

TEXPROCIL

REQUEST FOR PROPOSAL FOR APPOINTMENT OF OFFICIAL STAND CONTRACTOR FOR IND-TEXPO 2022 EXHIBITION 15-17 March 2022

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
17.11.2021
2. Last date and time for submission of completed RFP document
30.11.2021 17:00 hrs
3. Shortlisted vendors will be called for a detailed discussion in Mumbai

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 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 Expo Centre – World Trade Centre, Mumbai from 15-17 March 2022. About 50 exhibitors are expected to participate in the show.

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

Event Schedule:

Venue: Expo Centre – World Trade Centre, Mumbai
Build Up: 14 March 2022
Event Dates: 15-17 March 2022
Breakdown: 18 March 2022 by 10 am

Please quote for the following:

ITEM LIST – IND-TEXPO 2022

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		
	Optionals				
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				

4	VIP Lounge - 180 Sqm	180	Sqm		Please quote rate per sqm
	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				
5	Buyer Seller Meet Area - 352 Sqm (22 m x 16 m)	352	Sqm		Please quote rate per sqm
	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		
6	Welcome Arch at Entrance at hall A	1	No.		Please quote rate per sqm
	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.)				
7	Organizer's Office- 70 Sqm (14 m x 5 m)	70	Sqm		Please quote rate per sqm
	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				

8	Inside Hall Branding in Hall A	1	Sqm		Please quote rate per sqm
	Signage using Standard Starflex, on metal frame, as per creative design. This may include exhibitor names, direction signages and other misc sign boards				
9	Venue Branding inside WTC complex as permitted	1	Sqm		Please quote rate per sqm
	Signage using Standard Starflex, on metal frame, as per creative design. This may include exhibitor names, direction signages and other misc sign boards				
10	Electrical Ca	1	Sqm		Please quote rate per sqm
	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 2022" and submitted before the last date and time at the following address:

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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 2022

Within 10 days of conclusion of
event and settlement of bills

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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