



Annexure 03-A RFP (Performa)

PAPS2022 – RFP (Performa)

S no.	Items Required	Description	Qty	Unit	Price
3.1	Marketing Pitch				
	Brochure	8 Pager Brochure, laminated pages	1000		
	Point of Sale	As per the pervious design and specs	1000		
	Registration Forms		1000		
	Hall Layouts	As per the pervious design and specs	1000		
	Dedicated Resource				
	Designer	With full experience of Corel Draw and designing software from the date of Awarding of the contract. The Resource shall be permanently seated at PAAPAM HO till the end of Auto show along with clearly defined JDs by EMC	1		
Marketeer	The Resource shall be permanently seated at PAAPAM HO till the end of Auto show along with clearly defined JDs by EMC at the awarding of contract	1			
	Resources for Exhibitors Management	EMC shall provide resources 30th days prior to the Exhibition. Scope Facilitate targeted number of exhibitors and reporting to ME (Manager Event)	6		
3.2	Getting Sponsorship for Gala Night PAPS	Commission based + Brand Equity	1		
3.3	Management of Inaugural Ceremony		1		
	Help Desk and Trouble Shooting	2 Per Hall	6		
	Electrician	2 Per Hall	6		
	Carpet Manager	2 Per Hall	6		



	Housekeeper	3 Per Hall	9		
	POS expert	2 Per Hall	6		
	Specialized Team for Management of International Exhibitors	Hall-3	3		
	Registration Desk				
	Name Tags Printing and Allocation		6		
	Recording of Buyers		3		
3.4	Management of PSDC				
	Call for Papers	Getting abstracts from all the potential speakers as the theme set by PSDC	2		
	Registration	Getting them to register with PAAPAM along with an Abstract of 200 words	2		
	Execution	Designing, Printing, Booking of venue, Advertisement, Hall arrangement, Refreshment etc.	2		
	Innovation Awards	Engineering Projects, Live Drawing and Sculptures. Thematic design of the Exhibition area for students.	1		
	Awards Ceremonies	Setup, Shields, Certificates and Photographers (9 Shields, 9 Certificates for Students and 6 shields and 6 certificates for judges)	1		
3.5	Kits Management				
	Sponsors		1		
	Exhibitors		1		
	Press		1		
	Seminar		1		
	Media		1		
	Award Distribution to the exhibitors and Sponsorship		1		
	Logistic arrangements	Fork lifter, 1 per hall	3		
	Complaint Desk set-up and management	One per Hall	3		



	Management Control	PAPS activity report i.e. selling, exhibitors and sponsors update, Covid-19 repercussions			
	Weekly Reports		1		
	Coordination with all Members		1		
4.2	Financial Matters				
	Carpeting	Per Sq ft Hall Area	55,000		
	Printing	Off set printing			
	Branding	Total Branding	55,000		
4.3	Qualification List of Staff		1		
	Event Report				

Note: The organizers (OC) may add or omit any item from the scope of activities.

CEO's Name : _____

Signature : _____

Date : _____