



22-24 March 2018
Bombay Exhibition Centre,
Mumbai

Under the aegis of:



**REQUEST FOR PROPOSAL FOR APPOINTMENT OF
PROFESSIONAL EXHIBITION ORGANISER (PEO)
FOR CAPINDIA 2018 EXHIBITION**

SCOPE OF WORK : Plexconcil is the lead agency nominated by The Ministry of Commerce, Government of India to organise CAPINDIA 2018 exhibition at Bombay Exhibition Centre from 22nd – 24th March 2018. 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, Cash flow 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, Social Media, Print, OOH, Radio Jingles / TV, Direct Mailouts , 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 Buyers,
8. Finalisation of Exhibitors Manual,
9. Promotion of the CAPINDIA'2018 Exhibition amongst likely exhibitors & Indian Companies relevant to the product profiles of the show and helping the Councils for Stalls / Stands Booking by running Members' Outreach Campaign, telecalls, communications, sharing the leads with the concerned council etc.
10. Promotion of RBSM during the Event amongst potential overseas Importers of the Products relevant to the said show and RSM, preparing their database of overseas buyers / importers with all the detail of their products interest, contact numbers etc., sharing with concerned councils and helping the Councils to invite those relevant importers for meaningful RBSM.
11. Finalisation of Event Visitor Promotion Strategy,
12. Exhibitor query management and resolution,
13. Finalisation of conference plan
14. Opening Ceremony plan finalisation,
15. Networking Ceremony plan finalisation.
16. Gala dinner plan finalisation
17. Preparation of Staff Briefing Manual
18. Pre Event Brief to Organising Committee
19. Pre Event Brief to Vendors
20. Onsite Event Management from Possession to Handover
21. Post Event Post Show Report submission along with Show Statistics, Buyer & Seller feedback, Show Learning's and Further improvement recommendations.

While the above requirements have been worked out taking into consideration various events planned so far, appointed PEO should be in a position to cater to any change in requirement and the proposal should be worked out accordingly.

VALIDITY OF RFP RESPONSE

The RFP response submitted by the applicants shall remain valid for a period of 3 months 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".

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 CAPINDIA 2018 before the last date and time at the following address:

Name : Ms. Alka Lopes
Designation : Senior Executive
Address : The Plastics Export Promotion Council
Crystal Tower, Gundivali Road No 3,
Off Sir M V Road, Andheri East
Mumbai - 400069
Tel : (91 22) 2683 3951 / 52

Schedule for submission of RFP

Availability of Tender Document	26.08.2017
Last date and time for submission of completed RFP Document	22.09.2017 at 5:00 P.M

Late Applications: Any application received after the last date and time for submission for the same, i.e., 22nd September 2017, up to 5:00 P.M, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

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: -

- ❖ Annual turnover for the last three consecutive financial years
- ❖ 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

Sr. No.	Description	Max Points
1	Last 3 years Turnover in Exhibitions Organisation & Management	30
a	Less than Rs. 3 Crores	Not Qualified
b	Rs. 3-5 Crores	15
c	Rs. 5 Crores & above	30
2	Proven Experiences in providing similar services for other Export Promotion Councils and Associations	20
a	1-3 Events	5
b	4-6 Events	10
c	More than 6 Events	20
3	Credential Presentation	20
a	Company Profile	5
b	Content	5
c	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

20% of the contract value : At the time of award of contract
30% of the contract value : Before 31st December 2017
30% of the contract value : Before 28th February 2018
Balance : Within 10 days of submission of post show report

QUERIES

Any queries relating to this RFP can be addressed to:

Name : Ms. Alka Lopes
Designation : Senior Executive
Address : The Plastics Export Promotion Council
Crystal Tower, Gundivali Road No 3,
Off Sir M V Road, Andheri East
Mumbai - 400069

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.