

## **TEXPROCIL**

### **REQUEST FOR PROPOSAL FOR APPOINTMENT OF OFFICIAL STAND CONTRACTOR FOR IND-TEXPO 2020 EXHIBITION 17-19 March 2020**

**Bid Reference: IND-TEXPO/RFP02**

#### **DISCLAIMER**

This request for RFP is not an offer by TEXPROCIL, but an invitation to receive responses from eligible companies for providing services for organising the event.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between TEXPROCIL and the bidder concerned. This RFP is being issued with no financial commitment and TEXPROCIL reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage.

#### **Schedule for Submission of RFP for Official Stand Contractor**

1. Availability of RFP Document at TEXPROCIL website  
13 December 2019
2. Last date and time for submission of completed RFP document 27 December 2019 – 17:00 hrs
3. Shortlisted vendors will be called for a detailed discussion either in Mumbai or Coimbatore

The RFP document can be downloaded from the website:  
<http://www.texprocil.org>

The completed application (response document), containing Technical and Financial Bid (printed, signed and bound copies) should be submitted in a sealed cover super scribed with the title “Request for Proposal for providing **Official Stand Contractor** services for **IND-TEXPO 2020**” before the last date and time at the following address:

Mr. S. Rajagopal  
Executive Director  
The Cotton Textiles Export Promotion Council  
Engineering Centre, 5th Floor  
9 Mathew Road, Mumbai 400 004, INDIA  
Telephone : (022) 2363 2910 to 12 / 49444000  
Email : [info@texprocil.org](mailto:info@texprocil.org)  
Website : [www.texprocil.org](http://www.texprocil.org)

Late Applications: Any application received after the last date and time for submission for the same, i.e., 27 December 2019, 1700 hours, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

## SCOPE OF WORK

TEXPROCIL is the lead agency nominated by The Ministry of Commerce, Government of India to organise IND-TEXPO 2020 exhibition at CODISSIA Exhibition centre in Coimbatore from 17-19 March 2020. Over 50 exhibitors are expected to participate in the show.

Services of an **Official Stand Contractor** are required to provide for successful execution of the event.

### Event Schedule:

Venue:	Hall A – CODISSIA Exhibition Centre
Build Up:	15 & 16 March 2020
Event Dates:	17-19 March 2020
Breakdown:	Uptil 19 March 2020, till 23:59 pm

Please quote for the following:

ITEM LIST - IND-TEXPO 2020					
S.No.	Description	Qty.	Unit	Rate (Rs.)	Amount (Rs.)
1	Construction of stalls with modular octonorm type white powder coated system and laminated panel, with the following accessories per 9 sqm area	450	Sqm		Please quote rate per sqm
	Maxima Front fascia - 3.5m high with hanging fascia board	3	R.mtr		
	Reception Counter	1	Nos.		
	Glass top round table	1	Nos.		
	Black Chairs	3	Nos.		
	Spot lights	6	Nos.		
	Outlet socket	1	Nos.		
	Waste paper basket	1	Nos.		
	Fascia name in computer cut vinyl lettering	1	Job		
	Carpet: Needle punched (new) with lamination	9	Sqm		
	<b>Optionals</b>				
a	Garment Stands		per pc		
b	Fabric Rods mounted on Octonorm structure		per pc		
c	Shelves		per pc		

2	Passage carpet (new) with lamination (Estimate only)	1500	Sqm		Please quote rate per sqm
	carpet in the passage areas of the halls and open areas as directed by the organisers				
3	Registration Area - 243 Sqm (27 m x 9 m)	243	Sqm		Please quote rate per sqm
	Installing registration facilities as under:				
1	Carpet (needle punched new) with lamination				
2	Wall panelling with octonorm				
3	Tiered Counters with fascia				
4	Single doors				
5	Chairs				
6	Q Manager				
7	Top Branding Banner, 1m H				

<b>4</b>	<b>VIP Lounge - 180 Sqm</b>	<b>180</b>	<b>Sqm</b>		<b>Please quote rate per sqm</b>
	Installing facilities as under:				
1	Carpet (needle punched new) with lamination				
2	Wall panelling with octonorm				
3	Ceiling				
4	Double Seater Sofa				
5	Glass Table				
6	Reception Counter				
7	Bar Stool				
8	Planter				
9	Graphics				
<b>5</b>	<b>Buyer Seller Meet Area - 352 Sqm (22 m x 16 m)</b>	<b>352</b>	<b>Sqm</b>		<b>Please quote rate per sqm</b>
	Installing facilities as per design with the following:				
1	Carpet (needle punched new) with lamination	352	Sqm		
2	Wall panelling with octonorm				
3	low height cubicles made from System panel				
4	System tables with Branding	50	Nos.		
5	Black Cushion chairs	100	Nos.		
6	Double Doors	1	Nos.		
7	Lights	1	Job		
8	Power Sockets with each table	50	Nos.		
9	Graphics	1	Job		
<b>6</b>	<b>Welcome Arch at Entrance at hall A</b>	<b>1</b>	<b>No.</b>		<b>Please quote rate per sqm</b>
	Gate to be made with metal structure properly tied, with outer face covered depicting theme of the event. Using Star Flex, or any other decorative material or equivalent Structural stability shall be certified by authorized Structural Engineer. Ensuring proper anchoring of entry gate with ground by suitable method/foundation as approved by structural engineer. (Minimum width of 7 Mts and height of 5.00 to 6.00 Mts.)				
<b>7</b>	<b>Organizer's Office- 70 Sqm (14 m x 5 m)</b>	<b>70</b>	<b>Sqm</b>		<b>Please quote rate per sqm</b>
	Installing facilities as under:				
1	Carpet (needle punched new) with lamination				
2	Wall panelling with octonorm				
3	Glass Panel				
4	System Table				
5	Single Seater Sofa				
6	Centre Table				
7	Chair				
8	Lights				
9	Graphics				

<b>8</b>	<b>Inside Hall Branding in Hall A</b>	<b>1</b>	<b>Sqm</b>		<b>Please quote rate per sqm</b>
	Signage using Standard Starflex, on metal frame, as per creative design. This may include exhibitor names, direction signages and other misc sign boards				
<b>9</b>	<b>Venue Branding inside CODISSIA complex as permitted</b>	<b>1</b>	<b>Sqm</b>		<b>Please quote rate per sqm</b>
	Signage using Standard Starflex, on metal frame, as per creative design. This may include exhibitor names, direction signages and other misc sign boards				
<b>10</b>	<b>Electrical Ca</b>	<b>1</b>	<b>Sqm</b>		<b>Please quote rate per sqm</b>
	Signage using Standard Starflex, on metal frame, as per creative design. This may include exhibitor names, direction signages and other misc sign boards				

## **VALIDITY OF RFP RESPONSE**

The RFP response submitted by the applicants shall remain valid for a period of 1 month after the date of RFP response opening prescribed in this document. A RFP response valid for shorter period may be rejected as non-responsive. TEXPROCIL may solicit applicants' consent to an extension of RFP response validity.

## **SUBMISSION OF TECHNICAL & FINANCIAL BIDS**

The bidder 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 **OFFICIAL STAND CONTRACTOR SERVICES** for IND-TEXPO 2020" and submitted before the last date and time at the following address:

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Executive Director  
The Cotton Textiles Export Promotion Council  
Engineering Centre, 5th Floor  
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### **Technical Proposal & Presentation**

**70 points**

Previous Performance: 50  
Presentation: 20

### **Price Proposal**

**30 points**

In preparing the financial bid, the bidder shall take into account the requirements of different events, man power required, all administrative charges, travels, etc. as per the scope of work

Contract will be awarded to the bidder in case the bid has been determined as the lowest evaluated bid, economically feasible and responsive subject to approval of the competent authority. Negotiations will be held with qualified and selected bidder.

**Payment Terms**

30% of the contract value

40% of the contract value

Balance

At the time of award of contract

Before 01 March 2020

Within 10 days of conclusion of  
event and settlement of bills

**QUERIES**

Any queries relating to this RFP can be addressed to:

**Mr. S. Rajagopal**

**Executive Director**

**The Cotton Textiles Export Promotion Council**

**Engineering Centre, 5th Floor**

**9 Mathew Road, Mumbai 400 004, INDIA**

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