



RFQ No. TEPC/109/2025
Dated: April 16, 2025

Request for Quotation

Subject: Request for Quotation for Construction of Booths, PODs and Conference Set-up at Bharat Telecom 2025 Schedule on May 6-7, 2025 at Hotel Taj Palace, Sardar Patel Marg, Diplomatic Enclave, Chanakya Puri, New Delhi-110 021.

Under the ambit of Foreign Trade Policy, Telecom Equipment & Services Export Promotion Council (TEPC) is set up by the Ministry of Commerce & Industry and Ministry of Communications, Government of India for promotion & development of exports of Telecom Equipment and Services. TEPC hereby invites proposals from technically and financially sound companies for the following work:

- 1. Work:** Quotation for construction of Booths, PODs and Conference Set-up (Including supply of furniture, furnishing, lighting, decoration, branding, cleaning and maintenance of the Bharat Telecom for the entire show duration on turnkey basis).
- 2. Event Name:** Bharat Telecom 2025, May 6 & 7, 2025, at Hotel Taj Palace, Sardar Patel Marg, Diplomatic Enclave, Chanakya Puri, New Delhi-110 021
- 3. Floorplan:** The floor plan of the convention centre of Hotel Taj Palace is attached herewith as Annexure-1. The details utilisation of various halls of the convention centre of Hotel Taj Palace will be as under:
 - a. Durbar Hall: Exhibition Booths
 - b. Mumtaz Hall: Exhibition PODS
 - c. Shahjahan Hall: Conference & Cultural programme
 - d. Dinner: Lawn
- 4. Design Details:** The design details are enclosed as Annexure-2.
- 5.** The venue will be available at 00.00 hours (or as per availability of the venue) on May 5, 2025 and the construction shall be ready and handed over by 18.00 hours on the same day i.e. May 5, 2025.
- 6. Eligibility:**
 - a. The bidder shall an Indian company incorporated under Companies Act 1956/ 2013.
 - b. The average turnover of the bidder, during last three financial year, i.e. financial year 2021-22, 2022-23 and 2023-24 shall be minimum three crores.
 - c. The company shall not have ever been blacklisted or debarred by any Government department/ Industry Association
- 7. Payment Terms:** The payment terms shall be as under:

Advance on placement of Purchase Order	30%
On completion of the event	40%
One month after completion of the event (against receipt of proper GST invoice)	30%

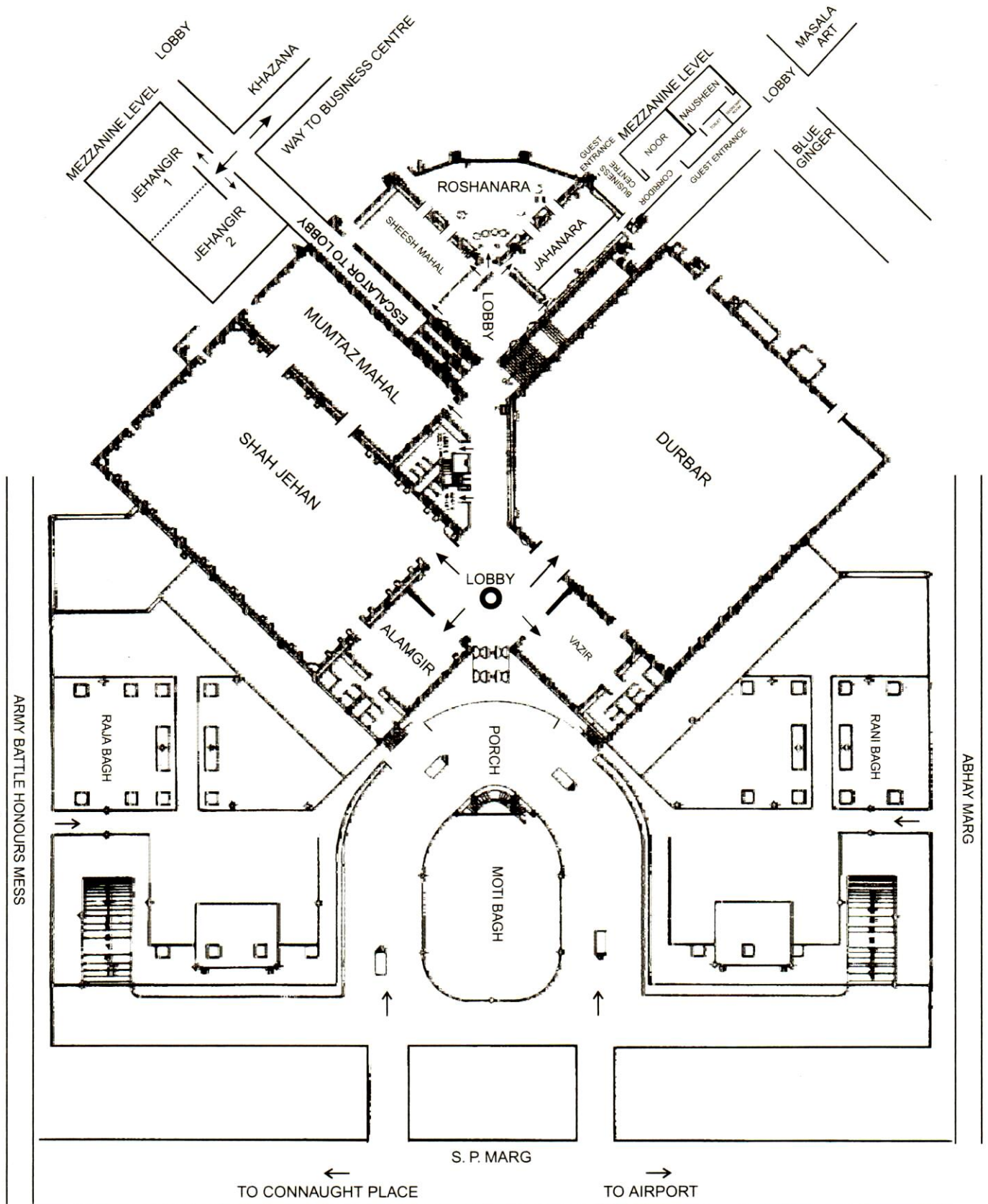
- 8. Last date of submission of quote:** The quotation shall be submitted on or before 17:00 hrs of April 23, 2025.
- 9.** The detailed Terms & Conditions are enclosed as Annexure-3. Price Quotation (including Bill of Material) is enclosed as Annexure-4.
- 10.** For any clarification, kindly contact:
Ms. Sarbani Dasgupta
Director
Telecom Equipment & Services Export Promotion Council
Mobile: +91-9818933121
Email: tepc@telecomepc.in

Taj Palace Hotel

New Delhi

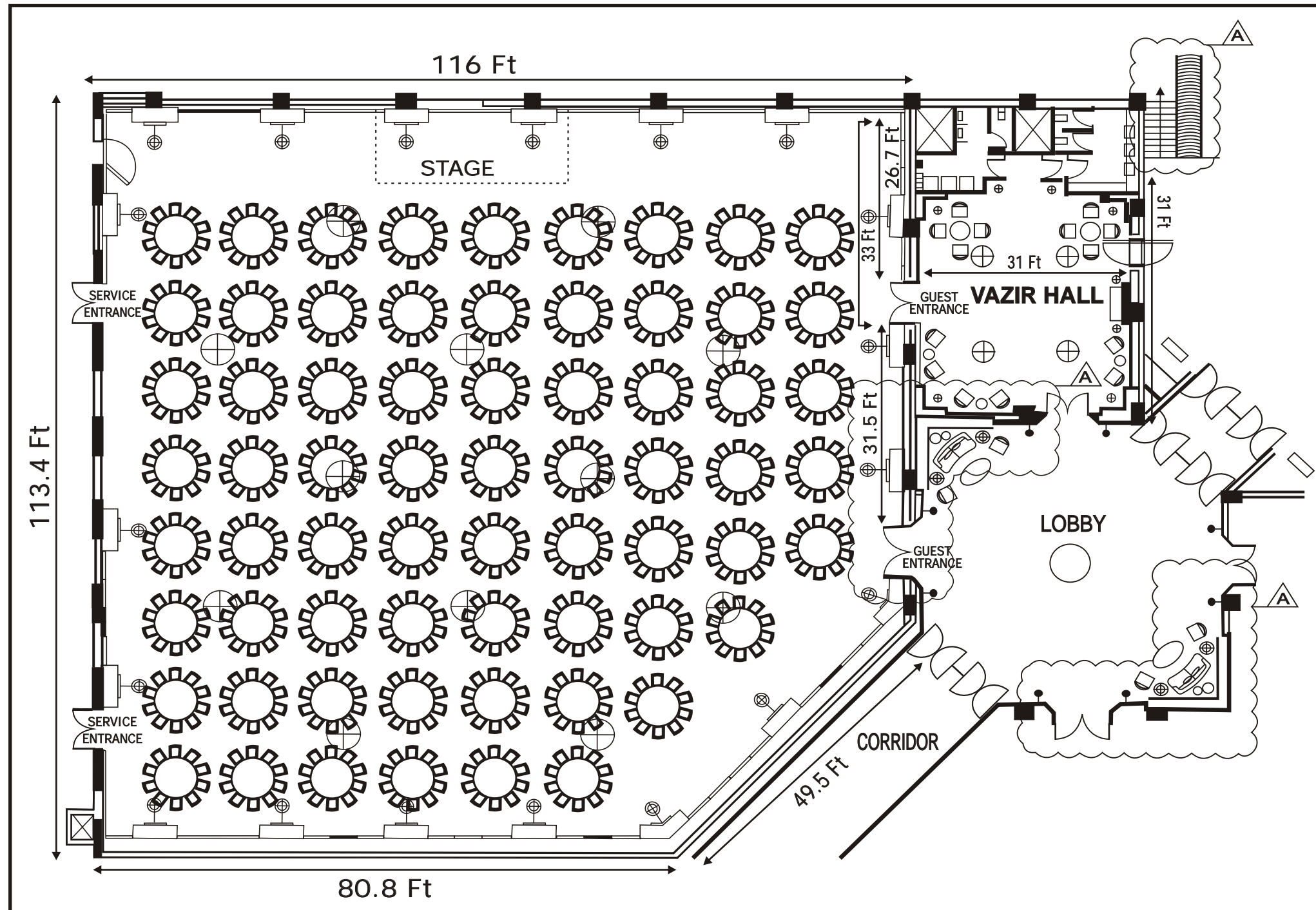
Annexure-1

LAYOUT PLAN

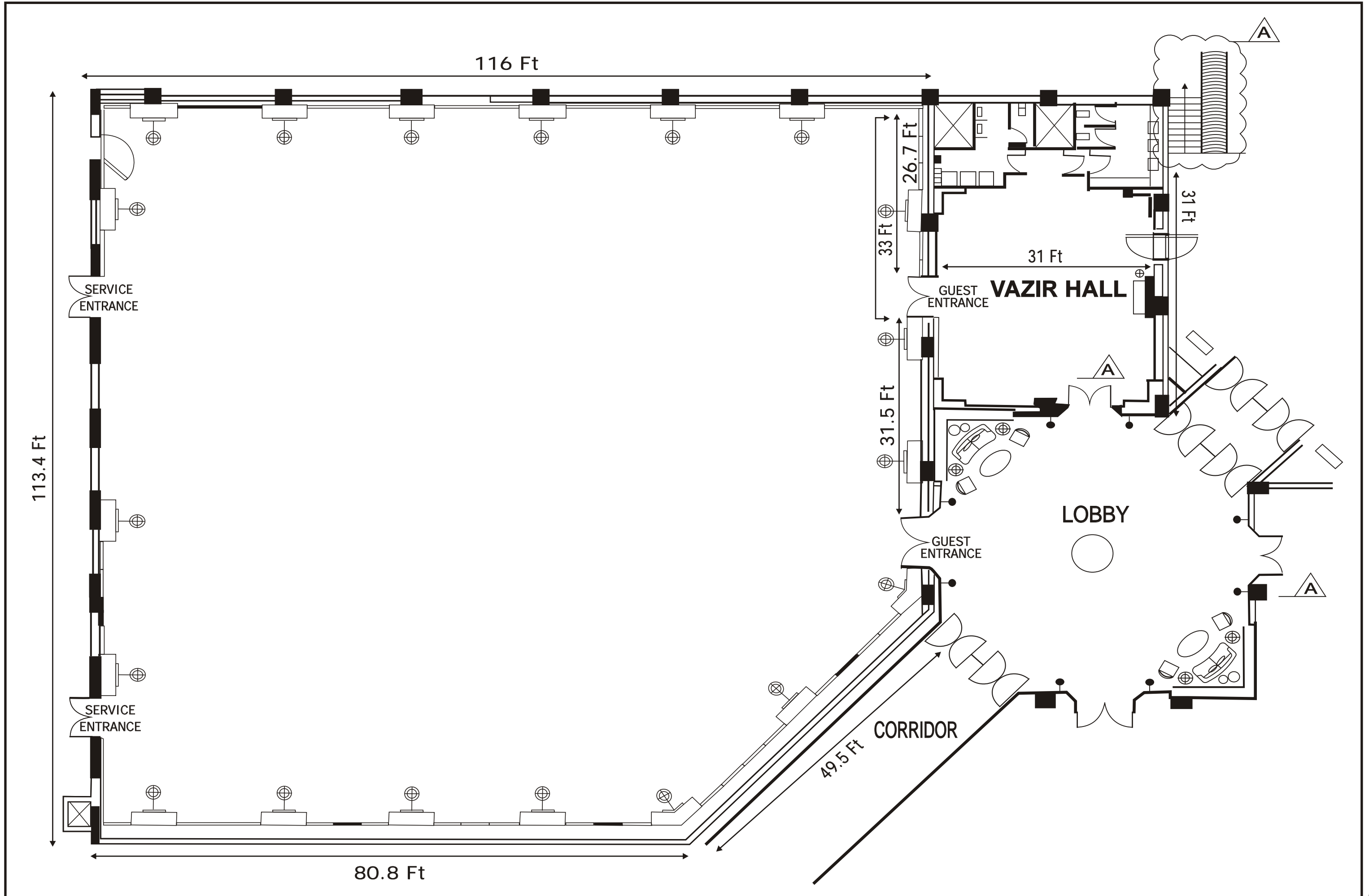


Taj Palace Hotel
New Delhi

Darbar Floor Plan

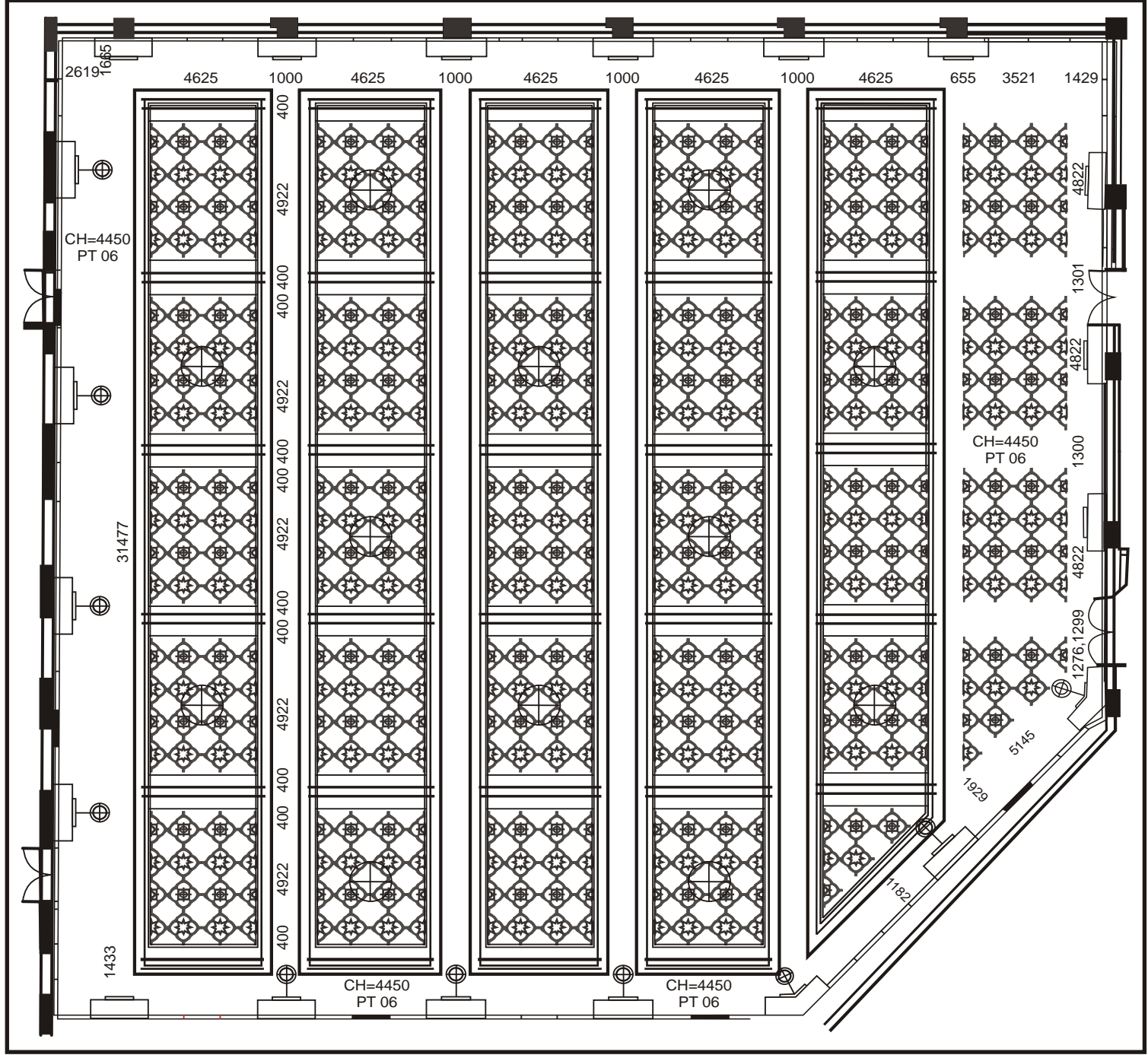


Darbar Floor Plan



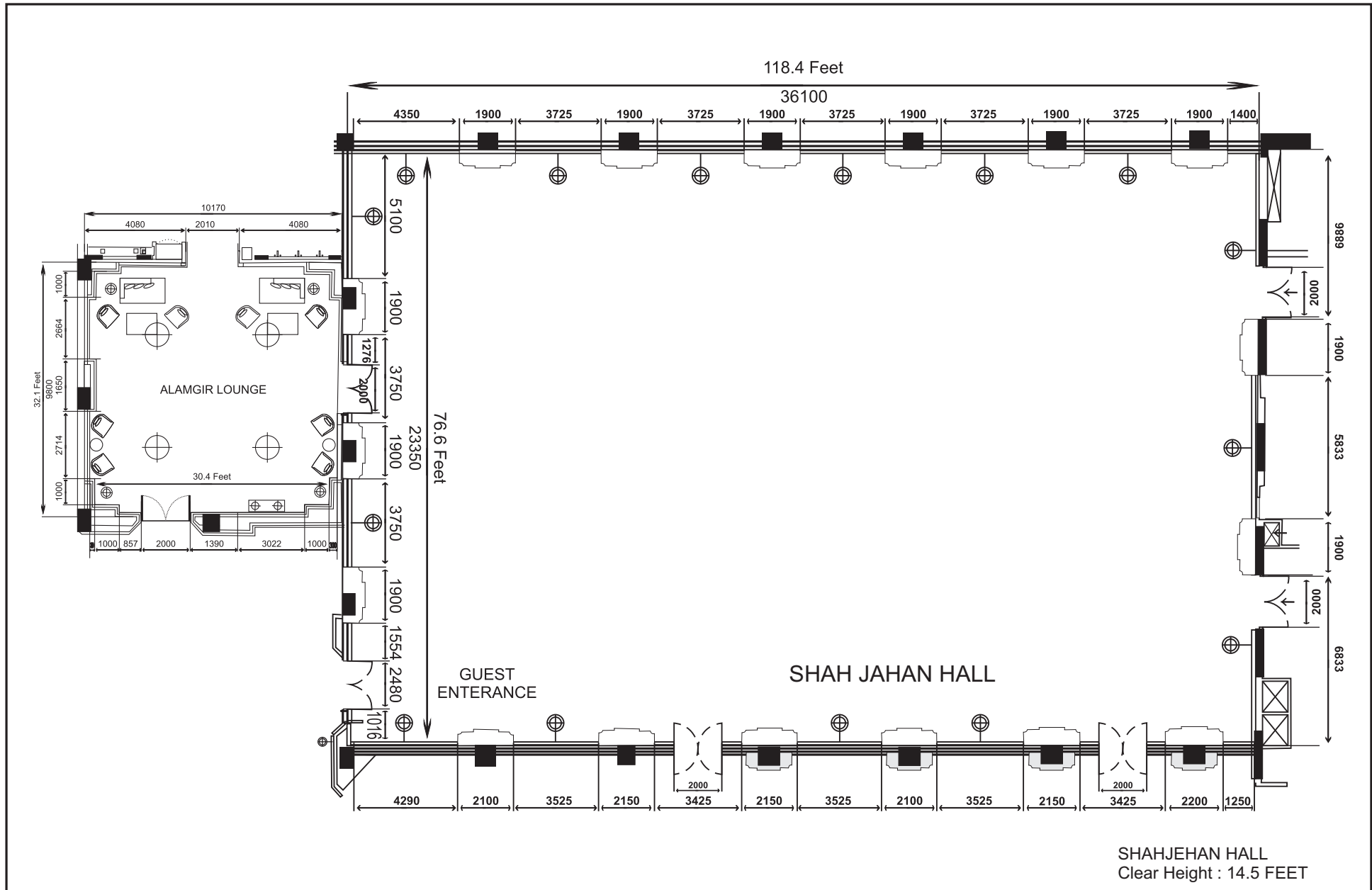
Taj Palace Hotel
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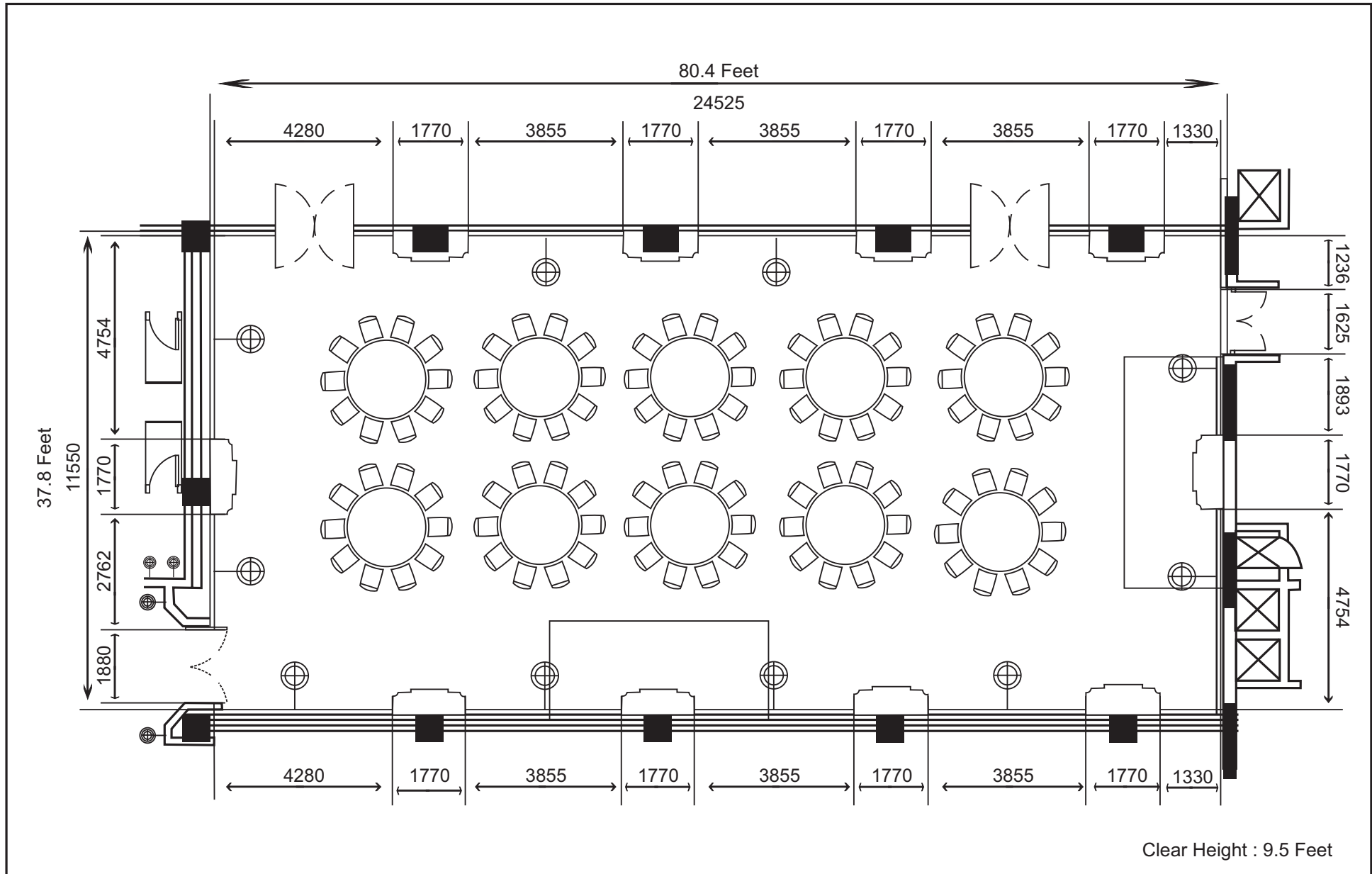
Darbar Ceiling Plan

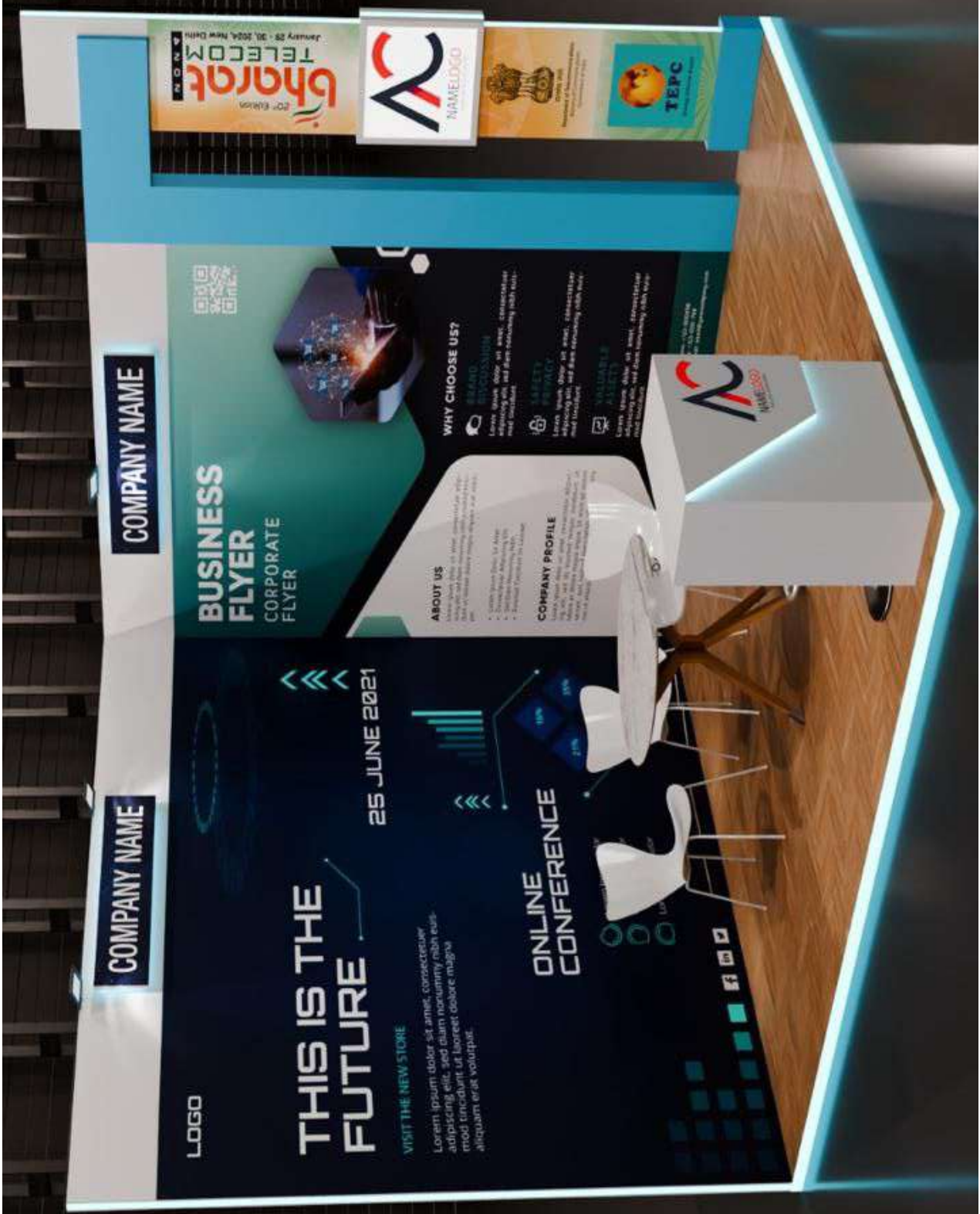


Taj Palace Hotel
New Delhi

ALAMGIR LOUNGE AND SHAH JAHAN HALL







COMPANY NAME

COMPANY NAME

LOGO

THIS IS THE FUTURE

25 JUNE 2021

VISIT THE NEW STORE

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ONLINE CONFERENCE



ABOUT US

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COMPANY PROFILE

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WHY CHOOSE US?

- RECOGNITION**
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- SAFETY**
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- VALUABLE ASSETS**
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BUSINESS FLYER CORPORATE FLYER



COMPANY NAME

P - 1



WE KEEP YOU SECURED AT ALL TIMES



Department of Telecommunications
Ministry of Communications
Government of India



TEPC
Telecom Engineering & Planning Centre



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Terms & Conditions

1. While submission of financial quotes, the bidders must consider that the entire liabilities including taxes, permissions etc., whatsoever, have been taken care and the price quoted are all inclusive. Further, the bidder bind himself entirely to comply with the terms and conditions of the Hotel Taj Palace management and local authorities without any additional cost or liability on part of TEPC. TEPC will not entertain any claim whatsoever in this regard and the vendor shall undertake to keep TEPC indemnified against any claims/ damages/ default arising out.
2. Rates shall be for the complete Set-up including each and every discrete item, on rental basis, only for the entire duration of the show as described in the Price Schedule. The bidder shall satisfy himself about the convention Centre of Hotel Taj Palace before submitting bids for complete items. Items of work to be installed at the site, labour, involved in installation/ dismantlement and maintenance for the period of the exhibition and conference shall be included in the rates quoted.
3. The quotation should be inclusive of:
 - a. Erection and dismantling of the Booth, PODs, Conference Set-up etc.
 - b. Transportation of all material i.e. during the erection and after dismantling of the Set-up.
 - c. Clearing of site i.e. leaving the site in the same shape as given before commencement of erection work.
 - d. Insurance for materials, personnel and third-party liability for workmen/ others as required for erecting/ dismantling the set-up for the appropriate period, as required under local laws.
 - e. Electrical connection as per consumption for the entire show duration and including required power.
 - f. Cleaning of the set-up at the time of handover to the exhibitors/ TEPC.
 - g. The quotation should include any local Tax, Levies etc. as applicable except GST which shall be shown separately. TEPC shall not be responsible to pay any taxes/ levies or additional payments on this account.
4. **PENALTY** – The work has to be completed on or before the Time and Date of Completion of work i.e. 6.00 PM on May 5, 2025. In case of delay, the penalty/ damages, as decided by the Chairman, TEPC will be imposed and binding on the selected bidder.
5. Any Penalty levied by the Hotel management for any violation of their concerned rules during the course of construction, dismantling and not removing the stand within the scheduled time shall be borne by the agency.
6. Bidder will be responsible for all the required approvals from any agency such as NDMC etc. and also for all involved liaison work.

7. All graphics, art work, Theme panel of the pavilion & Signage etc. shall be designed by the bidder as per the design concept of set-up and obtain requisite approvals from the competent authority before arranging/ fixing etc.
8. TEPC reserves the right to increase or decrease the quantities of the items taken in the agreement and may modify the design within acceptable limits and shall communicate the same to the vendor five days prior to the event. The vendor needs to ensure supply of the same at the rates quoted and agreed in the financial bid.
9. TEPC reserves the right to reject any or all of the Bids or to accept any Bid in full, without assigning any reason whatsoever.
10. The authority for the acceptance of the Bid will rest with the DG, TEPC who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all the quotation received, without assigning any reason. Quotation in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
11. Bidder shall comply with all the prevalent statutory provisions/ statutes of State/ Government of India with respect to all the Labour laws including but not limited to the Workmen Compensation Act, Payment of Minimum Wages Act, Employee Insurance, Child Labour and any other law etc. and shall absolve the TEPC from any Encumbrances whatsoever arising out of any possible non-compliance of statutory provisions by the Bidder. The Bidder is solely responsible for all the payments to his employees/ contractual labourers as the case may be. The TEPC, under no circumstance, shall be responsible/ liable for any claim/ compensation whatsoever.
12. Kindly send us your willingness for construction & set-up of the event Bharat Telecom 2025. Further, kindly also submit the quotation with terms & condition for the same. For any query, kindly call Ms. Sarbani Dasgupta, Phone: +91-9818933121, Email: tepc@telecomepc.in.

Price Quotation

1. Name of the company:
2. Address:
3. Contact details
 - a. Name of the contact person along with designation:
 - b. Whatsapp Mobile Number:
 - c. Email address:
4. Price Quotation
 - a. Booths & PODS

Description	Quantity (No.)	Rate (in ₹)	Amount (in ₹)
BOOTHS			
Wooden Booths 18 Sqmt (6Mx3M) – 1 SIDE OPEN wooden stall MDF with LED strip light with cover	1		
1) Round table glass	2		
2) Leatherette Based Chairs	6		
3) Plug Point	2		
4) 150W LED Large LED Light	8		
5) Waste Paper Bin	2		
6) Reception Desk Lacquered, Lockable, with self-glowing led and LOGO	2		
7) Leatherette Bar Stool	2		
8) Fascia with Company Name and Booth No (Covering End to End with blue background and white lettering) with Self Glowing LED	4		
9) Self Glowing LOGO	2		
10) 4cm Raised Floor with Profile LED	1		
11) Lockable Channels	1		
12) 10mm Vinyl self-adhesive flooring	1		
Wooden Booths 18 Sq. mt. (6Mx3M) – 2 SIDE OPEN wooden stall MDF with LED strip light with cover	2		
1) Round table glass	4		
2) Leatherette Based Chairs	12		
3) Plug Point	4		
4) 150W LED Large LED Light	16		
5) Waste Paper Bin	4		

Description	Quantity (No.)	Rate (in ₹)	Amount (in ₹)
6) Reception Desk Lacquered, Lockable, with self-glowing led and LOGO	4		
7) Leatherette Bar Stool	4		
8) Fascia with Company Name and Booth No (Covering End to End with blue background and white lettering) with Self Glowing LED	6		
9) Self Glowing LOGO	4		
10) 4cm Raised Floor with Profile LED	2		
11) Lockable Channels	2		
12) 10mm Vinyl self-adhesive flooring	2		
Wooden Booths 9 Sq. mt. (3Mx3M) – 1 SIDE OPEN wooden stall MDF with LED strip light with cover	34		
1) Round table glass	34		
2) Leatherette Based Chairs	102		
3) Plug Point	34		
4) 150W LED Large LED Light	136		
5) Waste Paper Bin	34		
6) Reception Desk Lacquered, Lockable, with self-glowing led and LOGO	34		
7) Leatherette Bar Stool	34		
8) Fascia with Company Name and Booth No (Covering End to End with blue background and white lettering) with Self Glowing LED	102		
9) Self Glowing LOGO	68		
10) 4cm Raised Floor with Profile LED	34		
11) Lockable Channels	34		
12) 10mm Vinyl self-adhesive flooring	34		
Wooden Booths 9 Sq. mt. (3Mx3M) – 2 SIDE OPEN wooden stall with LED strip light with cover	18		
1) Round table glass	18		
2) Leatherette Based Chairs	54		
3) Plug Point	18		
4) 150W LED Large LED Light	54		
5) Waste Paper Bin	18		
6) Reception Desk Lacquered, Lockable, with self-glowing led and LOGO	18		
7) Leatherette Bar Stool	18		
8) Fascia with Company Name and Booth No (Covering End to End with blue background and white lettering) with Self Glowing LED	36		
9) Self Glowing LOGO	36		

Description	Quantity (No.)	Rate (in ₹)	Amount (in ₹)
10) 4cm Raised Floor with Profile LED	18		
11) Lockable Channels	18		
12) 10mm Vinyl self-adhesive flooring	18		
Wooden Booths 6 Sq. mt. (3Mx2M) 1 SIDE OPEN wooden stall MDF with LED strip light with cover	2		
1) Round table glass	2		
2) Leatherette Based Chairs	4		
3) Plug Point	2		
4) 150W LED Large LED Light	6		
5) Waste Paper Bin	2		
6) Reception Desk Lacquered, Lockable, with self-glowing led and LOGO	2		
7) Leatherette Bar Stool	2		
8) Fascia with Company Name and Booth No (Covering End to End with blue background and white lettering) with Self Glowing LED	6		
9) Self Glowing LOGO	4		
10) 4cm Raised Floor with Profile LED	2		
11) Lockable Channels	2		
12) 10mm Vinyl self-adhesive flooring	2		
Wooden Booths 6 Sq. mt. (3Mx2M) 2 SIDE OPEN wooden stall with LED strip light with cover	4		
1) Round table glass	4		
2) Leatherette Based Chairs	8		
3) Plug Point	4		
4) 150W LED Large LED Light	12		
5) Waste Paper Bin	4		
6) Reception Desk Lacquered, Lockable, with self-glowing led and LOGO	4		
7) Leatherette Bar Stool	4		
8) Fascia with Company Name and Booth No (Covering End to End with blue background and white lettering) with Self Glowing LED	8		
9) Self Glowing LOGO	8		
10) 4cm Raised Floor with Profile LED	4		
11) Lockable Channels	4		
12) 10mm Vinyl self-adhesive flooring	4		
PODs			
POD 1 Sqmt (1Mx1M) Wooden with Profile LED strip on three sides	46		
1) Bar Stool	46		

Description	Quantity (No.)	Rate (in ₹)	Amount (in ₹)
2) Plug Point	46		
3) Large LED Lights	46		
4) Waste Paper Bin	46		
5) Cabinet	46		
6) LED TV 42 Inches	46		
7) Self Glowing LOGO	46		
8) Poster print 2 ft x 6 ft vinyl	46		
9) Logo on Reception Desk 2.5 ft x 3 ft vinyl	46		
10) Brochure Stand adjacent on pod	46		
11) Company Name	46		
Branding			
Bharat Branding LOGO	100		
DOT TEPC LOGO Vertical	100		
DOT TEPC LOGO Horizontal	80		

NOTE: Dismantling should be done within 3 hours after completion of the event..

b. Conference Set-up

Sl. No.	Conference	Quantity (No.)	No. of Days	Rate (in ₹)	Total (in ₹)
1	Inter locked Metal base Stage with dark grey carpet (31.6 ft x 20 ft) & Stage Skirting	1	2		
2	Main Backdrop of the conference LED Curved backdrop (46 ft x 12 ft) 1.5p with 4 ft. above from floor.	1	2		
3	LED Wings 4x12 1.5p	2	2		
4	Sound System with Amplifier Mixer, Mixer Speaker, Two Podium Mic, with Woofer and Bass	1	2		
5	STAGE LIGHTNING: Truss Pillar 10 ft. X 1 Warm Light for stage X 12 Blinder Lights X 4	2	2		
6	Single seater sofa for stage white (leather)	6	2		
7	3-seater seater sofa in first row	6	2		
8	Chair (Hotel provide)	348	2		
9	7-seater round table (Hotel provide)	36	2		
10	Center Table	8	2		
11	Conference coffee table Self Illumined Branding	9	2		

Sl. No.	Conference	Quantity (No.)	No. of Days	Rate (in ₹)	Total (in ₹)
12	One seamless switcher for LED Wall	1	2		
13	Cordless Mic	12	2		
14	Console (For AV control)	1	2		
15	Comfort Plasma for Speakers 65" with stands nos2	2	2		
16	Plasma 55" for audience	4	2		
17	HD Camera x with Videographer	2	2		
18	HD Camera Mixer	1	2		
19	Videographer Daily bytes	2	2		
20	Cinematic Videography	1	2		
21	Seamless Switcher for sound (if required)	1	2		
22	Splitter (if required)	1	2		
23	Watchout software with Person for Controlling LED WALL	3	2		
24	Full Screen Digital Standee	6	2		
25	Half Digital Standee	8	2		
26	Podium Box with Branding W:2 H:4 feet Podium Box with Branding W:2 H:4 feet	3	2		
27	Camera Riser Platform W:4 L:6 feet Camera Riser Platform	2	2		
28	Flower Decoration on Stage Full Stage, should be changed each day	1	2		
29	Flower Decoration on Coffee Table, should be changed each day	1	2		
30	Live Streaming	1	2		
31	Live Conferencing	1	2		
32	Black Magic	1	2		
Dinner Setup					
33	Carpeting for outer stage 40 x 40 with clipping	1	1		
34	Phone Jack Output	6	1		
35	Mic Corded	4	1		
36	Mic Cordless	4	1		
37	Stage monitor	6	1		
38	Side-fill	2	1		
39	Power board with 8 Sockets Each 48 AMP	2	1		
40	Diary Stand	1	1		
41	Double keyboard stand	1	1		
42	Sound system with Mixer, Amplifier, Bass and Woofer	6	1		

Sl. No.	Conference	Quantity (No.)	No. of Days	Rate (in ₹)	Total (in ₹)
43	Light for brand stage LED Parcan & Blinder with truss pillar	20	1		
44	Media box	1	1		
45	one plate for band 16ftx4ft	1	1		
46	LED Digital Stand Full	2	1		
Cultural Program Setup					
Stage & Ambience Setup					
47	LED Wall: For immersive backgrounds, motion graphics, or hybrid live feed				
48	Lighting: Intelligent lighting rig (moving heads, washes, colour changers)				
49	Audio: High-fidelity sound for music + speech				
50	Decor: Tech-themed installation with ethnic art elements (e.g., digital rangoli, hologram welcome)				
Performance					
51	Act: Blend of traditional Indian classical dance (e.g., Bharatanatyam/Kathak) with digital projections or light mapping. Duration: 25–30 mins				
52	Act: Regional folk dance with LED props, smart costumes, or synchronized lighting. Duration: 25–30 mins				
Branding					
53	Entrance ARC with Branding and illuminated 12 ft H x10 ft W	1	2		
54	Illumined Wooden Banner 8 ft x 24 ft, with Carpeted 6 inches high stand logos	2	2		
55	Illumined Wooden Banner 8ftx24ft with Carpeted 6 inches high stand Registration	2	2		
56	Illumined Wooden Banner 10 ft H x 12 ft W with Carpeted 6 inches high for photobooth with onsite instant photographer setup with frame	1	2		
57	Registration Desk with 3 side branding 20ft Length	2	2		
58	Queue Manager	18	2		

NOTE: Dismantling should be done within 3 hours after completion of the event.

The _____ (company name) hereby agrees to abide by all the terms & conditions as stipulated in the 'Request for Quotation for set up of Bharat Telecom at Hotel Taj Palace, New Delhi scheduled on May 6-7, 2025.

Date:

(Signature of Authorised Signatory)

Place:

Name:

Seal of the Company: