

Organising Handloom Sourcing Show at Varanasi, Uttar Pradesh

EventManagement services Ref: HEPC/HSS /23-24/RFP001 dt 19.07.2023

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles , Govt.of India, is organizing **Handloom Special Sourcing Show at Varanasi, Uttar Pradesh** during **7-9, August 2023** with 40 participants of which stand construction has to be undertaken for 40 booths of 6 sq.mtrs each (approx. – 240 sq.m)

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

Proposal is invited from reputed Professional Exhibition Organiser (PEO) companies with a Business Turnover of at-least Rs. 1 Crore in any one of the past 3 years with relevant experience in organizing such International events in India.

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

- a. Project Management
- b. Venue Management

SUBMISSION OF TECHNICAL & FINANCIAL BIDS

The PEO will be required to submit the technical bid with necessary supporting documents and the financial bid in two separate emails to [**fairs@hepcindia.com**](mailto:fairs@hepcindia.com)

Pre-qualification Criteria

1. The agency should be registered under the Companies Act or any other appropriateact.
 2. Agency should have turnover of at-least Rs. 1 Crore at least in any one of the past 3Financial years
 3. The agency should have relevant experience in organising RBSM/ BSM in India with Ministries / Export Promotion Councils / Export Development Authorities / Commodityboards / 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 aslisted in package.
 - iii) A separate quote for supply of additional accessories viz. light, curtain rod,shelves, etc. on demand basis need to be given.
 - iv) If stand construction arrangements is not satisfactory, HEPC reserves the right toundertake 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 pro-rata 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 to Chennai jurisdiction.

Submission Guidelines

Due to paucity of time, The PEO is required to submit the technical bid with necessary supporting documents as attachments and the financial bid in **two separate emails** to **fairs@hepcindia.com**

Procedure to submit bid

1. The agency has to prepare two separate documents - one containing technical bid (Appendix – I) and the other containing financial bid (Appendix – II & III). The bids should be as per the prescribed form (Attached) and duly signed and along with requisite documents.

2. The pre-qualification bid otherwise called technical bid should be submitted in a separate email with a subject as “Technical bid” and financial bid in another email with subject as “Financial bid”. and submitted to **fairs@hepcindia.com**

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/BSM / RBSM of Export

Promotion Councils or other Govt. institutions 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 finalization
- iii) Networking Ceremony plan finalization
- iv) Pre Event Brief
- v) Onsite Event Management from Possession to Handover
- vi) Onsite branding at actuals
- vii) Registration-cum-reception Desk
- viii) Providing Hostess
- ix) Badges arrangements (Exhibitors-100 ; Visitors-50 officials-10)
- x) All designing pertains to branding , badges, catalogue etc
- xi) Any other advisory support / services required by HEPC for organising the expo.
- xii) Photograph and videography arrangements during inauguration, seminar, etc.

b) Venue Cost inclusive of:

i) Constructed stalls (approx.40 Nos. of 6 sq.mtrs each – approx. 240 sq.mtrs) using standard Octanorm panel (option1) / Maxima front + Octonorm Panel (option 2). Standard stand package includes :

6 sq.mtrs (Accessories included) - 2 mtrs depth x 3 mtrs

wideOption :1- Octonorm Stand

- Wall partition (White Octonorm Panel)
 - 1 meeting table and 2 chairs
 - 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) – 7 nos and 1mW Curtain rod – 3Nos (Option- A)**

(Or)

**Shelf (flat) (1 mL x 0.3m D) – 6 nos and 1mW Curtain rod-
4Nos (Option -B)**

Option :2 – Maxima Front+ Octonorm Panel

- Maxima Front with Wall partition (White Octonorm Panel)
- 1 meeting table and 2 chairs
- HQI light – 4 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) – 8 nos and 1mW Curtain rod – 3nos (Option- A)**

(Or)

Shelf (flat) (1 mL x 0.3m D) – 6 nos and 1mW Curtain rod- Nos (Option -B)

C. Other Services

Welcome Arch- Rate per sq.ft

Standees – 6feetx3feet (Rate per unit)

Onsite Banners with frames – Rate per sq.ft

Badges arrangements

Photograph and videography arrangements

Providing Hostess/ushers

Registration-cum-reception Desk with hostess

Opening Ceremony plan

The agency should send their filled in quote by return email to fairs@hepcindia.com on or before 3 pm on **24.07.2023**

4. 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.

Bid Evaluation Criteria

Technical Proposal		70 points
Following evaluation Criteria will be used to evaluate the technical proposals		
1	Last 3 years Turnover in Exhibitions Organisation & Management	
a.	Less than Rs. 1 Crore at least in one financial year during last 3 financial years	Not Qualified
b.	Rs. 1.1 to 5 Crores	15 points
c.	Rs. 5.1 Crores & above	30 points
2.	Proven Experiences in providing similar services for other Export Promotion Councils and Associations	
a.	1-3 Events	05 points
b.	4-6 Events	10 points
c.	More than 6 events	20 points
3.	Credential Presentation	
a.	Company Profile	05 points
b.	Content	05 points
c.	Proposed Strategy	10 points

The turn-over figures shall be given financial year wise. The turnover means turnover from PEO activities only and as per the figures reflected in the profit/loss account of the PEO.

If

the turnover includes turnover from items other than PEO activities then, CA's certificate indicating turnover from Event Management Activities will be required. Turnover will be determined only on the basis of documentary proof, which will have to be submitted by the respective PEO, at the time of submission of the tender.

Only such PEOs who qualify technically by scoring 40 marks and whose offer fully meets the requirement as envisaged in the RFP in terms of items and numbers would be considered for financial bid opening.

Financial Proposal		30 points
a .	In preparing the financial bid, the PEO shall take into account the requirements of events, man power required, all administrative charges, travels, etc. as per the scope of work	
b .	The amount quoted by a bidder should be covering all the requirements as per this tender document. GST / IGST as applicable to be indicated extra.	

points; L2- 20 points; L3-10 points

N.Sreedhar,
Executive Director
Handloom Export Promotion Council

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	Business turnover for last three financial years (2020-21, 2021-22, 2022-23) Agency should have turnover of at-least Rs. 1 Crore at least in any one of the above 3	1. copy of the 3 years balance sheet duly certified by the Chartered Accountant 2. Income Tax return of the latest year filed.
3	The agency should have relevant experience in organising BSM/ 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:

Place:

Signature:

Company seal:

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: _____

Cost :

S.No	Particulars	Cost (in Rupees).
1	Project Management charges as per paragraph 4 (a)	
2	Stand construction	
2.1	Stand construction cost per sq.mtr.	
	a. Octanorm stand (Option – 1)	
	b. Maxima front and Octanorm panel at the back (Option – 2)	
	Total cost for 240 sq.mtrs.	
	a. Octanorm stand (Option – 1)	
	b. Maxima front and Octanorm panel at the back (Option – 2)	
2.2	Welcome Arch - – Rate per sq.ft	
	Standeers – 6feetx3feet (Rate per unit)	
	Onsite Banners with frames – Rate per sq.ft	
	Badges arrangements	
	Photograph and videography arrangements	
	Providing Hostess/ushers	
	Registration-cum-reception Desk with hostess	
2.3	Opening Ceremony plan	

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/HSS 23-24/RFP 001 dt,19-07-2023**

Date:

Signature:

Place:

Company seal:

PROFORMA FOR FINANCIAL BID

S.No.	Stand construction details																		
1	<p>6sq.mtrs (Accessories included) - 2 mtrs depth x 3 mtrs wide</p> <p style="text-align: center;"><u>Option :1- Octonorm Stand</u></p> <ul style="list-style-type: none"> • Wall partition (White Octonorm Panel) • 1 meeting table and 2 chairs • HQI light – 4 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) – 8 nos and 1mW Curtain rod – 3 Nos (Option- A) <p style="text-align: center;">(Or)</p> <p>Shelf (flat) (1 mL x 0.3m D) – 6 nos and 1mW Curtain rod- 4 Nos (Option -B)</p>																		
	<p><u>Option :2 – Maxima Front+ Octonorm Panel</u></p> <ul style="list-style-type: none"> • Maxima Front with Wall partition (White Octonorm Panel) • 1 meeting table and 2 chairs • HQI light – 4 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) – 8 nos and 1mW Curtain rod – 3 nos (Option- A) <p style="text-align: center;">(Or)</p> <p>Shelf (flat) (1 mL x 0.3m D) – 6 nos and 1mW Curtain rod- 4 Nos (Option -B)</p>																		
3	<p>Provision for supply of additional accessories</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.#</th> <th style="width: 60%;">Items</th> <th style="width: 30%;">Rate per unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Curtain rod</td> <td></td> </tr> <tr> <td>2</td> <td>Shelves</td> <td></td> </tr> <tr> <td>3</td> <td>Light</td> <td></td> </tr> <tr> <td>4</td> <td>Table</td> <td></td> </tr> <tr> <td>5</td> <td>Chair</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	Light		4	Table		5	Chair	
S.#	Items	Rate per unit																	
1	Curtain rod																		
2	Shelves																		
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4	Table																		
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Note : the above rates are inclusive of all applicable taxes.

(Signature of bidder/ authorized representative)