

PLEXCONCIL

REQUEST FOR PROPOSAL FOR APPOINTMENT OF OFFICIAL TRAVEL SERVICES PARTNER FOR 5th Edition of CAPINDIA EXHIBITION

Bid Reference: 5th Edition of CapIndia /RFP03

DISCLAIMER

This request for RFP is not an offer by PLEXCONCIL, 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 PLEXCONCIL and the bidder concerned. This RFP is being issued with no financial commitment and PLEXCONCIL 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 TRAVEL SERVICES PARTNER

1. Availability of RFP Document at PLEXCONCIL website
01 June 2019
2. Last date and time for submission of completed RFP document
10 June 2019 – 17:00 hrs
3. Opening of Technical Bid **14 June 2019**
4. Presentations **14 June 2019**
4. Opening of Financial Bid **14 June 2019**
5. Award of Contract **14 June 2019**

The RFP document can be downloaded from the website:
<http://www.PLEXCONCIL.co.in>

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 Travel Services

Partner for “5th Edition of CAPINDIA” before the last date and time at the following address:

Mr Sribash Dasmohapatra
Executive Director
PLEXCONCIL
Crystal Tower, Ground Floor,
Gundivali Road No. 3,
Off Sir M. V. Road Andheri (E)
Mumbai - 400069

Late Applications: Any application received after the last date and time for submission for the same, i.e., 10 June 2019, 1700 hours, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

SCOPE OF WORK

PLEXCONCIL is the lead agency nominated by The Ministry of Commerce, Government of India to organise “5th Edition of CAPINDIA” exhibition at Bombay Exhibition Centre in December 2019. Over 450 exhibitors are expected to participate in the show.

Services Required for 400-450 Overseas buyers

- a. Booking of International Air Tickets for approved Buyers
- b. Foreign Exchange Reimbursements
- c. 4 / 5 Star Hotel Rooms for approved Buyers
Arrival 01 Dec 2019
Departure 04 Dec 2019
Rates to include 2 way Hotel Transfers + Breakfast + Internet
- d. Hotel to Venue to Hotel Transfers by AC bus
- e. Innova / Swift Desire cars on 8 hrs / 80 km basis

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. PLEXCONCIL may solicit applicants’ consent to an extension of RFP response validity.

SUBMISSION OF TECHNICAL & FINANCIAL BIDS

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 TRAVEL SERVICES for "5th Edition of CAPINDIA"**" and submitted before the last date and time at the following address:

Mr Sribash Dasmohapatra
Executive Director
PLEXCONCIL
Crystal Tower, Ground Floor,
Gundivali Road No. 3,
Off Sir M. V. Road Andheri (E)
Mumbai - 400069

Technical Proposal & Presentation

50 points

Previous Performance: 25 points
Capability: 25 points

Price Proposal

50 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

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.

Payment Terms

20% of the contract value
70% of the contract value

At the time of award of contract
Before 01 Dec 2019

Balance

Within 10 days of conclusion of
event and settlement of bills

QUERIES

Any queries relating to this RFP can be addressed to:

Mr Sribash Dasmohapatra
Executive Director
PLEXCONCIL
Crystal Tower, Ground Floor,
Gundivali Road No. 3,
Off Sir M. V. Road Andheri (E)
Mumbai - 400069