

PLEXCONCIL
REQUEST FOR PROPOSAL FOR APPOINTMENT OF
REGISTRATION SERVICES
FOR
5th Edition of CAPINDIA EXHIBITION

Bid Reference: 5th Edition of CapIndia /RFP08

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
REGISTRATION SERVICES

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**

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 REGISTRATION SERVICES 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 Dec 2019. Over 450 exhibitors are expected to participate in the show.

Experienced Registration companies are requested to send us their proposals for:

- | | |
|---|-----------------------|
| a. Pre Event Exhibitors Regn | 4 Counters for 2 days |
| b. During Event Regn | 8 Counters for 3 days |
| c. Unit Rate of Exhibitor Badge+Pouch+Lanyard | 2000 nos |
| d. Unit Rate of Event Badge+Pouch+Lanyard | 6000 nos |
| e. Paper Contractor badges with string | 1000 nos |
| f. Database preparation | |

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

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

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Executive Director
PLEXCONCIL
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Mumbai - 400069

Technical Proposal & Presentation

50 points

Previous Performance: 50 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

50% of the contract value

At the time of award of contract

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**