

PLEXCONCIL

**REQUEST FOR PROPOSAL FOR
APPOINTMENT OF OFFICIAL TRAVEL SERVICES PARTNER
FOR**

RBSM scheduled to be held during PLEXCONNECT 2024 in Mumbai, 7-9 June, 2024

Bid Reference: RBSM - PLEXCONNECT / RFP02

DISCLAIMER

This request for RFP is not an offer by PLEXCONCIL, but an invitation to receive responses from eligible companies for providing services for organizing 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 TRAVEL SERVICES PARTNER**

1. RFP Document is available at PLEXCONCIL website **29th February, 2024**
1. Last date and time for submission of completed RFP document – **29th February, 2024 – 17:00 hrs**
2. Opening of Technical Bid – **1st March, 2024**
3. Presentations – **1st March, 2024**
4. Opening of Financial Bid – **1st March, 2024**
2. 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 Travel Services for RBSM scheduled to be held during PLEXCONNECT 2024 in Mumbai, 7-9 June, 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

PLEXCONCIL is the agency nominated by The Ministry of Commerce, Government of India to organise “RBSM during PLEXCONNECT 2024 at NESCO, Goregaon, Mumbai in June 7-9, 2024. Over 500 exhibitors are expected to participate in the show.

Services required for 900 overseas buyers

- a) Booking of International Air Tickets for approved Buyers
- b) Foreign Exchange Reimbursements
- c) 4 / 5 Star Hotel Rooms for approved Buyers
 - For three nights and two days
 - Arrival 6th June, 2024
 - Departure 9th June, 2024
 - Rates to include 2-way Hotel Transfers + Breakfast + Internet
- d) Hotel to Venue to Hotel Transfers by AC bus
- e) Sedan / Swift Desire cars on 8 hrs / 80 km basis

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

Bidder 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 TRAVEL SERVICES for RBSM scheduled to be held during PLEXCONNECT 2024 in Mumbai, 7-9 June, 2024**” or through email 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.

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

20% of the contract value

30% of the contract value

At the time of award of contract

25th March 202425th April 2024

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
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