



Pharmaceuticals Export Promotion Council of India
(Set up by Ministry of Commerce & Industry, Government of India)

REQUEST FOR PROPOSAL
FOR PROVIDING
OFFICIAL STAND CONTRACTOR SERVICES
FOR

IPHEX 2026
7-9th September 2026
Bharat Mandapam
Exhibition Complex

&

IPHEX 2027
19-21st, August 2027
Bharat Mandapam
Exhibition Complex

RFP REFERENCE NO
T-01/IPHEX 2026

DUE ON
March 10th, 2026 (17:00 hrs.)

PLEASE SEND YOUR PROPOSAL BY COURIER TO

The Director General
PHARMEXCIL
201 Aditya Trade Centre
Ameerpet
Hyderabad 500038

P.S : Based on the overall satisfactory performance of the selected agency during iPHEX 2026, PHARMEXCIL reserves the right to extend the contract for iPHEX 2027 on mutually agreed terms and conditions



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IPHEX

IPHEX: an International Exhibition of Pharma and Healthcare organized every year by the Pharmaceuticals Export Promotion Council of India (Pharmexcil) with the support of the Department of Commerce since 2013.

iPHEX is an initiative of the Ministry of Commerce to position India as the Pharmacy of the World and showcase the entire spectrum of the pharmaceuticals and healthcare sector to the world. The exhibition has now become an integral part of the annual business plan of exhibitors and business visitors.

Over 500 Indian companies from the Pharma and healthcare sector will be exhibiting their products. The exhibition shall showcase

APIs AND INTERMEDIATES

FORMULATIONS

EXCIPIENTS AND CUSTOM MANUFACTURING

BIO-SIMILARS

AYUSH

DIAGNOSTIC AND SURGICAL

HEALTHCARE SERVICES (CROs, CLINICAL TRIALS, R&D, CUSTOM SYNTHESIS)

Key Information

IPHEX 2026

Show Build up: 4-6th September 2026 (3 days)

Exhibition: 7-9th September 2026 (3 days)

Show Breakdown: 10th September 2026 Venue:
Bharat Mandapam, New Delhi

Halls: Exhibition Halls 2/3/4/5(GF) & 5 (FF)

IPHEX 2027

Show Build up: 16-18 August 2027 (3 days)

Exhibition: 19-21,2027 August 2027 (3 days)

Show Breakdown: 23rd August 2027

Venue: Bharat Mandapam, New Delhi

Halls: Exhibition Halls 2/3/4/5(GF) & 5 (FF)



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Bid Validity

Your Bid should be valid for acceptance till the event ie IPHEX 2026.

IPHEX 2027: Based on the overall satisfactory performance of the selected agency during iPHEX 2026, PHARMEXCIL reserves the right to extend the contract for iPHEX 2027 on mutually agreed terms and conditions.

Instructions for all Bidders

Pharmexcil is seeking proposals from experienced and well-qualified bidders with proven performance in executing the highest quality projects and superior workmanship.

Previous performance in delivering quality projects at Bharat Mandapam, New Delhi will be an asset, and the bidders are expected to be well aware of the working conditions at the Exhibition Centre.

Quality First

Quality of the workmanship and delivery as per agreed timelines is the essence to this project. Pharmexcil is not bound to accept the lowest price offer and may review the below parameters before the award of the contract:

- Technical experience
- Resources available
- Quality Outcome
- Project management Skills
- Logistical Supervising and arrangements
- Practicality of proposed Services Execution
- Large Scale Organized Business Gathering Experience

Force Majeure

If the event cannot take place due to force majeure, each of the parties to the contract shall bear his/her expenses as incurred at that time.

Force majeure shall include the following events, circumstances, or causes: the act of God, fire, war, pandemics, natural disasters, riots, acts of terrorism, government action, order or regulation, legal enactment, industrial action, trade dispute, any decisions or actions concerning the Venue taken by the Venue Owner or other event, circumstance or because that renders the organization of the Exhibition significantly more difficult and/or impossible. The above examples of force majeure are not an exhaustive list, but examples only.



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Healthcare & Working Conditions

All bidders are expected to strictly adhere to Standard Operating Conditions for holding b2b exhibitions as issued by Government Authorities from time to time.

All bidders are required to ensure that:

- a. All their workmen are fully vaccinated and daily Health checks are a part of their work preparation schedule.
- b. No unwell worker should be working on site.
- c. Proper documentation is kept onsite for all workers.
- d. There is no child labor.
- e. There is no consumption of Alcohol, smoking, or Gutka / Tobacco chewing at any time.
- f. Minimum wage payment rules in vogue are followed for both their full-Time/temporary labor. Pharmexcil will not be liable for any costs incurred due to any illness/death contracted or claimed to be contracted during IPHEX 2026.
- g. All bidders are required to insure all their employees for health/death/accident.
- h. All team members should carry Photo Identity cards for display to Security officials.

Event Cancellation / Rescheduling

In case IPHEX 2026 is canceled/rescheduled, Pharmexcil will not be liable for costs incurred by the bidder from the date of award till the notice of event cancellation/rescheduling. If the bidder has incurred any costs due to the printing of material (paper/flex) that cannot be used, the net cost incurred in the printing of the material will be reimbursed by Pharmexcil as per the actual cost incurred.

Insurance Coverage, workmen Liability & Compliance with Labour Laws

Service delivery as per agreement is essential for this bid. All bidders are required to carry Insurance cover to cover any claims due to faulty workmanship or delivery of services. The Insurance liability should include full reinstatement cost including the cost of demolition and professional fees and profit. The insurance period should cover the show dates, show buildup, and show demolition.

All bidders are expected to carry adequate health/accident/death insurance for all their workmen and managers on site and will be solely responsible for all claims, if any, arising out of any health-related incident, accident, or mishap during the buildup/breakdown/exhibition activities.



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All bidders are expected to carry adequate 3rd party liability insurance and will be solely responsible for any claims arising from ITPO, exhibitors, visitors, workmen, etc. during the buildup/breakdown/exhibition activities.

All bidders are expected to comply with all labour laws (EPF, ESIC, etc.) as applicable to them.

All bidders will indemnify Pharmexcil, their staff, Fair Architect, and Show Management from any claims arising from ITPO, exhibitors, visitors, workmen, etc. during the build-up/breakdown/exhibition activities.

Quantity modifications/variation

Bidder agrees that quantity, as indicated in the contract, is indicative only and may change at short notice. Only approved rates will be paid for the final quantity used for IPHEX 2026. If the quantity is increased, no rate increase request will be entertained at any time.

Dispute Resolution, Governing Law & Jurisdiction

All disputes shall be settled amicably under mutual discussion with Pharmexcil. In case of any dispute - Chairman Pharmexcil, Director General Pharmexcil and a representative from Bidder will form a 3-person dispute resolution committee to settle the dispute. The Courts of Hyderabad will have exclusive jurisdiction.

Onsite Booth Contracting Terms & Conditions

Pharmexcil may award the entire project to more than one bidder and give different halls to different contractors.

All quantities are estimated only and payments will be made as per actual usage. In the

area allotted, all bidders will be responsible for:

- a. Floor Marking of their entire hall (including special areas, bare space booths, etc.
- b. Completion of work as per agreed timelines.
- c. Place a Booth entitlement sheet on each booth at the time of completion.
- d. Assisting Exhibitors during booth setup for their furniture / electrical queries etc.
- e. Studying the floor plans in detail and informing Pharmexcil, their staff, or the onsite Show Management team of any discrepancies.
- f. Cleaning the booths before exhibitor handover at the scheduled time. Removal of all material by 8:00 am on 10th September 2026.



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All bidders should ensure that:

1. They have an adequate quantity of entire booth construction material, Furniture, etc. in excellent condition.
2. They have enough workmen on site to complete the project work as per Agreed timelines.
3. They have enough workmen on site for dismantling the site as per agreed Timelines.
4. They give a complete project execution plan 30 days before the show build-up And have adequate experienced supervisors in each hall to manage the show.
5. Quoted prices include in-booth electrical wiring and connections. All wirings Should be concealed in a type box fitted at the top of the panel. The down wire For the power socket should be concealed in a PVC flat conduit.
6. They have adequate Fascia printing and cutting machines on site.
7. They do not take an alternate project requiring similar material requirements at the same time.

Inspection / Inventory Count / Work Completion for IPHEX 2026

1. Pharmexcil, their staff, or the onsite Show Management team will carry out the Inventory count on **4th September 2026** together with the bidder.

Payment Terms

Payment terms will be as follows:

20%	at the time of award of contract
30%	25 August 2026
50%	within 10 days of successful completion of the Event

Penalty Clause

If the Agency fails to adhere to the project specifications as outlined, a penalty of equivalent to the cost mentioned per part/per deviation of the work/service in the contract shall be imposed, unless such deviation is approved.



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SUBMISSION OF TECHNICAL & FINANCIAL BIDS

The bidder will be required to submit the technical bid and the financial bid in two separate and sealed envelopes, technical proposal shall be marked “Technical Proposal”. Financial Proposal shall be marked “Financial Proposal”.

Both proposals should be put up in a bigger envelope and marked as “Request for Proposal for providing **OFFICIAL STAND CONTRACTOR SERVICES for IPHEX 2026 & 2027**” and submitted before the last date and time at the following address:

Shri Raja Bhanu
Director General
PHARMEXCIL
201, Aditya Trade Centre, Ameerpet,
Hyderabad – 500038

Minimum Qualification Criteria

Average Annual Turnover for last 3 years

Rs. 10 crores

Technical Proposal & Presentation

70 points

Previous Performance:

30 points

Average Annual Turnover for last 3 years

More than Rs. 100 crores

30 points

Rs. 50-100 crores

20 points

Rs. 10-50 crores

10 points

Presentation:

20 points

Capability to handle IPHEX 2026:

20 points

Handling shows of 25000 sqm +

20 points

Handling shows of 15000-25000 sqm +

10 points

Handling shows of 10000-25000 sqm +

10 points

Price Proposal

30 points



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Shell Scheme Requirements



We are seeking **Front Maxima with Octa norm booths and top branding** with poly chem panel on a rental basis with the following specification:

1.1	SIDE WALLS Two/three sidewalls with Poly chem Laminated Panels of size 1.0 Mts. Wide x 2.5 Mts. high as well as 0.5 Mts. & 0.75 Mts. wide Panels in octa norm system.
1.2	FASCIA and TOP BRANDING Exhibitor Name on Front/side fascia. Vinyl computer cut letters 10 cm high in Helvetica type as per the Exhibitors name in Maxima System up to 3.0 mt height.
1.3	STALL NO. Each Booth shall have a Stall number on one side
1.4	CARPET The booth shall have the new non-woven needle-punched synthetic carpet of approved quality & colour with polypropylene covering on the floor in every booth.
1.5	LOCKABLE RECEPTION COUNTER Each booth shall have a lockable Reception Counter Of size 1.0x0.5x0.75 Mts. high in a Modulated system
1.6	THREE CHAIR (9 sqm booth) As per the approved sample quality
1.7	WASTE PAPER BASKET Waste paper basket with black colour waste paper Disposable bags
1.8	SIX WHITE LIGHT LED SPOTLIGHTS (9 sqm booth)
1.9	ROUND TABLE (Glass / Wooden)
1.10	MULTI POINT POWER SOCKET 13/15AMP



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PART I

Technical Submission Guidelines

All bidders are requested to provide the information below as per the checklist

Sr.	Technical Submission	Checklist (Yes / No)
a.	Submit a Declaration on letterhead that they have read all the terms & conditions of this RFP and it is acceptable to Them and enclose a signed copy of the RFP.	
b.	Submit their company profile along with a list of previously executed projects in the last 5 years.	
c.	Provide Annual Turnover information for the last 5 years 2025-2026 (Un Audited) 2024-2025 2023-2024 2022-2023 2021-2022	
d.	Inventory List and location of warehouse for inspection if required.	
e.	Organogram of the key personnel in charge of IPHEX project	
f.	List of Manpower	
g.	Self-attested GST / PAN card copies	
h.	Self-attested ESIC / EPF Registration if applicable	
i.	Self-attested Audited Financial Statements for the last 3 years 2025-2026 (Un Audited) 2024-2025 2023-2024	

Date

Name

Designation

Company

Please sign & stamp



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PART II

Financial Submission Guidelines – As per the Annexure – A.

Please note the specification for the Shell scheme Booths to be provided
Please submit your rates in (Rs/sqm) for the following: Estimated Quantity:

Shell Space Area : 4000 Sq.Mtrs
Bare Space Area : 8600 Sq.Mtrs

Booth size & Entitlements	09 sqm	12 sqm
Fascia (1 side / 2 side as per layout) with top branding	Yes	Yes
Poly chem walls as per layout	Yes	Yes
Carpet	Yes	Yes
Chairs	3	4
Waste paper basket	1	1
Lockable Cabinet	1	1
Roundtable (Glass / Wooden)		
Multi socket Power Socket 13/15 Amp	1	1
LED Spot Lights	6	6

S.No.	Description	Qty.	Unit	Rate	Amount (INR)
1	<p>Construction of booths with modular octonorm type white powder coated system and laminated panel, with the following accessories per 9 sqm area (as per design)</p> <p>Maxima Front fascia -3m high with hanging fascia board Lockable counter - 1 No. Glass/wooden top round table - 1 no Fibre Chairs - 3 Nos. Spot lights - 6 Nos. Outlet socket - 1 No. Waste paper basket - 1 No. Fascia name in computer cut vinyl lettering Carpet: Needle punched (new) with lamination (special color) Overhead branding in fabric</p>		Sqm		
2	Registration Set up				
a	Hall 5 Counter (16m wide x 3m), with Maxima structure, wall paneling, furniture, lights, sockets, etc		Sqm		
b	Help Desk Set up in Hall 2, 3, 4 (8m wide x 3m x 3 nos), with Maxima structure, wall paneling, furniture, lights, sockets, etc		Sqm		
c	Pagoda set up at Gate 4		No		
	5m x 5m pagoga with platform & carpet				



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	Furniture, etc		LS
d	Pagoda set up at Gate 10		
	5m x 5m pagoga with platform & carpet		No
	Furniture, etc		LS
e	5m x 5m pagoda at Bhairon Mandir Parking (with table & chairs)		LS
f	Help Desk in 3m x 3m pagoda at Gate 7 (with table & chairs)		LS
3	Conference Set up (Hall 5 FF) (43m x 33m)		
	Construction of Inaugural Hall with following items, made with modular structure		
1	Needle punched Carpet (Standard Colors) (Dark Grey)		Sqm
2	5m high partition wall (Box type), modular, with felt carpet		Sqm
1	Stage - 60ft x 20ft x 2ft high, with carpet, side masking and two steps		Sqft
2	2-seater Sofas		Nos
3	Centre tables		Nos
4	Banquet chairs		Nos
5	Camera Riser 20ft x 4ft, 2 ft high		Sqft
6	Flower decoration in front of stage		LS
7	Speaker podium with LED front		Nos
8	Sofa seats on stage		Nos
9	Coffee tables on stage		Nos
10	Inaugural Lamp		Set
12	Entry Box gate in flex		Nos.
13	Outer Branding (16ft high) - 3 sides		Sqft
14	Inner Branding (16ft high) - 2 Sides (66*5)		Sqft
15	Green room (Modular with furniture)		Sqm
16	LED Riser (60ft x 4ft) x 2 ft high		Sqft
17	Baquet chairs for additional 2 days		Nos
18	Double doors in conference		Nos
19	Delay LED Riser (10 ft x4 ft) x 2 nos		Sqft
20	System partition		Rmt
21	Console tables with masking		Rmt
22	Table Top flower		Nos
D	AV Items for 3 days		
1	LED wall - 60ft x 10ft		Days
2	Watch out server		Days
3	50" Plasma for Head table		Nos
4	Laptop		Nos
5	High Definition DVI Switcher		Nos
6	HDMI Splitter, Perfect Cue Signalling system for Light, sound		LS
7	Sound System With 16 No's of Speakers, 04 No's of Basebins, 04 No's of Stage Monitors, Mixer With Amplifiers Etc		Days
8	Podium mic (2 nos), Cordless Hand Mic (8 nos), Cordless Neck Mic (2 nos)		LS
9	Delay screens (LED Wall: 10ft x 6.6ft)		Nos



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10	Lighting of stage with Goal Post Truss - 80ft wide	LS		
11	Avolite Controller	LS		
12	4 Way LED Binder	LS		
13	LED Parcan RGB Lights	Nos		
14	LED Parcan Warm Lights	Nos		
15	LED Moving Heads	Nos		
16	LED Profile Lights	Nos		
17	Sharpy Lights	Nos		
18	5KVA UPS	Nos		
19	T-Truss	Nos		
3	Buyer Seller Meet Area (70m x 34m)			
	Providing and installing cubicles of 3m x 2m with the following items per cubicle:			
	Wall panels (1m high), fascia, Square table (1), cushion chairs (3), Lights (2), socket (1), waste bin (1) - 150 cubicles of 3m x 2m each	Sqm		
1	Two color carpet in the entire hall (special colors)	Sqm		
2	Box type gates with flex print	Nos		
3	Reception/Waiting area			
	2-level reception counter with bar stool, socket	Nos		
	Cushion chairs	Nos		
	Lights	Nos		
	Sockets	Nos		
	2-seater sofa	Nos		
	1-seater sofa	Nos		
	Centre table	Nos		
4	Preiphery Modular Wall panelling in the hall (2.5m high)	Rmt		
5	Plants and planter	Nos		
6	LED wall (12ft x 8ft)	Nos		
7	LED Riser (12ft x 4ft)	Sqft		
8	PA System	Days		
9	Table number boards (15" x 15"), sunboard	Nos		
10	Programe schedule (2m x 0.15m)	Nos		
11	Panel prints -1m x 1m (Logo)	Nos		
12	Double Doors	Nos		
13	Re imbursement Area chairs	Nos		
14	Re imbursement Area tables	Nos		
15	A-4 size printers	No.		
16	Lap tops with mouse	Nos		
4	Delegate Dining Area:			
	Providing and installing facilities as under:			
1	Carpet (needle punched new) with lamination	Sqm		
2	Modular Wall panelling	Rmt		
3	6ft dia banquet tables with cloth cover and frill	Nos		
4	Banquet chairs	Nos		
5	High Tables	Nos		
6	Buffet tables	Nos		



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7	Double Doors		Nos		
8	Lights		Nos		
9	Sockets		Nos		
10	2-level Beavarge Counter		Rmt		
5	Protocol Lounge (Hall 5 GF) furniture items				
	2-seater sofa		Nos		
	1-seater sofa		Nos		
	Centre table		Nos		
	System tables		Nos		
	Chairs		Nos		
	Glass Round tables		Nos		
	Sockets		Nos		
6	Baggage Storage in Horse Shoe area				
	Carpet		Sqm		
	Racks (1m x 2m high)		Nos		
7	Additional Furniture items (Entry gates, Hall manager room)				
	Tables		Nos		
	Chairs		Nos		
8	Aisle carpeting (new) with lamination (Red Black)		Sqm		
	Foyer Carpet Hall No 2,3,4, 5 and 5 FF		Sqm		
9	Electrical cabling for power distribution		Kw		
10	Kitchen Area items (Hall 5 & Hall 2)				
	Buffet tables with frill		Nos		
	Pedestal fans		Nos		
	150w Metal lights		Nos		
	Sockets		Nos		
	Industrial Exhaust Fan		Nos		
10	Additional items				
	Covering panels in hall 2,3,4,5		Nos		
	Curtain		Nos		
	Sockets		Nos		
	Total				
	GST				
	Grand Total				



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Additional Items for Exhibitors

Sr.	Item	Unit Cost (Rs)	Colour picture of offered item
F-1	Sofa single seater		
F-2	Sofa two / three-seater		
F-3	Sofa three-seater		
F-4	Revolving Armchair cushion upholstered		
F-5	Chair-cushioned seat & back		
F-6	Center table with glass top (3' x 2') - 900x600x450mm (LXWXH)		
F-7	Round/Square table (750mm X750 mm) white, Laminate top on stand		
F-8	Counter 1000mm x 500mm x 750mm (LXWXH) high in Octa norm system with white laminated top		
F-9	Lockable cabinet 1000mm x 500mm x 750mm (LXWXH) high in Octa norm system with white laminated top & one shelf		
F-10	Glass show window 1000 x 500 x 1800 mm high (LXWXH) & with Front glass & 3-4 adjustable glass shelves and one laminated top shelf (to carry 5-6 kg per shelf)		
F-11	Bookshelf 1000mm (length) x 300mm (wide) Laminated / Glass to carry 10-15 kgs.		
F-12	Podium of size 1000mm x 300mm x 1000 high - to carry 15-20 kgs		
	1000mm x 500mm x 1000mm high - to carry 25-30 kgs		
	1000mm x 500mm x 750mm high - to carry 25-30 kgs		



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	500mm x 500 x 1000mm high to carry 25-30 kg		
F-13	Panel in octanorm system of size 1000mm x 2500mm including hanging/pasting (with double side adhesive paste)		
F-14	Glass Panel in octa norm system of Size 940mm x 1200mm		
F-15	Door in octa norm system with lock & key		
F-16	Brochure Stand		
F-17	Bar Stool		
F-18	Pin-up board with Grey / Blue (fixing & hanging 900x900mm)		
	Fabric covering on stand size 900mm X 900mm on stand (Grey & Blue fabric)		
F19	LED white Light 900mm long		
F-20	Socket 5/15 AMP		
F-21	LED Spot Light long arm		
F-22	Steel Almirah (500x900x1500)		



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A1	Fridge 165 ltrs.		
A2	Fridge 100 ltrs.		
A3	Tea/Coffee vending machine (electrical consumption will be extra)		
A4	Tea powder for vending machine a. 50 cups approx./day b. 100 cups approx./day		
A5	Tea Bag Box a. 50 cups approx./day b. 100 cups approx./day		
A6	Coffee powder for vending machine (80 cups approx.)		
A7	Operator for Tea/coffee (Duration of fair)		
A8	Coffee percolator		
A9	Hot & Cold mineral water dispenser 20l capacity (including maintenance) - electrical consumption will be charged extra		
A10	Mineral water Jar (20 L) "Bisleri"		

Date

Name

Designation

Company

Please sign & stamp