

# REQUEST FOR PROPOSAL



GLOBAL CONCLAVE ON PLASTIC  
RECYCLING AND SUSTAINABILITY  
INTERNATIONAL EXHIBITION & CONFERENCE

4<sup>TH</sup> - 7<sup>TH</sup> JULY, 2024  
Pragati Maidan, New Delhi



POWERING PROGRESS THROUGH PLASTICS  
www.aipma.net

## ON-SITE REGISTRATION AGENCY

FOR **GCPRS INDIA 2024**

04-07 July 2024

Hall 14\_(FF/GF) PRAGATI MAIDAN, NEW DELHI

Ref No: GCPRS2024/RFP-T10

**Document Fee of Rs. 1000 should be submitted as a cheque / demand draft favouring "AIPMA - GCPRS" along with your RFP Submission.**

## CONTENTS

1. PARTICULARS
2. PRICING SCHEDULE
3. TERMS AND CONDITIONS

## **About THE ALL-INDIA PLASTICS MANUFACTURERS' ASSOCIATION**

The All India Plastics Manufacturers' Association – popularly known as AIPMA – Was founded by Industry visionaries 79 years ago making it the old & the largest Apex Body of the Plastic Industry in India, which has expanded and progressed by leaps and bounds in all fields of Plastics having Head Office in most prestigious, centrally located commercial localities in Mumbai, and Regional Offices in Delhi, Chennai, Ahmedabad and Kolkata.

With more than 2500 direct members AIPMA has 22000 members through the Affiliated Associations from all over India, representing more than 175 cities on various segments of the industry such as polymer manufacturers, machinery manufacturers, processors, moulds & dies makers, traders, exporters, manufacturers, processors, moulds & consultants, institutions and many more. 90% of Membership of AIPMA is from MSME Sector.

In its pursuit to achieve the growth excellence, AIPMA organizes National as well as International Seminars, Exhibitions, Lecture Meetings, Conferences, Buyer & Seller Meet, Training Programmes and Trade fairs.

## **About GLOBAL CONCLAVE ON PLASTICS RECYCLING AND SUSTAINABILITY INTERNATIONAL EXHIBITION AND CONFERENCE 2024**

The 1st edition of GCPRS 2024 recycling and sustainability focused trade exhibition is scheduled from 04<sup>th</sup> to 07<sup>th</sup> July 2024 at the Hall 14 (FF/ GF) Pragati Maidan, New Delhi.

- 400+ Exhibitors.
- National & International Participation of globe with 50,000 Business Visitors.
- Spread over 10000 sqm meter area.

Organized by:



GCPRS2024/ RFP- T10 - Onsite Registration Agency

**THE ALL INDIA PLASTICS MANUFACTURERS' ASSOCIATION**

AIPMA House, A-52, Street No. 1, MIDC, Marol, Andheri (E), Mumbai - 400 093, Maharashtra. INDIA.

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## SECTION 1: PARTICULARS

### TIME SCHEDULE & ADMINISTRATION ARRANGEMENTS

In the RFP particulars as well as the Terms & Conditions, AIPMA – All India Plastics Manufacturers' Association will be referred to as "The Organizers".

**Time and Date for return of RFP: 18.00 hrs, 29 April 2024**

### B. CONDITIONS APPLYING TO THIS RFP

#### 1. Alterations to RFP

None of the RFP document formats and wording may be altered by the applicant. Any modification that the applicant may consider necessary is to be detailed in a separate covering letter accompanying the RFP. Applicants are responsible for ensuring that they have completed the RFP fully and accurately and that prices quoted are arithmetically correct for the units stated. Any amendments/corrections made by the applicant on their bid should be initialed by them.

#### 2. Receipt of RFP

RFP will be received up to the time and date stated above. Those received before that date will be retained, unopened, until then. Please ensure that your RFP is delivered no later than the appointed time on the due date. The organizer does not undertake to consider RFP received after that time.

#### 3. Acceptance of RFP

By issuing this invitation the organizers does not bind itself to accept the lowest or any RFP. It also reserves the right not to award a contract or to offer more than one contracts without assigning any reason whatsoever.

#### 4. Mandatory Requirements

The RFP documents may include mandatory requirements, which are detailed in this invitation to RFP. It is important that suppliers read these carefully and authorize acceptance of these requirements. Failure to comply with any applicable mandatory requirements will mean exclusion from the selection process.

#### 5. Documentation

The applicant is expected to examine all instructions, forms, terms and specifications in the invitation to RFP documents and check they are complete in all respects. Applicants should submit a full proposal, stating how all the requirements are to be met. The RFP must contain sufficient information to enable the organizers to evaluate accurately any proposed solution. Applicants are requested to answer all questions raised in the RFP document and in the order laid out.

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## 6. Variants and Qualifications

The Organizers reserves the right to discuss, confidentially, any aspect of the RFP with the respective applicant prior to any award of contract to clarify matters. At any time prior to the deadline for receipt, the organizers may amend the RFP documents. Any such amendment will be notified in writing to all prospective applicants. In order to give prospective applicants reasonable time in which to take the amendment into account in preparing their RFP, the organizers may, at its discretion, extend the deadline for receipt.

You may not alter any of the documents. The applicant may submit to the organizers issues relating to the specification which require clarification. It is the responsibility of the incumbent contractor to advise the organizers of any material facts / information which may have an impact on this project. All final rights for selection & rejection of RFP or Bid will be at the discretion of organising committee of GCPRS 2024.

## 7. Agreement

You are further advised that nothing herein or in any other communication made between the organizers and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between the organizers and any other party (save for a formal award of contract made in writing) nor shall they be taken as constituting a contract, agreement or representation that a contract shall be offered in accordance herewith or not at all.

## 8. Confidentiality

The applicant shall treat these documents and the information contained therein as private and confidential, and the fact that an invitation has been issued shall not be disclosed to any third party without the written consent of the organizers. The applicant shall take all necessary precautions to ensure that all confidential information is treated as such and not disclosed or used other than for the purpose of this RFP exercise by the applicant.

## 9. Services

For all Services and requirements asked for in the RFP, a professional presentation has to be submitted to the organizers. The final quality to be produce shall not deviate from the submitted quality ordered by the organizers.

All bids should be sealed and sent to below mentioned address to:

**Ms. Uma Gupta**

Secretary General

**THE ALL INDIA PLASTICS MANUFACTURERS' ASSOCIATION (AIPMA)**

AIPMA House, A-52, Street No. 1, M.I.D.C. Marol, Andheri (East),

Mumbai - 400 093, Maharashtra, INDIA.

Email: [umagupta7@aipma.net](mailto:umagupta7@aipma.net)

All offers and associated documents must arrive at the above address **no later than: 18.00 hrs, 29 April 2024**

Organized by:



GCPRS2024/ RFP- T10 - Onsite Registration Agency

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## 10. Questions

Any questions or correspondence relating to the RFP or the submission of bids should be submitted by e-mail to:

**Ms. Uma Gupta**

Secretary General

**THE ALL INDIA PLASTICS MANUFACTURERS' ASSOCIATION (AIPMA)**

AIPMA House, A-52, Street No. 1, M.I.D.C. Marol, Andheri (East),

Mumbai - 400 093, Maharashtra, INDIA.

M: +91 98205 80911 | Email: [umagupta7@aipma.net](mailto:umagupta7@aipma.net)

## 11. Contract Award Criteria

The contractor award will be primarily based on value for money. Although value for money is a crucial factor in determining the outcome of the RFP process, evaluating the most cost effective bid will also take into consideration the following criteria before final decision is made:

- Large Scale Exhibition Management experience
- Technical experience
- Quality Outcome
- Logistical Supervising and arrangements
- Resources available
- Project management Skills
- Practicality of proposed Services Execution

12. Any conditions that the contractor may seek to impose shall be excluded and not part of the contract unless each of these conditions has been specifically agreed to in writing by the organizer.

13. All goods supplied to the organizers under any agreement arising out of this RFP shall at the time of sale and delivery conform to all legal requirements and health and safety standards.

14. **Notification of Award** - The organizers will notify acceptance in writing to the successful applicant. If the contract is agreed on, the organizers will notify successful applicant as soon as possible.

## 15. Full Service Requirement for Exhibitors

The organizers expect a full service from the rewarded applicant this includes:

- Servicing the organizers before during and after the event on-site
- Expectation of international standards with regards to service, material and knowledge of the staff
- The Services provided should be first class quality, punctuality without any delay and excuse.
- Being one point of contact for the organizers.
- In case of dealing with a third party, complete handling, controlling and supervising of the respective third party has to go via the rewarded applicant – the rewarded applicant will be the one point contact, not the third party.

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- The organisers will not hold any liability whatsoever in respect of third party contract awarded by the applicant.

## SECTION 2: PRICING SCHEDULE

### VISITOR REGISTRATION

- Agency shall be responsible for managing the entire on-ground registration process.
- Prices quoted shall include transportation / maintenance costs of the equipment.
- Registration software must include name, designation, company name, country & QR Code printing facilities.
- Agency shall be responsible for handling cash and handing it over to the AIPMA accounts department at the end of each day with proper tally and record of the registrations.
- Any other cost not mentioned in the RFP shall be quoted separately.
- Registration staff must wear a uniform.

Software Development		
PARTICULARS	RATE GST Extra	UNIT
Registration Terminal with Laptop, Printer & Operator		Per Station / Per Day
Self-Registration Kiosk with Printer		Per Kiosk / Per Day
Additional Staff for Form Filling Ushers / Helpers		Per 12 hrs shift
Software Charges		LS
Technical Engineer		Per day
Supervisor		Per day
Scanning Station with QR Code / Barcode Scanner, Laptop & Operator		Per Station / Per Day

Stationery		
PARTICULARS	RATE GST Extra	UNIT
20mm lanyard with double hook (Printed as per design)		each
20mm lanyard with single hook (Printed as per design)		each
Paper Badge (Non-Tearable) with both side printing		each
Paper Badge with both side printing with Plastic Pouch		each
Contractor Wrist Band		each
Contractor paper badge with dori		each

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## Payment Terms

To be proposed by the bidder

## SECTION 3: TERMS & CONDITIONS

### 1. Prices Quoted

- a. Prices quoted should cover all relevant Services as defined in the price scheduling terms with all technical specifications as indicated including manpower (as well as those required during the preparation), all travel and stay to the fair venue and on-site set-up and dismantling.
- b. All legitimate costs accruable during the construction period including the set-up to dismantling periods are to be calculated into the prices. Such legitimate costs that are to be considered shall include expenses such as food, taxes, insurance charges, administrative, general costs for set-up / dismantling and applicable transportation and related costs and all ancillaries relevant to the fulfillment of the contract that shall be borne by the contractor.

### 2. Insurance

It is the contractor's or agency's responsibility to acquire insurance policy with full coverage, especially full accident coverage and also for ensuring additional protection through an insurance policy to cover him, his company permanent & temp staff, and third parties involved against damage of property and personal injury, theft, fire and damages caused during shipping and transportation, during the set-up right through the dismantling period.

### 3. Safety Instructions

All materials and supplies from set-up to dismantling periods shall be in accordance to the safety regulations of the local fair authorities and / or venue authorities. At the set-up of facilities, especially buildings, all applicable regulations at the event site must be observed.

### 4. Handing-Over the work

- a. The completed contracted work scopes shall be handed over to the organizers or to the appointed Organizers Representative before the stipulated time given by the Organizers.
- b. In case the contractor is unable to hand-over by the stipulated time as above, for exceeding the time limit, a penalty for non-fulfillment of the contract of Rs. 50,000/hour shall be imposed.

### 5. Dismantling

The contractor shall ensure that the exhibitor's sub-contractors and / or employees do not remove any item belonging to the organizers, or other parties, from the organizers or premises it uses such as stand. The contractor shall be liable for the cost of any property so removed and shall indemnify the organizers, its HQ and subsidiaries in full against all loss, damage and liability resulting from such removal.

The dismantling should be within official move-out period and has to be completed by the due time according to official show schedule

### 6. Extra Cost

Any other extra costs that are not explicitly stated in the Call for Quotations-Contract / Technical

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Specifications shall be calculated, by the contractor, into the Prices in total.

## 7. General Terms & Conditions:

- The Contractor / Agency must have sufficient material to execute the job at Pragati Maidan, New Delhi & shall also submit the following:
  - Name & address of the warehouse where the material is stored (if any).
  - The warehouse / workshop will be inspected by the AIPMA Officials or their representative.
  - Profile of promoters & project team member's
- The contractor shall submit the details of their executing staff with their contact details.
- Contractor / Agency shall give detail of logistic support for transportation of material & manpower owned by them or exclusively hired by them for this show.
- List of equipment owned by them for executing the job.
- List of similar work executed by them in the past with the contact detail of organizers
- If the contractor is out sourcing their material the name of the sourcing agency shall be provided.
- Also submit the statutory requirements such as:
  - Registered GST Number
  - Income Tax PAN no.
  - Registration with ESIC
  - Registration with Provident Fund

## 8. Legal Liability

- The quotation is only valid if it is legally signed without any alterations and completely meets the organizer's call for quotation requirements. All prices are valid until the last dismantling day of the venue is completed and such completion approved by the organisers.
- After awarding of contract, if the contractor's performance does not meet the organizers expectations, the organizer shall reserve the right to terminate the contractor's service, cancel the contract and re-award the contract to another bidder.
- The agency will ensure that the execution of work is carried out to the satisfaction of organiser.
- Rates applicable will be inclusive of to & for transportation & handling charges.
- All material & supply shall be of BIS specification.
- All liasoning work with Govt. dept. / ground management shall be the contractor's responsibility.
- On successful bidding process selected contractor agency will enter into separate contract having detail rules & regulation.

## 9. Document Fee

**Document Fee of Rs. 1000.00 should submitted as a cheque / demand draft favouring "AIPMA-GCPRS " along with your RFP Submission**

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You can also make payments by Bank Transfer as per below bank details:

**NAME:-** AIPMA GCPRS

**A/C. NO:-** 99900029041947

**RTGS/NEFT IFSC:-** HDFC0000543

**Bank Name:-** HDFC BANK

**\*GST Number: 07AAATT4245N1Z4**

**ADDRESS:-** AHURA CENTRE GROUND FLOOR, MAHAKALI CAVES ROAD,  
ANDHERI(E), MUMBAI-400 093.

**MICR CODE:-** 400240182

**BRANCH:-** AHURA CENTRE

**PAN No: AAATT4245N**

**Accepted by:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name/Designation:** \_\_\_\_\_

**For and on behalf of:** \_\_\_\_\_

**(NAME OF COMPANY WITH STAMP)**

## DISCLAIMER

This request for proposal is not an offer by AIPMA (GCPRS 2024), 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 AIPMA and the bidder concerned. This RFP is being issued with no financial commitment and AIPMA reserves the right to withdraw the RFP and change or vary any part thereof or foreclose the same at any stage.