

TEXPROCIL

REQUEST FOR PROPOSAL FOR APPOINTMENT OF OFFICIAL TRAVEL SERVICES PARTNER FOR IND-TEXPO 2020 EXHIBITION 17-19 March 2020

Bid Reference: IND-TEXPO/RFP03

DISCLAIMER

This request for RFP is not an offer by TEXPROCIL, 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 TEXPROCIL and the bidder concerned. This RFP is being issued with no financial commitment and TEXPROCIL 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. Availability of RFP Document at TEXPROCIL website
13 December 2019
2. Last date and time for submission of completed RFP document 27 December 2019 – 17:00 hrs
3. Shortlisted vendors will be called for a detailed discussion either in Mumbai or Coimbatore

The RFP document can be downloaded from the website:
<http://www.texprocil.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 IND-TEXPO 2020 EXHIBITION”** before the last date and time at the following address:

Mr. S. Rajagopal
Executive Director
The Cotton Textiles Export Promotion Council
Engineering Centre, 5th Floor
9 Mathew Road, Mumbai 400 004, INDIA
Telephone : (022) 2363 2910 to 12 / 49444000
Email : info@texprocil.org
Website : www.texprocil.org

Late Applications: Any application received after the last date and time for submission for the same, i.e., 27 December 2019, 1700 hours, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

SCOPE OF WORK

TEXPROCIL is the lead agency nominated by The Ministry of Commerce, Government of India to organise IND-TEXPO 2020 exhibition at CODISSIA Exhibition centre in Coimbatore from 17-19 March 2020. Over 50 exhibitors are expected to participate in the show.

Services Required for 100 Overseas buyers

- a. Booking of International Air Tickets for approved Buyers
- b. Foreign Exchange Reimbursements
- c. 4 / 5 Star Hotel Rooms for approved Buyers
Arrival 16 March 2020
Departure 19 March 2020
Rates to include 2 way Hotel Transfers + Breakfast + Dinner + Internet
- d. Hotel to Venue to Hotel Transfers by AC bus (12 hrs basis)
- e. Innova / Swift Desire cars on 12 hrs / 80 km basis

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. TEXPROCIL 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 in a bigger envelope and marked as **"Request for Proposal for providing OFFICIAL TRAVEL SERVICES for IND-TEXPO 2020"** 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

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

Balance

At the time of award of contract

Before 01 March 2020

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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