

SERVICES EXPORT PROMOTION COUNCIL

417, 4TH FLOOR, PRIME TOWERS, PLOT NO. 79 & 80, Pocket F, Okhla Phase I, New Delhi-110020. Phone: +91 11-41046327-28-29, +91 11-41734632

Email: dgdesk@servicesepc.org Web: www.servicesepc.org

10th Aug 2026

Request for Proposals for Construction of Pavilion and Event Management Services Ref: SANJEEVANI 2026– An International Event on Healthcare and Wellness

- Services Export Promotion Council (SEPC) is organizing Sanjeevani 2026 scheduled to be held on 7th – 9th September 2026 at Bharat Mandapam Pragati Maidan, New Delhi.

CONSTRUCTION OF PAVILION

Request for proposal is invited from reputed Exhibition Construction Companies

Scope of Work - Annexure - I

1. Layout and design for Sanjeevani 2026
2. Construction of shell scheme stands
3. Carpet in passage area
4. Media Studio set up
5. SEPC Office and Lounge
6. Table space for Buyer / Seller Meetings
7. Audio Visual Equipment's
8. Entrance arch for the Pavilion

General Terms & Conditions

- a. All offers should be in Indian Rupees. GST to be quoted as extra as applicable.
- b. Offer validity should be for 1 months from the date of opening the quotation
- c. GST Registration / Income Tax PAN number should be mentioned
- d. Client references and contract details for similar works executed in the past should be mentioned.
- e. SEPC reserves the right to split the job work to two or more parties without assigning any reasons.
- f. All disputes are subject of New Delhi jurisdiction

Please provide following information/ Information in hard copy required

1. Company profile and annual report (Preference would be given to the agencies having min 3 years of experience handling similar work for Govt body, export promotion councils)
2. List of similar events/exhibitions where your services were provided along with client references
3. Copy of PAN number and GST registration
- 4. Financial offer as per Annexure - I**
5. The company must have of prior experience of designing and execution of minimum 3000 square meter of Exhibition Area.
6. A self-certified undertaking must be submitted mentioning that they have not been blacklisted by any Government organization
7. The bidder should have office in India.
8. The bidder's consolidated turnover from the business should be minimum of Rs. 5 crores in the last three financial years.

All stall fabrication companies are welcome to apply directly.

Submission Date –

Offer should be sent latest in hard copy or by email by 5.00 pm on 20th August, 2026.

To,
Dr. Abhay Sinha
Director General –
SEPC
SERVICES EXPORT PROMOTION COUNCIL
417, 4TH FLOOR, PRIME TOWERS,
PLOT NO. 79 & 80, Pocket F,
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ANNEXURE –I

BOQ FOR SANJEEVANI 2026

SNO	PARTICULARS	QUANTITY	PRICE
1	REGISTRATION AREA		
1.1	Registration counter as per design	27 sq mtr	
	2 Level Desk,	05 Nos	
	Fabric curtain	03 Nos	
	Poly chair	10 Nos	
	Spot light	10 Nos	
	5amp socket	12 Nos	
	15amp socket	4 Nos	
	Power Connection	5Kw	
	Back drop for the Branding	100 sq feet	
	Side Branding with backlite	42 sq feet	
1.2	Form Filling Counter – 2m x 0.5m x 1m	04 Nos	
1.3	Q Manager	12 Nos	
1.4	Providing single level step counter with 1 chair & fascia	04 Nos	
	(first Aid, Help Desk, Exhibitor Services)		
1.5	Laptop with Printer	04 Nos	
1.6	Manpower for Registration	06 Nos	
1.7	Supervisor	01 Nos	
	EXHIBITION AREA		
2.1	Providing prefab stalls using R8 Octonorm & R8 plus maxima system, powder coated finish, laminated panels, with carpet with following furniture in each 9 sq mtr and multiples of that in bigger stalls	450 sq mtr	
	Chairs 04 nos		
	Reception table 01 Nos		
	Glass Round Table– 01 Nos		
	Spot light 04 Nos		
	5amp power socket 01 Nos		
	waste paper bin 01 Nos		
	hanging wooden facia 01 /02 Nos		

	vinyl cut exhibitor names,		
2.2	Providing, laying & maintaining new synthetic carpet for expo pathway	1660 sq mtr	
3	BUYER – SELLER AREA		
3.1	Providing, laying & maintaining new synthetic carpet	400 sq mtr	
3.2	Buyer – Seller Station Each station with following accessories Octonorm table – 01 Nos Chairs 03 Nos Power Socket 01 Nos Company Name 01 Nos Power connection	75 Nos	
3.3	Directions signs	24 Nos	
3.4	Entry Gate (3 mtr x 3mtr height	01 nos	
3.5	Glass Panels with Vinyl sticker	20 Nos	
3.6	LED TVS 55 inches	02 Nos	
3.7	Self–Standing stand for Director Boards	10 Nos	
3.8	Fascia names with Session number Sticker Pasted on Form Board	75 Nos	
3.9	Table Number Sticker with Sun Board (8–inch x 4 inch)	75 Nos	
3.1	Water Bottles on Each table	1200 Nos	
4	CONFERENCE AREA	QUANTITY	PRICE
4.1	Providing, laying & maintaining new synthetic carpet	450 sq mtr	
4.2	Providing wooden stage with carpet & steps – 32' x 12' x 2'ht	350 sq feet	
4.3	Providing fabric curtain suspended from the top of the height partition	100 Nos	
4.4	Black fabric skirting on 3 sides of the stage – 56' x 2'	1 Nos	
4.5	Mike podium with branding	1 Nos	
4.6	Dais seating – VIP chairs –7	1 Nos	
4.7	Providing wooden round table with blue linen (6' dia)	33 Nos	

4.8	Providing banquet chair with fabric white cover & blue band	300 Nos	
4.9	LED wall – 32' x 8' (10m x 2.5m)	1 Nos	
4.1	Raiser for the LED wall with black fabric masking (32' x 4' x 5'Ht)	1 Nos	
4.11	Wooden table with linen – 6' x 2'	5 Nos	
4.12	Media raiser – 4' x 4' x 1.5' ht	1 Nos	
4.13	Console – fabric masking, furniture & electricals	1 nos	
4.14	Videography for the event area	2 Nos	
4.15	Photography for the Event Area	2 Nos	
4.16	AV (Laptop – 2, 42"Plasma for the dais –2,) / Sound (JBL VRX Sound System – 100 pax, Podium Mike – 1, Lapel Mike – 1, Cordless Mike – 4) / slide changer with pointer 1) / Lighting (stage & face lighting – LED parcan (8) on 'T' truss – 2 set, sharpy for effects – 4, ambience lighting –	1 Nos	
4.17	Floral décor – stage façade 32', podium falls – 1, hand bouquet – 5, table small round pots 35 Nos	01 Nos	
4.18	Inaugural items – bollards with bouquet 6, ribbon with sessor & bow – 5	01 Nos	
4.19	Inaugural items – lamp with accessories, tray	01 Nos	
4.2	Power connection for sound & led wall – 30 KW	01 Nos	
4.21	DJ – laptop with mixer	01 Nos	
4.22	Providing laminated wall panel for covering wherever necessary – 1mtrs	50 Nos	
4.23	Providing fabric curtain for covering wherever necessary	10 Nos	
5	LUNCH AREA		
5.1	Providing, laying & maintaining new synthetic carpet	250 Sq mtrs	
5.2	Octonorm wall panel – 1m x 2.5m ht	104 Nos	
5.3	Octonorm wall panel – 1m x 3.25m ht	12 Nos	
5.4	Fabric curtain	12 Nos	

5.5	High wooden top round table for food court	20 Nos	
5.6	Power Supply for equipment	50 Kw	
6	BRANDING		
6.1	Welcome board on the main gate – 10 X 8 Feet	02 nos	
6.2	Entrance arch on the main gate (box type with 2 pillars)	01 Nos	
6.3	Lamp pole bunting – 6 x 2 (front & back) – 2 per pole (subject to confirmation)	08 Nos	
6.4	Pathway Branding at main entrance 10 x8 feet	02 Nos	
6.5	Foray Branding 12 x 8 feet	03 Nos	
6.8	Per sq Feet of flex printing on Iron Frame	Per sq feet	
7	ANCILARY SERVICES		
7.1	Permission from ITPO		
7.2	Permission From Fire Department		
7.3	Permission for Police Department		
7.4	Insurance of the Complete Show Including the work Force		
7.5	Co-ordinate with the Food Provider to arrange for the Food and other services as per the Requirement		
7.6	To Co-ordinate for the Gala Evening and Dinner and to get the Required Permission from the concern Authorities Including the Liquor License		
7.7	House Keeping During the Build-up Period for 3 days <u>Morning Shift</u> Manpower 20 Supervisor 03 <u>Night Shift</u> Manpower 10 Supervisor 02 <u>During Show Days</u>		

	<u>Morning Shift</u>		
	Manpower 25 Supervisor 04 <u>Washroom Swipers</u> During Buildup Male Swiper – 03 Female Swiper –03 During Exhibitions Male Swiper – 06 Female Swiper –06		
7.8	Security (set-up period / event / dismantling – 40 man days + S.O) (Total 5 Days) (200 Hours for Security Gaurds + 20 Supervisors		
7.9	Food Court and temporary Kitchen as per requirement		
7.1	Material handling and Transportation		
7.11	Coordination with Food		
7.12	Arrangement of Fire Fire Equipment & Fire Marshalls		
7.13	Arrangement of Ambulance for 5 days		
7.14	Parking Management, Traffic Marshals &		
7.15	Security Equipment		

TOTAL

SNO	PARTICULARS	AMOUNT (INR)
1	REGISTRATION AREA	
2	EXHIBITIONS AREA	
3	BUYER – SELLER AREA	
4	CONFERENCE AREA	
5	LUNCH AREA	
6	BRANDING	
7	ANCILARY SERVICES	
TOTAL		
GST		