

CHEMEXCIL

REQUEST FOR PROPOSAL FOR APPOINTMENT OF PRINTING SERVICES CONTRACTOR FOR 6th CAPINDIA EXHIBITION

Bid Reference: CapIndia2020/RFP12

DISCLAIMER

This request for RFP is not an offer by CHEMEXCIL, 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 Chemexcil and the bidder concerned. This RFP is being issued with no financial commitment and Chemexcil 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 PRINTING SERVICES CONTRACTOR

1. Availability of RFP Document at CHEMEXCIL website **28th February-2020**
2. Last date and time for submission of completed RFP document **13th March-2020– 17:00 hrs**

The RFP document can be downloaded from the website:

<https://www.chemexcil.in>;
<https://capindiaexpo.com>

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 PRINTING SERVICES for 6th CAPINDIA”** before the last date and time at the following address:

Mr. Prafulla V. Walhe
Deputy Director
Chemexcil
Jhansi castle, 4th floor,
7-Cooperage Road, Mumbai- 400 001

Late Applications: Any application received after the last date and time for submission for the same, i.e., 13th March 2020, 1700 hours, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

SCOPE OF WORK

Chemexcil is the lead agency nominated by The Ministry of Commerce, Government of India to organise 6th CAPINDIA exhibition at Bombay Exhibition Centre in December 2020. Over 450 exhibitors are expected to participate in the show. Hall 1 has been selected as the venue.

Request you to send us the quote for

A) Printing of directory:- with the specifications mentioned below:

- Size: 135mm x 210mm
- Color: 4C x 4C
- Cover: 220gsm art card with matt lamination on one side (outside only)
- Inside pages: 100gsm art paper
- Inside No. of pages: Approx. 450 pages
- **Quantity:**
International Delegates – 700Nos (approx.)
Exhibitor Directory – 500Nos(approx.)

- Delivery: 15th December, 2020 by 4 p.m. at Bombay Exhibition Centre, Mumbai

SCOPE OF WORK FOR PRINTING AGENCY FOR 6th CAPINDIA TO BE HELD AT BOMBAY EXHIBITION CENTRE FROM 16th -18th December 2020.

The appointed printing firm to:

1. Paginate the directory information with the information provided. (File format – Word/Text/ excel, to be advised by the printer)
2. Placement of advertisements as advised
3. Print, Bind and Deliver to the venue advised. The final cover design, inside pages template (in HI Res PDF format), advertisement art material and directory information to be provided by 10th December 2020

Please provide the following information:

- Type of binding:
- Format required for exporting the directory information: (word doc. / Plain Text / Excel)
- Terms of Payment:

B) Printing of Brochure of 6th CAPINDIA as per below details. Please note design of brochure will be provided by council

Type of Brochure	Size in Inches	Type of Binding	Type of paper	Approx. Quantity	Delivery
Large Brochure with Registration form and Floor plan (4+4 Color)	8X11.75	2-Fold	For Brochure:-300 GSM art paper app tough coat with UV coating For Floor plan and Registration form:- A4 Size plain paper	3000	Within 7-days of communication from council In Mumbai at councils address
Small	6 X 8	2-Fold	100gsm art paper,	8000	In Mumbai at

brochure (4+4 Color)			super sunshine		councils address
Envelop for Large 2-Fold Brochure with Registration form and Floor plan (4+0 Color)	8.75X12.5	NA	100GSM Maplitho paper	3000	As above

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. Chemexcil 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 PRINTING SERVICES for 6thCAPINDIA"** and submitted before the last date and time at the following address:

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Deputy Director
Chemexcil
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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
Balance

At the time of award of contract
Within 10 days of conclusion of event
and settlement of bills

QUERIES

Any queries relating to this RFP can be addressed to:

Mr. Prafulla V. Walhe

Deputy Director

Chemexcil

Jhansi castle, 4th floor,

7-Cooperage Road,

Mumbai- 400 001