

**CAPEXIL/ED/INDIA SHOW/MAI/17-18/ 16-05-2017**

**Seeking Proposal for**

**Organizing India Show by CAPEXIL for Building & Construction Materials and Rubber Products falling under the purview of CAPEXIL under the Trade Promotion Program of MOC&I, GOI during 2018-19**

**Greetings from CAPEXIL – India’s Premier International Trade Facilitation& ExportPromotion Council under the Ministry of Commerce & Industry, Govt. of India.**

We are pleased to inform your good selves that as a part of export promotional programme, CAPEXIL decided to organize an India Show with 300 (approx) Indian & foreign Exhibitors and inviting 150 (approx) foreign delegates exclusively for the sector of Building & Construction and Rubber Products under MAKE IN INDIA Initiative of the Govt. of India.The detailed proposal with justification, budget, DPR etc. to be submitted very shortly to the MOC&I, Govt. of India for approval.

**Considering the above, we are looking for a professional stall designer, fabrication work with complete exhibition solution / event management company to have their services for organising the stated event. Our tentative requirements are as follows:-**

1. **Profile of your company.**
2. **Credentials of your company.**
3. **Detailed of Similar event done with complete information of the clients.**
4. **Detailed presentation on the above covering**
* **Detailed Planning & Organizing including budgeting, scheduling, site selection, acquiring necessary**[**permits**](https://en.wikipedia.org/wiki/License)**, coordinating transportation and parking, arranging for speakers or entertainers, arranging decor, event security,**[**catering**](https://en.wikipedia.org/wiki/Catering)**, coordinating with third party vendors, and emergency plans**
* **Documentation**
* **Teamwork**
* **Communication and Negotiation**
* **Areas of responsibility**
* **Maintenance**
* **Legacy**
* **In addition to above as you deem fit.**

**In view of the above If you are interested to be a part of the above initiative of CAPEXIL, please response by return mail latest by 30th May 2017 to:**

**The Executive Director,**

**CAPEXIL**

**ed@capexil.in**

**under copy to** **secretariat@capexil.in****, priyanka.tarafdar@capexil.in&****accounts@capexil.in****.**