

# SERVICES EXPORT PROMOTION COUNCIL

417, 4TH FLOOR, PRIME TOWERS, PLOT NO. 79 & 80, Pocket F, Okhla Phase I, New  
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## Request for Proposals for Construction of Pavilion and Event Management Services

Ref: SEPC/Sanjeevani 2024

Services Export Promotion Council (SEPC) is organizing Sanjeevani 2024 scheduled to be held from 13<sup>th</sup> to 15<sup>th</sup> September, 2024 in Chennai Trade Centre, Nandambakkam Chennai, Tamil Nadu.

### CONSTRUCTION OF PAVILION

Request for proposal is invited from reputed Exhibition Construction Companies

#### Scope of Work - Annexure - I

1. Layout and design for Sanjeevani 2024
2. Construction of shell scheme stands
3. Carpet in passage area
4. Media Studio set up
5. SEPC Office and Lounge
6. Table space for Buyer / Seller Meetings
7. Audio Visual Equipment's
8. Entrance arch for the Pavilion

#### General Terms & Conditions

- a. All offers should be in Indian Rupees. GST to be quoted as extra as applicable.
- b. Offer validity should be for 1 months from the date of opening the quotation
- c. GST Registration / Income Tax PAN number should be mentioned
- d. Client references and contract details for similar works executed in the past should be mentioned.
- e. SEPC reserves the right to split the job work to two or more parties without assigning any reasons.
- f. All disputes are subject of New Delhi jurisdiction

**Please provide following information/ Information in hard copy required**

1. Company profile and annual report (Preference would be given to the agencies having min 3 years of experience handling similar work for Govt body, export promotion councils)
2. List of similar events/exhibitions where your services were provided along with client references
3. Copy of PAN number and GST registration
4. Financial offer as per **Annexure - I**
5. The company must have of prior experience of designing and execution of minimum 400– 500 square meter of Pavilion or stall at the venue (Chennai venue) at least once within in the last three years Venue. (P.O to be attached)
6. A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any Government organization
7. The bidder should have office in Delhi/NCR.
8. The bidder's consolidated turnover from the business should be minimum of Rs. 2 crore in the last three financial years.

All stall fabrication companies are welcome to apply directly.

**Submission Date -**

Offer should be sent latest by email by 5.00 pm on 18<sup>th</sup> July, 2024 followed by hardcopy.

To,

Dr. Abhay Sinha

Director General – SEPC

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## Annexure-1

Sl. No	Particulars	Details	Qty in Nos/Sq. Ft	Rate	cost
	<b><u>REGISTRATION</u></b>				
	-				
1	Registration backdrop	Board of size 20 x 10	200 sq ft		
2	Registration counter- spot registration	Maxima counter	3		
3	Chairs - Registration counter	Armless cushion chairs	10		
4	Plug points - Registration counter	5 amps	8		
5	Black Masking		1		
6	Laptops	for registration	4		
7	Printers	for registration	4		
9	Internet connection		2		
10	Q Managers	For managing registration	10		
11	Lanyards		500		
12	Pouches for Badges		500		
13	Badges		500		
14	Stationery	for registration			
15	Boys/ Girls for Registration		4		
-	<b><u>EXHIBITION &amp; BUYER - SELLER AREA</u></b>				
	Particulars	Details	Qty in Nos/Sq. Ft	Rate	cost
	<b>HALL 1</b>	Carpet			
1	<b>EXHIBITION AREA</b>	Give Cost on per sq mtr	900 sq mtr		
	Maxima in front and octoneorm at back with hanging fascia name				
	Each stall of 9 sq mtr will have following furniture				
	<b>Carpeted Area</b>				
	<b>Reception Table - 01 Nos</b>				
	<b>Round Table -01</b>				
	<b>Chairs - 04 Nos</b>				
	<b>Spot Light – 05</b>				
	<b>Dustbin - 01</b>				
	<b>Plug point – 01</b>				
	<b>Hanging Fascia on one side or two side</b>				
2	<b>BUYER - SELLER SETUP</b>			Rate	cost
	Carpeting - discussion area	Synthetic carpeting - 3D printed			
	Discussion cubicles	Octo norm panels	70		
	<b>Octo norm Reception Table</b>		70		
	Chairs		280		
	Names in Vinyl Cut out/ Name cards		70		

	Hall masking	Off white colored cloth frills	1		
	Sign Boards		12		
	LED TV 42 Inches		2		
	Planters		20		
	Q Managers		6		
<b>3</b>	<b>PHOTO &amp; VIDEO</b>			Rate	cost
	Videographer & Photographer - for 2 days	Function photographer-2(exposing only), Safe Cam-2, Steady Cam-1, Hellicam with promo video	2		
<b>4</b>	<b>CONFERENCE HALL 3</b>			Rate	cost
	Octonorn Partition up to hall height	5 mtr in height	750 sq mtr		
	Curtains up to hall height to cover the	5 mtr in height	750 sq mtr		
	Stage with staircase on both side	10 x 4 mtrx 1 mtr height	1		
	Led screen at back	8 x 3 mtr	1		
	Round Table with frills cloths	12 round tables with 8 chairs each	1		
	Banquet Chairs with covers	250 Chairs	250		
	Floral arrangements	on stage front	1		
	Podium with display		1		
	Light Truss	for mounting lights	120 running feet		
	Stage lighting	Led par cans	10		
	Face lighting	Par can 64	6		
	Sharphy	for light effects	4		
	Sound system	with delay	1		
	Receiving bouquets	for receiving dignitaries	10		
	Inaugural accessories	Branded ribbon, scissors, tray etc	1		
	Guest relation executives	For assistance	4		
	Hotesses for 2 days		2		

<b>5</b>	<b>BRANDING</b>			Rate	cost
	Main Entrance - Gate	Theme based entrance arch	1		
	Branded Flags	Flex branded flags on metal poles	20		
	Entrance - At Main exhibition Hall	Branded square arch with side wings	1		
	Buyer - seller area backdrop	size 16 x 10 x 1 no	1		
	Branding boards flex printing per sq feet cost	Flex printing per sq feet			
<b>6</b>	<b>Partition Wall</b>			Rate	cost
	partitiion wall per running meter				

