

## **Tender**

### **NOTICE FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES..**

Applications are invited from experienced and reputed Event Management Agencies for empanelment in the Ministry of Food Processing Industries, Government of India for a period of three years. The agency shall be required to conceptualize, design, supervise the execution at site and manage the conduct of events, exhibitions, conferences, investors meet, road shows and other promotional activities in India & abroad. They will also be required to follow up the outcome of these events so as to achieve tangible results and flow of FDI & domestic investment in the sector for promotion of trade.

The Application should accompany Refundable Earnest money of Rs. 1.00 lakh (Rupees One Lakh Only) and a non-refundable earnest money of Rs. 10,000 (Rupees Ten Thousand Only) separately in the form of Demand Draft in the name of DDO (Cash), Ministry of Food Processing Industries, GOI payable at New Delhi. The Ministry reserves the right to reject any/all applications without assigning any reasons thereof.

The application form can be obtained from Shri B.K. Jain, Assistant Director from 28.7.2010 to 9.8.2010 latest by 4.00 P.M. by depositing non refundable earnest money of Rs. 10,000 (Rupees Ten Thousand Only) or can be downloaded from our website: [mofpi.nic.in](http://mofpi.nic.in) In case the down loaded proforma is used, the amount of Rs.10,000/-(non-refundable) may be deposited at the time of submission of proposals. The duly filled in proposals would be accepted till 1.00 pm on 18 August 2010 and will be opened on the same day at 3.00 pm in the presence of the tenderer or their authorized representative. The pre-qualified agencies shall be invited to make a presentation to determine their selection.

Sd/-

**(Ms. Vinod Kotwal)**

**Director**

**Ministry of Food Processing Industries**

**Telefax: 26491809**

**Email: [Vinod.kotwal@nic.in](mailto:Vinod.kotwal@nic.in)**

## PRE-QUALIFICATION APPLICATION FORM

**Sub: Application for “Empanelment of Event Management Agency for Ministry of Food Professing Industries.**

**1. Name & Address of the Firm**

Tel/Fax/email details:

2 Date of Establishment of company (enclose Evidence):

3.Nature of company: whether exclusive Event Management Company or having exclusively defined Event Management division. (Enclose details):

4.Annual turn over in last year exclusively in Event Management (Enclose balance sheet, CA”s certificate):

5. Total work experience in Event Management (In Years):

6 List of exclusive events managed in last two years(Attach list with brief details):

7.Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate:

8.Branches(enclose details with address & Telephone no.):

9.Details of income Tax Registration, Enclose IT Clearance / PAN details:

10.Service-Tax Registration details:

11. Professional set up (Complete details of Staff, Designers & others) Enclose list,. (Separate sheet for technically qualified staff):

12. List of present clients & sample of recently done works (enclose details):

13. Any other information :

**This is certified that I have read and understood the enclosed brief and other terms & conditions. I have enclosed all supporting documents and the information given by me is true to the best of my knowledge.**

**Signature & Seal of Tenderer**

1. **Applications are invited from experienced and reputed Event Management agencies for empanelment in the Ministry of Food Processing Industries, Government of India for a period of three years.**
2. The agency shall be required to conceptualise, design, supervise the execution at site and manage the conduct of events, exhibitions, conferences, investors meet, road shows & other promotional activities in India & abroad for promotion of Food processing Sector. **The job of Event Management Agencies shall be organizing of international, national, state level and other special events.**
3. **The Agency's services shall be broadly classified as under:**

I-Conceptualisation of Event.

II-Complete solution to the various aspects of the event.

III. Designing, Lay out, performance & seating plans.

IV Assessment of requirement of various logistics.

V Booking of Venue & selling of the booked space.

VI.Outsourcing of various services.

VII Hiring of Equipments etc.

VIII- Purchase of consumables .

IX. Engaging Celebrities, if required.

X-Issue of Invitations

XI –Public Relations & Media Management.

XII-Any other related services on mutually agreed terms,

XIII-Follow up of any specific event.

XIV-The agency may be asked to perform all or part of above services.

#### **4. Pre qualification criteria:**

1. The company must either be exclusively an event management company or a company having exclusively defined event management division within the company.
2. The agency should have handled prestigious National/International Events for the Government sector the last two years.
3. The average Annual minimum turn over of the company in regard to event management should be Rs.5.00 Crores for last three years. The turn over of event management division (inclusion of details of turn over of advertising and printing or any other activity being done by the firm shall not be accepted) should be reflected in balance sheet/billing details certified by the chartered accountant. In case this turnover is not reflected separately in the balance sheet, a certificate in respect of the turnover of the event management division by the chartered accountant of the company should be enclosed.
4. The company must have work experience of at least three years in event management (inclusion of details of existence of advertising and printing or any other activity being done by the firm shall not be accepted).
5. Either the company must have managed 10 exclusive mega events (involving expenditure of minimum Rs. 1.00 crore) in last three years including at least 3 International Events for Government Sector; or the company must have been listed in the panel for international events, prestigious campaigns/events of Government of India by the concerned Administrative Ministry.

6. No consortium / joint venture shall be considered.

**7. Presentation:**

The pre-qualified firm shall be required to give an A-V presentation at New Delhi on **26 August 2010** (or other) before the selection committee. The presentation shall cover the following points:-

- a. **Work experience in Event Management in terms of years.**
- b. **Turn Over**
- c. **Infrastructure of Firm**
  - (i) **Manpower**
  - (ii) **Network of Offices**
  - (iii) **Other infrastructure support facilities**
- d. **Food Processing related event management experience**
- e. **Details of events managed**
  - (i) **Number of significant events organized**
  - (ii) **Experience of organizing special events**
  - (iii) **Special events that were telecast on Television**
- f. **Details of Films, Exhibitions Cultural Events, PR and MEDIA Planning & Buying done for international events for the government sector**

**Note – The maximum time for presentation shall be 10 minutes.**

- 8 Tender shall be accompanied by an earnest money of Rs. 1 lakh (Rs. One lakh) without which tenders will not be considered.
- 9 All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
- 10 The Ministry of Food Processing reserves the right to accept or reject any application, without assigning any reasons thereof.
- 11 An agreement would be signed between the department and the empanelled firms.
- 12 Other terms and conditions (enclosed) shall also be a part of this tender and binding upon the Tenderer.

**Signature of Tenderer**  
**(Seal)**

## **GENERAL CONDITIONS OF TENDER & CONTRACT FOR EMPANELMENT OF EVENT MANAGEMENT AGENCY (2010-2013)**

Note :- Tenderer should read these conditions carefully and comply strictly while submitting their tenders.

1. Empanelment of event management agency shall be done on the basis of criteria enumerated in the tender and different terms and conditions stated as below. Rate for various jobs shall be called as and when required which shall be on turn – key basis including all expenses on event particular.
2. Tenders must be submitted in properly sealed envelope according to the directions given in the Tender – Notice.
3. Copies of service tax registration & IT clearance certificate should be enclosed.
4. Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms & conditions of the tender.
5. Validity : Tenders shall be valid for a period of three years from the date of acceptance of the tender.
6. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.
7. Earnest money:
  - (a) Tender shall be accompanied by a DD for earnest money of Rs. 1 lakh/- (Rs.One lakh) drawn in favour of DDO(Cash), Ministry of Food Processing Industries, GOI payable at New Delhi without which tenders will not be considered.
  - (b) The earnest money/security deposit lying with the Department/office in respect of other tenders awaiting approval or rejection or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.
  - (c) No interest shall be payable on earnest money deposited with the department.
8. Forfeiture of earnest money : The earnest money will be forfeited in the following cases:
  - (I) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
  - (II) When tenderer does not execute the agreement if any, prescribed within the specified time.
  - (III) When the tenderer does not deposit the security money after the supply order is given.
  - (IV) When he fails to commence the supply of the items as per supply within the time prescribed.

**I/We have carefully gone through/.understood all above terms & conditions and  
I/We shall be binding to the above terms and conditions.**

**Signature of Tenderer**

**DECLARION BY TENDERERS**

I / We declare that I am / we are bonafide Manufacturers / Whole Sellers / Sole  
Distributor / Authorised dealer / dealer / sole selling/ Marketing agent in the goods  
/ Stores / equipments for which I / we have tendered.

If this declaration is found to be incorrect then with prejudice to any other action that may  
be taken, my/ our security may be forfeited in full and the tender to any extent accepted  
may be cancelled.

**Signature of the tenderer**