

## CHEMEXCIL

### REQUEST FOR PROPOSAL FOR APPOINTMENT OF TEMP STAFF SERVICES FOR 6<sup>th</sup>CAPINDIA EXHIBITION

**Bid Reference: CapIndia 2020/RFP07**

#### **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 TEMP STAFF SERVICES**

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

The RFP document can be downloaded from the website:  
<http://www.chemexcil.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 TEMP STAFF SERVICES for 6<sup>th</sup>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., 13<sup>th</sup> 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 6<sup>th</sup> CAPINDIA 2020 exhibition at Bombay Exhibition Centre in December 2020. Over 450 exhibitors are expected to participate in the show.

Experienced Temp staff companies are requested to send us their proposals with per shift rates for:

- a. Temp Staff (Male)
- b. Temp Staff (Female)
- c. Supervisor

## **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 TEMP**

**STAFFfor CAPINDIA 2020”** and submitted 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**

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