

PLEXCONCIL

**REQUEST FOR PROPOSAL FOR
APPOINTMENT OF OFFICIAL TRAVEL SERVICES PARTNER
FOR**

RBSM scheduled to be held during PLASTIVISION 2023 in Mumbai, 7-11th December 2023

Bid Reference: RBSM- PLASTIVISION /RFP

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. RFP Document is available at PLEXCONCIL website 20th November 2023
2. Last date and time for submission of completed RFP document –23rd November 2023
3. Opening of Technical Bid 24th November 2023
4. Presentations 24th November, 2023
5. Opening of Financial Bid 24th November, 2023
6. Award of Contract 24th November, 2023

The RFP document can be downloaded from the website: <http://www.plexconcil.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 Travel Services for RBSM scheduled to be held during PLASTIVISION 2023 in Mumbai, 7-11th, December 2023”** or through email before the last date and time at the following address:

Mr. Sribash Dasmohapatra
Executive Director, PLEXCONCIL
Dynasty Business Park, Ground Floor
B-Wing, Office No. 2, Chakala, Andheri East
Mumbai, Maharashtra 400 059, INDIA
ed@plexconcil.org

Late Applications: Any application received after the last date and time for submission for the same, i.e., 23rd November, 2023, 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 agency nominated by The Ministry of Commerce, Government of India to organise “RBSM during PLASTIVISION 2023 at NESCO, Goregaon, Mumbai in June 7-11 DECEMBER 2023(Subject to Approval from the DOC(MAI Scheme), Application has already been submitted.). Over 300 exhibitors are expected to participate in the show.

Services required for 300 overseas buyers

- a) Booking of International Air Tickets for approved Buyers
- b) Foreign Exchange Reimbursements
- c) 4 / 5 Star Hotel Rooms for approved Buyers
 - For three nights and four days
 - Arrival 7th/8th DECEMBER, 2023
 - Departure 10th/11th DECEMBER, 2023
 - Rates to include 2 way Hotel Transfers + Breakfast + Internet
- d) Hotel to Venue to Hotel Transfers by AC bus
- e) Sedan / 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 week 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 or through email, 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 RBSM scheduled to be held during PLASTIVISION 2023 in Mumbai, 7-11 DECEMBER, 2023”** or through email and submitted before the last date and time at the following address:

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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
event and settlement of bills

At the time of award of contract
Balance Within 10 days of conclusion of

QUERIES

Any queries relating to this RFP can be addressed to:

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