

PLEXCONCIL

REQUEST FOR PROPOSAL FOR APPOINTMENT OF OFFICIAL STAND CONTRACTOR FOR PLEXCONNECT 2024 EXHIBITION

Bid Reference: PLEXCONNECT / RFP01

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 Stand Contractor

1. Availability of RFP Document at PLEXCONCIL website **29th February, 2024**
2. Last date and time for submission of completed RFP document **29th February, 2024 – 17:00 hrs**
3. Opening of Technical Bid – **1st March, 2024**
4. Presentations – **1st March, 2024**
5. Opening of Financial Bid – **1st March, 2024**
6. Award of Contract – **6th March, 2024**

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 Stand Contractor services for PLEXCONNECT 2024”** 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; office@plexconcil.org

Late Applications: Any application received after the last date and time for submission for the same, i.e., 29th February, 2024, 1700 hours, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

SCOPE OF WORK

Services of a **Official Stand Contractor** are required to provide for successful execution of the event.

Event Schedule:

Venue: Hall 2 & 3 – Bombay Exhibition Centre
Build Up: 5th June & 6th June 2024 from 8:00 am
Event Dates: 7th / 8th /9th June, 2024 till 6:00 pm
Breakdown: Upto 10th June, 2024, till 8:00 am

Please quote for the following:

- 1 Supply and installation of Octonorm System Booth with Front Maxima + Octanorm combination and Top branding**
 - Name Fascia
 - One lockable info counter
 - One Discussion Table (Round with Glass top)
 - Three Chairs
 - Three spot lights (Energy saving lamps only)
 - One multi-Power socket of 13A
 - One wastebin
 - Carpet Synthetic as per color specified by Organizing Committee
 - Rate per sqm for 9 sqm booths
 - Rate per sqm for 12 sqm booths
 - Rate per sqm for 15 sqm booths
 - Rate per sqm for 18 sqm booths

- 2 Supply and installation of Maxima System Booth and Top branding**
 - Name Fascia
 - One lockable info counter
 - One Discussion Table (Round with Glass top)
 - Two Chairs
 - Three spot lights (Energy saving lamps only)
 - One multi power socket of 13A
 - One wastebin
 - Carpet Synthetic as per color specified by Organizing Committee
 - Rate per sqm for 9 sqm booths
 - Rate per sqm for 12 sqm booths
 - Rate per sqm for 15 sqm booths
 - Rate per sqm for 18 sqm booths

3 **Design and Installation of VIP Lounge (200-250 sqm)**

Item No	Description	Unit	Rate	Amount
4.01	Carpeting on the floor			
4.02	Full Panel/structure as per design			
4.03	Vinyl on full panels			
4.04	System panel with glass and frosted films			
4.05	Lockable Door			
4.06	Leather chairs			
4.07	Info Counters			
4.08	Spot lights			
4.09	Power Points 15Amp			
4.1	Sofa Double Seater			
4.11	Sofa Single Seater			
4.12	Coffee Tables			
4.13	Glass Round Tables			
4.14	Wooden Chairs			
4.15	White stackable Chairs			
4.16	Brochure stands			
4.17	Top Branding panel			

Please quote rate per sqm as per your design inclusive of above and other items

4 **International Buyer Lounge (Area - 200 sqms)**

Item No	Description	Unit	Rate	Amount
5.01	Carpeting on the floor			
5.02	Full panels			
5.03	Vinyl on full panels			
5.04	Glass Panels			
5.05	Entrance Gate Glass			
5.06	Lockable Doors			
5.07	Leather Chairs			
5.08	Info Counters			
5.09	Spot Lights			
5.1	Power Points 15 Amp			
5.11	Sofa Double Seater			
5.12	Sofa Single Seater			
5.13	Coffee Tables			
5.14	Glass Round Tables			
5.15	Wooden Chairs			

5.16	White Stackable Chairs			
5.17	Top Branding Panel			

Please quote rate per sqm as per your design inclusive of above and other items

5 **Buyer Seller Meet Area (1000 - 1500 sqm)**

Creation of 100 Buyer Pods each inclusive of Table, 3 chairs, power point connection and half panel demarkations

Item No	Description	Unit	Rate	Amount
6.01	Carpeting on the floor			
6.02	Full Panels			
6.03	Half Panels			
6.04	Half Glass Panels			
6.05	Entrance Gate			
6.06	Chairs			
6.07	Square Tables			
6.08	Spot Lights			
6.09	Metal Lights			
6.1	Power Point			
6.11	Branding Panel			

6 **Conference Room (Area - 180-240 sqms)**

Items No	Description	Unit	Rate	Amount
7.01	Carpeting on the floor			
7.02	Stage Carpet			
7.03	Full Panels			
7.04	Stage for 6-7 people with backdrop, side wings, dais, podium with front branding			
7.05	Back Projection screens with AV console			
7.06	Chairs with white fabric cover			
7.07	Tables with fabric cover			
7.08	Centre Table			
7.09	White leather chairs on stage			
7.1	Podium			
7.11	Info Counters			
7.12	Spot Lights			

7.13	Power Point			
7.14	Double Door			

- 7 **Hall 1 Registration Area**
Creation of Registration Area 50 sqm (10 counters)

- 8 **Delegate Lunch area (500 -600 sqm)**

Item No	Description	Rate	Unit	Amount
9.01	Carpeting on the floor			
9.02	Full Panels			
9.03	Full Glass Panels			
9.04	Entrance gate			
9.05	Barstools			
9.06	High Bar Tables			
9.07	Spotlights			
9.08	Power Point			
9.09	Q Manager			

- 9 **Aisle Carpet**

Item no	Description	Unit	Rate	Amount
10.1	Aisle Carpet			
	Please quote rate per sqm			

- 10 **Electrical Cabling**

Item no	Description	Unit	Rate	Amount
	Please quote rate per kw			

- 11 **Rental of Additional furniture / Electrical Appliance**

Item No	Description of Items	Unit	Rate
12.01	Black Leather Chair 460 X 430 X 820mm H	Each	
12.02	White Leather Chair 420 X 400 X 840mm H	Each	
12.03	Black Leather Single Seater Sofa 680 X 680 X 740mm H	Each	
12.04	Black Leather Double Seater Sofa 1400 X 680 X 740mm H	Each	
12.05	Black Leather Three Seater Sofa 2080 X 680 X 740mm H	Each	
12.06	Revolving Arm Chair Cushion Upholstered	Each	
12.07	Folding Chair steel frame, canvas seat and back	Each	
12.08	Glass Round Table 800R X 760mm H	Each	
12.09	Round Cocktail Table 600R X 1100mm H	Each	
12.10	Round Table 850R X 760mm H	Each	
12.11	Round Table Four Leg 850R X 760mm H	Each	
12.12	Meeting Table 1200 X 800 X 760mm H	Each	
12.13	Square Table 740 X 800 X 760mm H	Each	
12.14	Square Table Singe Leg 740 X 740 X 760mm H	Each	
12.15	Square Cocktail Table 550 X 550 X 1100mm H	Each	
12.16	White Barstool 370 X 750mm H	Each	
12.17	Black Barstool 370 X 750mm H	Each	
12.18	Information Counter 1030 X 535 X 760mm H	Each	
12.19	Lockable Counter 1030 X 535 X 760mm H	Each	
12.20	Lockable Counter 1030 X 535 X 760mm H	Each	
12.21	Two Tier Counter 1030 X 535 X 1030mm H	Each	
12.22	Podium 535 X 535 X 1030mm H	Each	

12.23	Small Showcase 1030X 535 X 1030mm H	Each	
12.24	Slim Showcase 535 X 535 X 2000mm H	Each	
12.25	Tall Showcase 1030 X 535 X 2000mm H	Each	
12.26	Folding & Sliding Door 950 X 2470mm H	Each	
12.27	Front & Swing Door 950 X 2470mm H	Each	
12.28	Wooden Shelf 300 X 1000mm H	Each	
12.29	Glass Shelf 300 X 1000mm H	Each	
12.30	Folding Brochure Rack 380 X 270 X 1380mm H	Each	
12.31	Dustbin 260 X 280mm H	Each	
12.32	Glass show window 1000 x 500 x 2500 mm high & with 3 side glass and 2 glass shelves with 2 spotlights	Each	
12.33	Book shelf 1000 x 300 mm (wide)	Each	
12.34	Peg board with hooks for hanging hand tool etc.	Each	
12.35	150 WaTt Long arm Light	Each	
12.36	100 WatT Spot Light	Each	
12.37	T.S Tube Light 2 Feet	Each	
12.38	T.S Tube Light 3 Feet	Each	
12.39	T.S Tube Light 4 Feet	Each	
12.40	12v 50 Wat Down Light (Showcase)	Each	
12.41	15 AMP-Power Strip	Each	
12.42	3v Led Down Light (Showcase)	Each	
12.43	150 Wat Metal Light	Each	
12.44	70 Wat Metal Light	Each	
12.45	15 AMP-Power Point	Each	
12.46	Halogen Light 150 Watt	Each	
12.47	Halogen Light 500 Watt	Each	
12.48	Fridge 100 litres	Each	
12.49	Fridge 165 litres	Each	
12.50	Tea / Coffee vending Machine	Each	
12.51	System Panel with Glass infill and frosted film	Each	
12.52	System Panel (1m x 2.5m)	Each	
12.53	System Panel (0.5m x 2.5m)	Each	

12.54	System Panel (1m x 0.5m)	Each	
12.55	Venyl Print	Per Sqmt.	
12.56	Venyl Print with Sun Board Mounting	Per Sqmt.	
12.57	Flex Printing with Frame for Backdrop	Per Sqmt.	

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

The Stand Contractor 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 STAND CONTRACTOR SERVICES for PLEXCONNECT 2024**" or through email and submitted before the last date and time at the following address:

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Executive Director, PLEXCONCIL
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Technical Proposal & Presentation

70 points

Previous Performance: 30
Presentation: 20
Capability to handle big exhibition: 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

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	15 th April 2024
80% of the contract value	Within 10 days of conclusion of event and settlement of bills

QUERIES

Any queries relating to this RFP can be addressed to:

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Executive Director, PLEXCONCIL
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