

Organising IIHE at New Delhi during 7-9 August 2025

Event Management services Ref: HEPC/IIHE/NEW DELHI/25-26, dt. 30.06.2025

Handloom Export Promotion Council (HEPC), an organization under Ministry of Textiles, Govt. of India, is organizing **India International Handwoven Expo during 7-9 August 2025 in Bharat Mandapam, New Delhi** with 200 exhibitors, of which stand construction has to be undertaken for 200 booths (100 booths of 12 m² each and 100 booths of 9 m² each).

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

Proposal is invited from reputed Professional Exhibition Organiser (PEO) companies with a Business Turnover of at-least Rs.5 Crore in any one of the past 3 financial 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**

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 envelopes to the following address of the Council

The Executive Director
Handloom Export Promotion Council
34, Cathedra; Garden Road
Nungambakkam
Chennai-600 034

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.5 Crore at least in any one of the past three 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 events 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 the 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 are not satisfactory, HEPC reserves the right to undertake such of these activities directly/through any other agency and the 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 additions and deletions will be considered on a pro rata basis with prior approval.

- vi) If there is any difference in the amount quoted in value and in words, the 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
- 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

The PEO is required to submit the technical bid with necessary supporting documents as attachments and the financial **bid in two separate envelopes to the following address**

-
The Executive Director
Handloom Export Promotion Council
34, Cathedra; Garden Road
Nungambakkam
Chennai-600 034

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 envelope with a subject as “Technical bid” and financial bid in another envelope with subject as “Financial bid” and submitted to the address as specified above.
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) Welcome Arch, banners, standees, etc.
- viii) Registration-cum-reception Desk
- ix) Providing Hostess / security
- x) Providing Housekeeping services, photography, videography
- xi) Badges arrangements (Exhibitors- 400; Visitors – 200, officials- 20, General Visitors -50)
- xii) Any other advisory support / services required by HEPC for organising the expo.

b. Construction Cost inclusive of:

Constructed stalls 200 stalls (100 Nos. of 12 sq.m. each and 100 Nos. of 9 sq.m. each) using standard Octanorm panel (option1) / Maxima front + Octanorm Panel (option 2)

Standard stand package includes:

9 sq.mtrs (Accessories included)

-
- Wall partition (White Octonorm 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 0.3m D) – 9 nos. and 1mW Curtain rod – 2 Nos. (Option- A)
(or)

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

Shelf (flat) (1 mL x 0.3m D) – 5 nos. and 1mW Curtain rod- 5 Nos. (Option -C)

12 sq.mtrs (Accessories included)

-
- Wall partition (White Octonorm Panel)
- 1 meeting table and 4 chairs
- 1mW x 2 mH pegboard/ pin board – 1No.
- HQI light – 7 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) – 12 nos. and 1mW Curtain rod – 2 Nos. (Option- A)
(or)

Shelf (flat) (1 mL x 0.3m D) – 2 nos. and 1mW Curtain rod- 12 Nos. (Option -B)
(or)

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

The agency should send their filled in quote on or before 5.00 pm on -09-07-2025.

5. Successful bidders will have to provide a performance bank guarantee / EMD 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. 5 Crores at least in one financial year during last 3 financial years	Not Qualified
b.	Rs. 5 to 10 Crores	15 points
c.	Rs. 10.1 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, manpower 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.
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L1- 30 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.#	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 financial years (2024-25, 2023-24; 2022-23) Agency should have turnover of at-least Rs. 5 Crore 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: _____

1. Cost :

S.#	Particulars	Cost (in Rupees).
1	Project Management charges for rendering various services as per paragraph 4 (a)	
2.1	Stand construction cost per sq.mtr.	
	Octanorm stand (Option – 1)	
	Maxima front and Octanorm panel at the back (Option – 2)	
2.2	Welcome Arch (rate per sq. ft)	
	Standees – 6 feet x 3feet (Rate per unit)	
	Onsite Banners with frames – Rate per sq.ft	
	Badges arrangements	
	Photograph and videography arrangements	
	House Keeping	
	Security	
	Providing Hostess/ushers	
	Registration-cum-reception Desk with hostess	
	Event Permissions	
	CCTV Surveillance	
	Ambulance	
	Fire fighting	
2.3	Opening Ceremony plan	
3	Lunch Arrangements	

	Buyers, VIPs, Guests – 200 nos Buffet lunch	
	Exhibitors – 400 Nos – Packed Working lunch	
4	Refreshments	
	High Tea for Buyers, VIPs, Guests -	
	Coffee / Tea with cookies for exhibitors – 400 Nos – 2 times in a day	

Note: The above rates are inclusive of all applicable taxes Or Percentage of tax need to be specified.

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/IIHE/NEW DELHI/25-26, dt.30-06-2025.**

Date:

Signature:

Place:

Company seal:

PROFORMA FOR FINANCIAL BID

S. No.	Stand construction details																		
1	<p><u>9 sq.mtrs (Accessories included) - 3 mtrs depth x 3 mtrs wide</u></p> <ul style="list-style-type: none"> • Wall partition (White Octonorm 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. <p style="margin-left: 40px;">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) (or) Shelf (flat) (1 mL x 0.3m D) – 5nos and 1mW Curtain rod- 5 Nos. (Option -C)</p>																		
	<p><u>12 sq.mtrs (Accessories included) - 3 mtrs depth x 4 mtrs wide</u></p> <ul style="list-style-type: none"> • Wall partition (White Octonorm Panel) • 1 meeting table and 4 chairs • 1mW x 2 mH pegboard/ pin board – 1No • HQI light – 7 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. <p style="margin-left: 40px;">Shelf (flat) (1 mL x 0.3m D) – 12nos and 1mW Curtain rod – 2 Nos. (Option- A) (or) Shelf (flat) (1 mL x 0.3m D) – 2nos and 1mW Curtain rod- 12 Nos. (Option -B) (or) Shelf (flat) (1 mL x 0.3m D) – 6nos and 1mW Curtain rod- 6 Nos. (Option -C)</p>																		
2	<p>Provision for supply of additional accessories</p> <table border="1" data-bbox="328 1496 1198 1809"> <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>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																		
3	Light																		
4	Table																		
5	Chair																		

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

(Signature of bidder/ authorized representative)

Sir/ Madam,

In continuation to our trailing mail below regarding Event management services, this is to inform you that the last date for submission of quote for appointment of Project Management and Stand Construction for India International Handwoven Expo, during 7-9 August 2025 at Bharat Mandapam, New Delhi has been **extended upto 11/07/2025. Hence, you may submit your quotation accordingly.**

The other terms and conditions remain unchanged.

This is for your information and necessary action at your end.

With regards,

N.Sreedhar
Executive Director