**CAPEXIL**

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF**

**PROFESSIONAL RBSM ORGANISER**

**FOR**

**Mega RBSM coinciding with GPBS 2024**

during 7th to 10th January, 2024 at New 150 ft. Ring Road, Rajkot, Gujarat

**Bid Reference: Capexil/ Mega RBSM 2023-24 /RFP01**

**DISCLAIMER**

This request for RFP is not an offer by CAPEXIL, but an invitation to receive responses from eligible interested Professional RBSM Organiser for providing advisory as well as end to end 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 Capexil and the bidder concerned. This RFP is being issued with no financial commitment and Capexil 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 Professional RBSM Organiser**

1. Availability of RFP Document at Capexil website [www.capexil.org](http://www.capexil.org) **08-08-2023**

2. Last date and time for submission of completed RFP document **14th August-2023 – 17:00 hrs**

3. Opening of Technical Bid, evaluation including presentation and short listing

 for financial bid to be finalized by the competent authority of CAPEXIL and shall let you inform

4. Opening of Financial Bid to be finalized by the competent authority of CAPEXIL and shall let you inform

5. Award of Contract to be finalized by the competent authority of CAPEXIL and shall let you inform

The RFP document can be downloaded from the website: HYPERLINK http://www.capexil.org

The completed application (response document), containing Technical and Financil Bid (printed, signed and bound copies) should be submitted in a sealed cover super scribed with the title “Request for Proposal for providing Professional RBSM Organiser services for **Mega RBSM coinciding with GPBS 2024** before the last date and time at the following address:

**Shri S. K. Ghosh**

**Chairman – ER & Ceramics and Allied Products Incldg. Refractories Panel,**

**CAPEXIL**

**“Vanijya Bhavan”, 3rd Floor,**

**1/1, Wood Street, Kolkata – 700 016**

Late Applications: Any application received after the last date and time for submission for the same, i.e., **14th August-2023 – 17:00 hrs**, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

**SCOPE OF WORK**

Capexil is the agency nominated by The Ministry of Commerce, Government of India to organise Mega RBSM coinciding with GPBS 2024 during 7th to 10th January, 2024 at New 150 ft. Ring Road, Rajkot, Gujarat. Wherein 300 Importers to be hosted and around 280 Indian Exporters from the Ceramic Industry will participate in the event. GPBS will provide furnished B2B Hall at the fair ground.

Services of a Professional RBSM Organiser are required to provide comprehensive advisory services to CAPEXIL including end to end execution of the event in a successful manner.

1 Preparation of a 360 degrees event blue print, discussions and approval with client

2 Event Budgeting, Cashflow and Income / Expense Statement

3 Advisory Services for Vendor selection process and appointment of:

 - Creatives, Design & Content Agency

 - Website

 - Social Media Consultant

 - Travel Partner

 - Forex Partner

 - Print Advertising

 - OOH

 - Radio Jingles / TV

 - Direct Mailouts

 - Registration Agency

 - Other Vendors as needed

4 Execution Services:

* With the approval of CAPEXIL, Content Finalization, Speeches, Messages preparation, all communications & response, liaison, Getting Participants, Processing of Applications, Shortlisting, VIP handling, Website management, On site execution & handling, Preparation of Report, Analysis etc.

5 Creation & Supervision of Show Brochures, Application Forms and Website

6 Hosted Buyer Travel Package Finalisation

8 Live Activation of Online Application, Online Hosted Buyer

9 Arrangement of FE re-imbursement

10 Finalisation of Event Visitor Promotion Strategy

11 Participants query management and resolution

12 Finalisation of conference plan and b2b meetings management

13 Opening Ceremony plan finalisation

14 Networking Ceremony plan finalisation

15 Preparation of Staff Briefing Manual

16 Pre Event Brief to Organising Committee

17 Pre Event Brief to Vendors

18 Onsite Event Management from Possession to Handover, signages and decorations etc.

19 Post Event Post Show Report submission along wit

 - Show statistics

 - Buyer & Seller feedback

- Show Learnings and Further improvement recommendations.

**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. Capexil may solicit applicants’ consent to an extension of RFP response validity.

**SUBMISSION OF TECHNICAL & FINANCIAL BIDS**

The organisation 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 Professional RBSM Organiser services for **Mega RBSM coinciding with GPBS 2024**” and submitted before the last date and time at the following address:

**Shri S. K. Ghosh**

**Chairman – ER & Ceramics and Allied Products Incldg. Refractories Panel,**

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**Technical Proposal 70 points**

The Technical proposal should clearly demonstrate the understanding of the requirements of the Event and the Proposal should include the following information in the enclosed Proforma: a. Annual turnover for the last three consecutive financial years

b. Experience and list of managing National & International events of Export Promotion Councils / Governments handled in the last five years.

Following evaluation Criteria will be used to evauate the technical proposals

 Max Points

1. Last 3 years Annual Turnover 25

 a. Less than Rs. 1 Crores Not Qualified

 b. Rs. 1-5 Crores 10

 c. Rs. 5 Crores & above 25

 Max Points

2. Proven Experiences in providing similar services for other Export 10

 Promotion Councils and Associations / Governments

 a. 1-3 Events 5

 b. 4-6 Events 8

 c. More than 6 events 10

 Max Points

3. Credential Presentation 35

 Company Profile 5

 Content 10

 Proposed Strategy 20

The turn-over figures shall be given financial year wise. The turnover means turnover from Event activities only and as per the figures reflected in the profit/loss account of the bidder. If the turnover includes turnover from items other than event 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 bidder, at the time of submission of the tender.

During technical bid opening, the bidder 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 event organiser 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 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 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**

30% of the contract value Within 30 days of award of contract

40% of the contract value Before 7th December 2023

Balance Within 30 days of submission of post show report

**QUERIES**

Any queries relating to this RFP can be addressed to:

**Mr. Kuntal Ghosh**

**Executive Officer**

**CAPEXIL**

**“Vanijya Bhavan”, 3rd Floor,**

**1/1, Wood Street, Kolkata – 700016**

**eoero@capexil.in**