

EOI FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES



NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION
1ST FLOOR, CORE-1, SCOPE MINAR, LAXMI NAGAR, DELHI.
www.nmdfc.org

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INVITATION FOR EMPANELMENT AS EVENT MANAGEMENT AGENCY (EMA)

1. INTRODUCTION – About NMDFC

National Minorities Development & Finance Corporation (NMDFC) is Public Sector Undertaking (PSU) under Administrative control of Ministry of Minority Affairs, GOI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013). The main objective of the corporation is to extend concessional credit to the “backward sections” amongst the notified National Minority Communities for income generation activities leading to their socio-economic development. The notified National Minorities as per the NCM Act 1992 comprise of Muslims, Christians, Sikhs, Buddhists, Jains & Parsis. NMDFC has All India presence & works as the Apex Corporation. It implements its scheme through the State Channelising Agencies (SCAs) nominated by the respective State Govts/UT Administrations.

The Ministry of Minority Affairs has assigned the work to NMDFC for organising Hunar Haat Exhibitions in different parts of the country. The Hunar Haat Exhibitions are part of the Upgrading the Skills and Training in Traditional Arts/Crafts for Development (USTTAD) Scheme of the Ministry of Minority Affairs, GOI. One of the objective of the scheme is to preserve & propagate the traditional skills of Artisans & Culinary Experts by giving them a platform for sale & display of their handcrafted products through exhibitions organised in different parts of the country. So far 6 exhibitions have been organised by NMDFC viz., Two exhibitions each during IITF 2016 & 2017 and at Baba Kharak Singh Marg, N Delhi; One each at Gandhi Thidal Beach, Puducherry and Islam Gymkhana, Marine Drive, Mumbai. **More such exhibitions are planned in different parts of India during the course of the F.Y 2018-19** and it is with this objective, NMDFC plans to empanel Event Management Agencies (EMA) to Plan, Conceptualise and Organise such Exhibitions.

2. Invitation for Empanelment

NMDFC invites applications from eligible and reputed Event Management Firms/Companies for empanelment through this Request for Empanelment (RFE).

Applicant Firms may note the following:

- a) This request for empanelment is not a request for proposal (RFP) in any form and would not be binding on NMDFC in any form.
- b) Empanelment shall in no way guarantee allotment of work to the shortlisted firms. NMDFC reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
- c) The Applicants must submit their applications in accordance with the requirements contained in this RFE.
- d) NMDFC reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.

3. Application Submission:

Sr. No	Information	Details
1	Addressee and the address at which the application is to be submitted	Sh. J.S. Chauhan Assistant General Manager, Projects & Finance NMDFC, Core-1, 1 st Floor, Scope Minar, Laxmi Nagar, Delhi-110092
2	Date of issue of this Request for Empanelment (RFE)	22 nd June, 2018
3	Last date and time for submission of Applications	12 th July, 2018, 5.00 PM.
4	Duration of Empanelment	1 Year (Extendable upto 3 years)
5	Validity of the Application	180 days
6	Bid Processing Fee	Rs. 3,000/- (Non-refundable)
7	Contact Person for clarification	Mr. Kumar Sudesh, Manager (Fin) arch_sudesh@rediffmail.com

4. Scope of Work:

NMDFC intends to empanel capable Event Management Firms/Companies who shall be responsible for organizing and managing events from conception to completion stage. The scope of activities would include the following:

1. Conceptualization of the Event
2. Complete Solution to the various aspects of the event such as obtaining various permissions/approvals from various Govt. Departments, etc.
3. Designing & layout of the Stalls, Branding of Ministry Pavilion & VIP lounge, Designing & Developing Theme Areas, Complete Branding of the Exhibition, etc.
4. Assessment of requirement of various logistics and arranging the same.
5. Hiring and arranging required equipment.
6. Construction of Stage for the cultural program,
7. Audio-Video recording arrangements of Cultural Programs during the exhibition.

8. Construction of stalls, Ministry Pavilion, VIP Lounge, Gates, etc.
9. Designing, Printing & dispatching of invitations to addresses as provided by NMDFC. .
10. Maintaining Public Relations
11. Designing creative for advertising and promotional activities
12. Promotion and publicity of the event through SMS, Bulk Whats-up, etc.
13. Execution of 360-degree mass media campaigns through Social Media, etc.

The above scope of work will vary and depend on the requirement of the venue of exhibition. The detailed scope of work will be indicated in the Limited Tender to be floated for seeking proposals from EMAs to be empanelled by NMDFC by following the current process.

- The applicant organisation must have full-fledged creative team. The organisation must be capable of conceptualising, designing, fabricating, executing and supervising the various events and activities relating to organising of mega exhibitions.
- While the above-mentioned activities are to give an idea on the nature and type of work involved however, there can be any additional activities of similar nature, which the empanelled firms/companies would be required to undertake, based on the requirements from time to time.
- The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

5. Duration of Empanelment:

The duration of empanelment through this RFE shall be for a period of one year. The period may be extended further in case of ongoing projects, good performance and other reasons as deemed fit by NMDFC.

6. Pre-qualification Criteria

Bidders are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. NMDFC shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No	Eligibility Criteria*	Supporting Document Required	Yes / No and Deviation, if any	Pg Nos
1	The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 & Should have been in existence in India for the last five years.	Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association / Partnership Deed.		
2	The agency must be registered in India with appropriate tax and other administrative authorities.	GST Registration Certificate PAN Card		
3	The organization should have had a business turnover of at least Rs. 25.00 crores in each of the last 3 financial years	Audited Balance sheet certified by CA		
4	The organization should have executed at least 5 events for any government/PSU in last 3 F.Ys. Out of this, at least One Event should comprise of organising exhibition by putting up 50 stalls or more for a duration of at least 7 days.	Work Order and Completion Certificate of the same should be attached along with contact details for the concerned person on the client side		
5	The organization should have executed at least 3 Events of more than Rs.50.00 lakhs including One Event of more than Rs.100.00 lacs for any government/PSU during last 3 F.Ys.	Work Order and Completion Certificate of the same should be attached along with contact details for the concerned person on the client side		
6	The applicant must have at least 25 skilled manpower specializing in executing the various activities in the defined scope of work.	Certificate from the HR/ Head of the Firm and resumes of 5 Key resources with the relevant expertise.		
7	The applicant should have offices in 2 cities across India with an Office in at least One of the Metros. (Delhi, Mumbai, Kolkata, Chennai & Bangalore)	Substantial proof should be given i.e. Rental agreements or electricity bills stands as valid proof		
8	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India during last 1 year period.	Letter of undertaking		

*Exceptions shall be made for Start-ups recognized by the Department of Industrial Policy & Promotion (DIPP) under the Start-up India Action Plan under the experience and turnover criteria.

7. Other Terms and Conditions:

- **Last date of submission:** last date of receipt of sealed applications is 12th July, 2018 upto 5.00 PM. No application shall be entertained after the expiry of the due date and time.
- **Superscription:** The envelope containing the application must be sealed properly and must be super scribed as “**Application for Empanelment of Event Management Organizations**”.
- **Bid Processing Fees:** Bid Processing Fees of Rs. 3,000/- should be paid by way of demand draft in favour of ‘National Minorities Development & Finance Corporation’ payable at New Delhi. The same shall not be refundable.
- **Validity of the Bids:** The applications submitted shall be valid for a period of 180 days subject to increase in the period by mutual consent.
- **Authorized Signatory:** The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
- **Applications sent by post/courier:** The applications may be sent by post/ courier to reach before the scheduled date and time as indicated above. NMDFC shall in no way be responsible for any delay due to post/transit.
- **Empanelment Letter:** NMDFC shall issue an empanelment letter to the successfully qualified Applicants depending upon their prior adequate experience mentioned in the scope of work.

8. The empanelment letter shall not confer any right to engagement.

Vendor or its associates/companies who get empanelled with NMDFC as a result of this empanelment process are not allowed to use the name of NMDFC, its logo, service marks or any document for any purpose without prior written approval of NMDFC.

9. Blacklisting/debarring:

NMDFC reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.

10. Allocation of work post empanelment:

The allocation of work post empanelment among all the empanelled agencies will be made by floating limited tender enquiries as and when the requirements arise.

11. Presentation

As a part of Evaluation of proposals submitted by the applicants, NMDFC will seek presentation from the Organizations for evaluation purposes. The time and date for the presentation will be informed by NMDFC to applicants who meet the above mentioned basic pre-qualification criteria. NMDFC may call for the presentation at a short notice.

12. Amendment to RFE

At any time prior to the last date for receipt of applications, NMDFC may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, NMDFC may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE.

The applicant is required to visit the Tenders Section of NMDFC website for any changes or amendments in the RFE before submitting their Applications.

13. Rejection of Application

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Not properly sealed and signed as per requirements.
- c) Received after the expiry of due date and time.
- d) Missing of any supporting document(s) with the Proposal

14. Documents required:

The proposal should contain the following information:

- a) The Supporting documents mentioned above in the pre-qualification section along with the Annexures to this document.
- b) Any other details that the bidder may like to provide.


15. Disclaimer:

- a) The NMDFC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b) The NMDFC reserves the right
 - To reject any/all applications without assigning any reasons thereof.
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in best interest of NMDFC without assigning any reasons thereof.
 - To include any other item in the Scope of work at any time before the last date for submission of proposals.

16. Submission Details

Interested parties may send their applications along with the profile and other details inside a sealed envelope super-scribing '**Application for Empanelment of Event Management Agencies**' to Assistant General Manager (Projs & Fin), NMDFC, Core-1, 1st Floor, Scope Minar, Laxmi Nagar, Delhi- 110 092. latest by 10th July, 2018, 5.00 PM.

For any further queries, you may please contact the below mentioned person:

Mr. Kumar Sudesh, Manager (Fin), NMDFC: arch_sudesh@rediffmail.com 

Application

Date:

To,
Assistant General Manager (Projs & Fin)
NMDFC
Core-1, 1st Floor,
Scope Minar, Laxmi Nagar – 110 092.

Subject: **Empanelment as Event Management Agency (EMA)**

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with NMDFC as an Event Management Agency (EMA).

The proposal is made by me/us on behalf of..... (Company / Firm/ Association of individuals / Proprietorship) in the capacity of duly authorized to submit the proposal.

I/We understand that NMDFC reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.

AUTHORISED SIGNATORY

(Name and Designation)

Name of Firm:

Address:

E-mail id:

Contact details:

Company Profile:

1	Name of the Applicant Firm	
2	Ownership (Government/ PSU/ Private)	
3	Type of Organization: Partnership firm/ Public Limited Company/ Pvt. Limited Company/ Limited Liability Partnership/Proprietorship/Others (please specify and attach proof)	
4	(i) PAN Number (ii) GST Number	
5	Name and Designation of Key Management Person(s)	
6	Date & Year of establishment of firm	
7	Number of years of experience in the relevant field	
8	a. Number of Permanent Employees	
	b. Number of Permanent Employees engaged in the relevant field	
9	Core Competency	
10	Any other important information about the organization	
11	E-mail Id and contact details of the authorized person	

Signature of Authorised Signatory with Seal
