

## **TEXPROCIL**

# **REQUEST FOR PROPOSAL FOR APPOINTMENT OF OFFICIAL EXHIBITION EVENT MANAGER FOR IND-TEXPO 2022 EXHIBITION 15-17 March 2022**

**Bid Reference: IND-TEXPO/RFP01**

**EVENT: IND-TEXPO 2022**  
**ORGANISED BY: TEXPROCIL**  
**DATE: 15 to 17 MARCH 2022**  
**VENUE: WORLD TRADE CENTRE**  
**CITY: MUMBAI**  
**NO OF EXHIBITORS: 50 (min)**  
**NO OF INTERNATIONAL BUYERS: 100 (from all over the world)**

### **DISCLAIMER**

This request for RFP is not an offer by TEXPROCIL, but an invitation to receive responses from eligible interested Exhibition Event Managers for providing advisory 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 EXHIBITION EVENT MANAGER FOR INDTEXPO 2022**

1. Availability of RFP Document at TEXPROCIL website 17.11.2021
2. Last date and time for submission of completed RFP document  
30.11.2021 - 17.00 hrs
3. Opening of Technical Bid, evaluation including presentation and short listing for financial bid 07.12.2021
4. Opening of Financial Bid 07.12.2021

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 Official Exhibition Event Manager for IND-TEXPO 2022" before the last date and time at the following address:

**Dr. Siddhartha 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**  
**Website: www.texprocil.org**

Late Applications: Any application received after the last date and time for submission for the same, i.e., 30.11.2021 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 2022 exhibition at the World Trade Centre from 15-17 March 2022.

Services of an Exhibition Event Manager are required to provide comprehensive advisory services to TEXPROCIL for successful execution of the event.

- 1 Preparation of a 360 degrees event blue print, discussions and approval with client
- 2 Event Budgeting, Cashflow and Income / Expense Statement
- 3 Advisory Services for Vendor selection process and appointment of:
  - Design Agency
  - Official Stand Contractor
  - Social Media Consultant
  - Travel Partner
  - OOH
  - Direct Mailouts
  - Registration Agency
  - All Venue Permissions
  - Other Vendors as and when needed
- 4 Supervision for Creation of Show Brochures, Application Forms
- 5 Floor Plan finalisation
- 6 Hosted Buyer Travel Package Finalisation
- 7 Live Activation of Online Hosted Buyer
- 8 Finalisation of Exhibitors' Manual
- 9 Finalisation of Event Visitor Promotion Strategy
- 10 Exhibitor query management and resolution
- 11 Finalisation of conference plan and B2B meetings management
- 12 Opening Ceremony plan finalisation
- 13 Networking Ceremony & Gala Dinner plan finalisation
- 14 Preparation of Staff Briefing Manual
- 15 Pre Event Brief to Organising Committee
- 16 Pre Event Brief to Vendors

- 17 Onsite Event Management from Possession to Handover, booth construction management, special areas construction, signages and decorations etc.
- 18 Post Event Post Show Report submission along with
  - Show statistics
  - Buyer & Seller feedback
  - Show Learnings and Further improvement recommendations.

[\*\*A DETAILED BRIEF FOR EXHIBITION EVENT MANAGER IS AVAILABLE HERE\*\*](#)

### **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 Official Exhibition Event Manager 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 Official Exhibition Event Manager for IND-TEXPO 2022" and submitted before the last date and time at the following address:

**Dr. Siddhartha Rajagopal**  
**Executive Director**  
**The Cotton Textiles Export Promotion Council**  
**Engineering Centre, 5th Floor**  
**9 Mathew Road, Mumbai 400 004, INDIA**  
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**Website: [www.texprocil.org](http://www.texprocil.org)**

### **Technical Proposal**

**70 points**

The Technical proposal should clearly demonstrate the Official Event Manager'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
- b. Experience and list of managing any National & International exhibition
- c. Experience and list of managing any National & International exhibition of Export Promotion Councils handled in the last five years.

Following evaluation Criteria will be used to evaluate the technical proposals

	<b>Max Points</b>
1. Average Turnover in Exhibition Organisation & Management for last 3 years	<b>30</b>
a. Less than Rs. 1 Crore	10
b. Rs. 1-5 Crores	15
c. Rs. 5 Crores & above	30
	<b>Max Points</b>
2. Proven experience in providing similar services for other Export Promotion Councils and Associations	<b>20</b>
a 1-3 Events	5
b 4-6 Events	10
c More than 6 events	20
	<b>Max Points</b>
3. Credential Presentation	<b>20</b>
Company Profile	5
Content	5
Proposed Strategy	10

The turn-over figures shall be given financial year wise. The turnover means turnover from Exhibition Event Management activities only and as per the figures reflected in the profit/loss account of the Exhibition Event Management Company. If the turnover includes turnover from items other than Exhibition Event Management activities then, CA's certificate indicating turnover from Exhibition 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 Exhibition Event Management Company, at the time of submission of the tender.

During technical bid opening, the Exhibition Event Management Companies will be called for creative presentation for a duration of 15 minutes each to present their proposals. The presentation will be judged by Texprocil's Sub-Committee for Ind-Texpo 2022 based on the proposals submitted and the presentation.

***Only such Exhibition Event Management Companies who qualify technically by scoring 45 marks and whose offer fully meets the requirement as envisaged in the RFP in terms of items and numbers would be invited for financial bid opening.***

**Price Proposal** **30 points**

In preparing the financial bid, the Exhibition Event Management Company shall take into account the requirements of different event activities, man power required, all administrative charges, travel, etc. as per the scope of work

The amount quoted by a bidder should be **ONE SINGLE FLAT FEE** covering all the requirements as per this tender document. GST as applicable will be payable extra.

All the rates must be quoted in figures as well as in words without any cutting or overwriting. In case any discrepancy in the rates quoted in figures and words, the rates quoted in words shall be considered as final and authentic.

The bids will be opened in front of the bidders who will be present. Evaluation of Financial Bid will be done based on total cost quoted.

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.

### **QUERIES**

Any queries relating to this RFP can be addressed to:

**Dr. Siddhartha Rajagopal**  
**Executive Director**  
**The Cotton Textiles Export Promotion Council**  
**Engineering Centre, 5th Floor**  
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