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Organising Handloom Sourcing EXPO at Guwahati, ASSAM

Event Management services Ref: HEPC/HSE-NER/RFP001 dt 25-02-2022

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles, Govt. of India, is organizing Handloom Sourcing Expo at Guwahati during 17/ 18 / 19 March 2022 in Guwahati, Assam with 50 member exporters, of which stand construction has to be undertaken for 50 booths of 6 sq.mtrs each (approx. – 300 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. 2 Crore in any one of the past 3 years with relevant experience in organising 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
- c. Hotel accommodation management.
- d. Logistics management (Airport to Venue and return)

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 hepc@hepcindia.com

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. 2 Crore atleast in any one of the past 3 Financial years

3. The agency should have relevant experience in organising RBSM/ BSM 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, 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

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 hepc@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 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 hepc@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 finalisation
 - iii. Networking Ceremony plan finalisation
 - 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-75 ; Visitors-100 ; officials-10)
 - x. Any other advisory support / services required by HEPC for organising the expo.
 - b. **Venue Cost inclusive of:**
 - i. Booking of suitable venue in a 5 star hotel or a convention centre of equivalent amenities with a Gross Area of appr. 600 sq. mtrs for 4 days for build up, event and break down.

ii. Constructed stalls (approx.50 Nos. of 6 sq.mtrs each – approx. 300 sq.mtrs) using standard Octonorm panel (option1) / Maxima front + Octonorm Panel (option 2). Standard stand package includes :

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

Option :1- Octonorm Stand

- 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)**

(Or)

Shelf (flat) (1 mL x 0.3m D) – 6 nos and 1mW Curtain rod- 4 Nos (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 – 3 nos (Option- A)**

(Or)

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

- iii. Welcome Arch
- iv. 50 working lunches per day for exhibitors for 3 days
- v. 35 Buffet lunch per day for exhibitors for 3 days
- vi. Networking Meet with Dinner for 100 persons on Day1
- vii. Opening Ceremony plan

c. **70 Hotel Rooms for 1 Nights** (Actual number of rooms and booking nights may vary depending upon final itinerary confirmation)

The agency should send their filled in quote by return email to hepc@hepcindia.com on or before 3 pm on **28-02-2022**

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. 2 Crores atelast in one Financial year during last 3 financial years	Not Qualified
b.	Rs. 2.0 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

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; 2019-20; 2018-19) Agency should have turnover of at-least Rs. 2 Crore atleast in any one of the last 3 Financial years	1. copy of the latest 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:

Signature:

Place:

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: _____

1. Cost :

S.No	Particulars	Cost (in Rupees).
1	Project Management charges as per paragraph 4 (a)	
2	Venue cost as per activities indicated in paragraph 4 (b)	
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 300 sq.mtrs.	
	a. Octanorm stand (Option – 1)	
	b. Maxima front and Octanorm panel at the back (Option – 2)	
2.2	Venue in a 5 star hotel or a Convention centre of equivalent amenities in Guwahati with a Gross Area of Appr. 600 sq. mtrs for 4 days for build up, event and break down	
2.3	Welcome Arch	
	Standees – 6feetx3feet (Rate per unit)	
	Onsite Banners with frames – Rate per sq.ft	
2.4	Opening Ceremony plan	
3	70 rooms in 5 star category hotel for 1 nights * each (Rate per night) with complimentary breakfast	
4	Working Lunch for 50 exhibitors per day – for 3 days**	

5	Buffet Lunch for 35 visitors per day – for 3 days ***	
6	Networking Meet with Dinner for 100 persons on Day-1	

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

**- Exact numbers may vary and will be intimated later

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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/HSE-**

NER/RFP001 dt.25-02-2022 .

Date:

Signature:

Place:

Company seal:

PROFORMA FOR FINANCIAL BID

S.No.	Stand construction details																		
1	<p><u>6 sq.mtrs (Accessories included) - 2 mtrs depth x 3 mtrs wide</u></p> <p><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>(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>(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"> <thead> <tr> <th>S.#</th> <th>Items</th> <th>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>Lights</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	Lights		4	Table		5	Chair	
S.#	Items	Rate per unit																	
1	Curtain rod																		
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Note : the above rates are inclusive of all applicable taxes.

(Signature of bidder/ authorized representative)