3 Crore each in the past 3 years or Rs. 5 crore in the last financial year.	1. copy of the latest 3 years balance sheet duly certified by the Chartered Accountant 2. Income Tax return of the latest year filed: (2017-18).
3	The agency should have relevant experience in organising RBSM in India with Ministries / Export Promotion Councils / Export Development Authorities / Commodity boards / Other Government Entities	Copy of work order awarded by clients with photos

6. Any other Please specify :

Date:

Signature:

Place:

Company seal:

S.No	Prequalification criteria	Documents required
1	Agency should have turnover of at-least Rs. 3 Crore each in the past 3 years or Rs. 5 crore in the last financial year.	1. copy of the latest 3 years balance sheet duly certified by the Chartered Accountant
2	The agency should have relevant experience in organising RBSM in India with Ministries / Export Promotion Councils / Export Development Authorities / Commodity boards / Other Government Entities	Copy of work order awarded by clients with photos
3	Stand construction work experience atleast two events in Delhi within last 3 years	Copy of work order awarded by clients with photos

## HANDLOOM EXPORT PROMOTION COUNCIL

FINANCIAL BID

1. Name of the Agency:
2. Address:
3. Name of the authorised signatory:
4. Telephone No:

Office:\_\_\_\_\_ Mobile:\_\_\_\_\_

Residence:\_\_\_\_\_ Fax:\_\_\_\_\_

1. Cost :

S.No	Particulars	Cost (in Rupees).
1	<b>Project Management charges as per paragraph 4 (a)</b>	
2	<b>Venue cost as per activities indicated in paragraph 4 (b)</b>	
2.1	<b>Stand construction cost per sq.mtr.</b>	
	a. Octanorm stand (Option – 1)	
	b. Maxima front and Octanorm panel at the back (Option – 2)	
	<b>Total cost for 1170 sq.mtrs.</b>	
	a. Octanorm stand (Option – 1)	
	b. Maxima front and Octanorm panel at the back (Option – 2)	
2.2	venue in a 5 star hotel in Delhi with a Gross Area of 1800-2000 sq. mtrs for 4 days for build up, event and break down including 125 lunches	
2.3	Welcome Arch	
2.4	Opening Ceremony plan	
3	100-125 rooms in 5 star category hotel for 3 nights * each ( Rate per night )	



\*- Actual number of rooms and booking nights may vary depending upon final itinerary confirmation

(Total amount in words Rupees \_\_\_\_\_ only )

**Note:** The above rates are inclusive of all applicable taxes.

**Payment Terms**

1. 25% on receipt of Performance Guarantee and acceptance letter.
2. 25% on completion of construction and handing over of stalls.
3. 50% on submission of final bill and its acceptance by the Council

I/We agree to all the terms and conditions specified in the notice inviting bid

No.**HEPC/RBSM/RFP001** dt.26.11.2018 .

Date:

Signature:

Place:

Company seal:

**PROFORMA FOR FINANCIAL BID**

S.No.	Stand construction details																					
1	<p align="center"><b><u>9 sq.mt Stall ( Standard package )</u></b></p> <ul style="list-style-type: none"> <li>• Octonorm wall partition</li> <li>• 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board</li> <li>• Carpet</li> <li>• overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo</li> <li>• 1 No. meeting table and 3 Nos. arm chairs</li> <li>• 4 Nos. of white lights (HQL lights 150watts each)</li> <li>• 1 No.waste paper basket</li> <li>• 1 Nos. of 1mW x 2mH pin board</li> <li>• 1 No. Electricity socket (for charging laptop, mobiles, etc.)</li> <li>• 3 layers of <b><u>Securely mounted</u></b> 3 meter run display shelf (9 Wooden Shelves) and 1 Nos. of 1 meter run cloth rod ( <b>Option- A</b> ) ( or )</li> </ul> <p>9 Nos of 1 mtre run cloth rod and <b><u>Securely mounted</u></b> 1 No. of 1 mtre Wooden Shelve ( <b>Option-B</b> )</p>																					
	<p align="center"><b><u>12 sq.mt stall( Standard package )</u></b></p> <ul style="list-style-type: none"> <li>• wall partition</li> <li>• 4 or 3 meter run company name fascia (2 name fascias in case of corner stall) in hard board</li> <li>• Carpet</li> <li>• overhead signages of brand image, (Design will be provided by HEPC) Indian flag and HEPC logo</li> <li>• 1 No. meeting table and 4 Nos. arm chairs</li> <li>• 5 Nos. of white lights (HQL lights 150watts each)</li> <li>• 1 No.waste paper basket</li> <li>• 1 Nos. of 1mW x 2mH pin board</li> <li>• 1 No. Electricity socket (for charging laptop, mobiles, etc.)</li> <li>• 3 layers of <b><u>Securely mounted</u></b> 4 meter run display shelf (12 Wooden Shelves) and 1 Nos. of 1 meter run cloth rod ( <b>Option- A</b> ) ( or )</li> </ul> <p>12Nos of 1 mtre run Cloth Rod and <b><u>Securely mounted</u></b> 1 No of 1 mtre Wooden Shelve ( <b>Option-B</b> )</p>																					
3	<p><b>Provision for supply of additional accessories</b></p> <table border="1"> <thead> <tr> <th>S.#</th> <th>Items</th> <th>Rate per unit</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>Curtain rod</td> <td></td> </tr> <tr> <td align="center">2</td> <td>Shelves</td> <td></td> </tr> <tr> <td align="center">3</td> <td>Lights</td> <td></td> </tr> <tr> <td align="center">4</td> <td>Table</td> <td></td> </tr> <tr> <td align="center">5</td> <td>Chair</td> <td></td> </tr> <tr> <td align="center">6</td> <td>Pin Board</td> <td></td> </tr> </tbody> </table> <p>(The above display accessories to be kept ready at venue to meet any additional requirement from participants and for which direct payment will be made by participant)</p>	S.#	Items	Rate per unit	1	Curtain rod		2	Shelves		3	Lights		4	Table		5	Chair		6	Pin Board	
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1	Curtain rod																					
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5	Chair																					
6	Pin Board																					

Note : the above rates are inclusive of all applicable taxes.

**(Signature of bidder/ authorized representative)**