

## PLEXCONCIL

### REQUEST FOR PROPOSAL FOR APPOINTMENT OF PROFESSIONAL EXHIBITION ORGANISER (PEO) FOR 5<sup>th</sup> Edition of CapIndia EXHIBITION

**Bid Reference: 5<sup>th</sup> Edition of CapIndia /RFP01**

#### **DISCLAIMER**

This request for RFP is not an offer by PLEXCONCIL, but an invitation to receive responses from eligible interested Professional Exhibition Organiser (PEO) 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 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 Professional Exhibition Organiser (PEO)**

1. Availability of RFP Document at PLEXCONCIL website  
**01 June 2019**
2. Last date and time for submission of completed RFP document  
**10 June – 17:00 hrs**
3. Opening of Technical Bid, evaluation including presentation and short listing for financial bid  
**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 Professional Exhibition Organiser (PEO) services for **5<sup>th</sup> 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 **5<sup>th</sup> Edition of CapIndia** exhibition at Bombay Exhibition Centre in December 2019.

Services of a Professional Exhibition Organiser (PEO) are required to provide comprehensive advisory services to PLEXCONCIL 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
  - Website
  - Official Stand Contractor
  - Social Media Consultant
  - Travel Partner
  - Print Advertising
  - OOH

- Radio Jingles / TV
  - Direct Mailouts
  - Registration Agency
  - Venue Permissions
  - Other Vendors as needed
- 4 Supervision for Creation of Show Brochures, Application Forms and Website
  - 5 Floor Plan finalisation
  - 6 Hosted Buyer Travel Package Finalisation
  - 7 Live Activation of Online Application, 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.

### **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**

The PEO 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 Professional Exhibition Organiser (PEO) services for **5<sup>th</sup> Edition of CapIndia**” and submitted before the last date and time at the following address:

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**Executive Director**  
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### **Technical Proposal**

**70 points**

The Technical proposal should clearly demonstrate the PEO’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 National & International events of Export Promotion Councils handled in the last five years.

Following evaluation Criteria will be used to evaluate the technical proposals

1.	Last 3 years Turnover in Exhibitions Organisation & Management	Max Points	30
	a. Less than Rs. 1 Crores		Not Qualified
	b. Rs. 1-5 Crores		15
	c. Rs. 5 Crores & above		30
2.	Proven Experiences in providing similar services for other Export Promotion Councils and Associations	Max Points	20
	a. 1-3 Events		5
	b. 4-6 Events		10
	c. More than 6 events		20

		Max Points
3.	Credential Presentation	20
	Company Profile	5
	Content	5
	Proposed Strategy	10

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

During technical bid opening, the PEOs will be called for creative presentation for duration of 15 minutes each to present their proposals. The presentation will be judged by a committee on event management based on the proposals submitted and the presentation.

Only such PEOs 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 PEO shall take into account the requirements of different events, man power required, all administrative charges, travels, 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.

**Payment Terms**

30% of the contract value	At the time of award of contract
40% of the contract value	Before 01 December 2019
Balance	Within 10 days of submission of post show report

**QUERIES**

Any queries relating to this RFP can be addressed to:

**Mr Sribash Dasmohapatra**  
**Executive Director**  
**PLEXCONCIL**  
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**Gundivali Road No. 3,**  
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