

SERVICES EXPORT PROMOTION COUNCIL

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24th September 2026

Sub: Request for Proposal (RFP) for Organizing Networking Evening at India Pavilion during MIPCOM 2026, Cannes, France

Services Export Promotion Council (SEPC) is organizing the **India Pavilion at MIPCOM 2026**, scheduled to be held from **12th to 15th October 2026 at Cannes, France**.

In this regard, SEPC proposes to organize a **Networking Evening on 13th October 2026** at the India Pavilion with the objective of facilitating business networking and interaction among Indian participants, international buyers, industry representatives and other invited stakeholders.

1. Scope of Work

SEPC invites quotations from reputed and experienced agencies for providing **end-to-end event management and catering services** for the Networking Evening at the India Pavilion.

The proposed event details are as follows:

- **Event:** Networking Evening
- **Date:** 13th October 2026
- **Venue:** India Pavilion, MIPCOM 2026, Cannes, France
- **Expected Guests:** Approximately **150–200 PAX**
- **Requirement:** End-to-end catering, pantry services, manpower and other related arrangements required for the successful conduct of the event.

The agency shall be responsible for the complete execution of the event, including coordination, setup, catering, service staff, pantry arrangements, consumables and dismantling/clearance, wherever applicable.

2. Catering and Menu

The agency shall provide a suitable menu for the Networking Evening for approximately **150–200 guests**.

The detailed menu/items proposed by SEPC are attached separately for reference. The agency may suggest suitable menu options and shall provide the rates accordingly.

The quotation should include all costs associated with:

- Food and beverages

- Service and serving arrangements
- Crockery, cutlery and glassware, wherever required
- Buffet/service counters
- Tables and other necessary catering arrangements
- Service staff
- Transportation and logistics
- Setup and clearance
- Taxes, duties and applicable charges
- Any other incidental expenditure required for complete execution

3. Pantry Requirements

The agency shall also provide the following pantry consumables for use at the India Pavilion:

S. No.	Item	Quantity
1	Coffee Pouches	400
2	Cups	400
3	Sugar Pouches	400
4	Milk Pouches	400
5	Tea Pouches	200
6	Water Bottles – 200 ml	400
7	Cookies – 2 varieties	As required
8	Stirrer	400 pieces
9	Tissue Boxes	10 boxes

The bidder shall quote rates for the above items, including supply, transportation, handling and any applicable taxes/charges.

4. Manpower Requirement

The selected agency shall provide **two (2) dedicated helping/service staff for four (4) days** during MIPCOM 2026.

The manpower shall assist with pantry management, serving, replenishment, cleaning/maintenance of the pantry area and other related requirements as instructed by SEPC.

The cost of manpower, including transportation, meals, accommodation, taxes and other applicable charges, if any, shall be clearly indicated in the financial quotation.

5. End-to-End Responsibility

The agency shall be responsible for providing a complete **end-to-end solution** for the Networking Evening and related pantry requirements.

The quotation should therefore include all costs necessary for successful execution, including but not limited to:

- Catering and food arrangements
- Pantry consumables
- Manpower
- Transportation and logistics
- Setup and service arrangements
- Equipment, crockery and cutlery, wherever required
- Cleaning and post-event clearance
- Taxes and statutory charges
- Any other incidental expenses

No additional charges shall be payable for items/services that are reasonably required for the successful execution of the approved scope but have not been specifically excluded in the financial quotation.

6. Financial Quotation

The bidder shall submit a detailed financial quotation clearly indicating:

1. Per-person rate for the Networking Evening for **150–200 PAX**.
2. Detailed menu-wise/item-wise rates.
3. Rates for pantry consumables.
4. Cost of two helping staff for four days.
5. Any equipment/setup/service charges.
6. Transportation/logistics charges, if applicable.
7. Applicable taxes.
8. **Grand Total inclusive of all applicable charges.**

The bidder should clearly mention the validity of the quotation.

7. Eligibility

The agency should:

1. Be a registered business entity/service provider.
2. Have relevant experience in providing catering/event management services for international events, exhibitions, conferences or business networking events.
3. Have experience of handling events for approximately 100 or more guests.
4. Have the necessary capability and manpower to execute the assignment at Cannes, France.

8. Evaluation

The agencies meeting the required technical criteria shall be considered for evaluation of their financial proposals.

SEPC reserves the right to seek clarification, negotiate where appropriate, accept or reject any quotation, wholly or partly, without assigning any reason.

9. Submission of Quotation

The complete technical and financial quotation should be submitted through email at:

Mohit.arora@servicesepc.org

The quotation should be submitted **latest by 05:00 PM on 02th October 2026**.

To,

Chandranshu Awasthi

Sr. Director

Services Export Promotion Council (SEPC)

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For Services Export Promotion Council (SEPC)