

APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR ORGANISING EVENT MANAGEMENT SERVICES AT NIFT NEW DELHI

1	Category for Empanelment	1. Abroad () 2. Domestic () 3. State/Institutional ()
2	Name of the Agency/Company/Institute/Organization	
	Whether Proprietorship/ Sole Partnership/Pvt.Ltd/Ltd. Co/Institute	1. Proprietorship 2. Sole Partnership 3. Pvt. Ltd 4. Ltd. Co 5. Institution
	- Name of the Director/President/In Charge	
	- Name of the Contact Person	
	- Mobile No.	
3	Head Office	
	- Complete Address with Pin Code	
	- Telephone No(s)	
	- Fax Number	
	- Email	
4	Branch Office	
	- Complete Address with Pin Code	
	- Telephone No(s)	
	- Fax Number	
	- Email	
5	Contact Person	
	- Name	
	- Designation	

Signature of the Bidder with Seal EOI for Empanelment of Agencies for Event management

	- Complete Address with Pin Code	
	- Telephone No(s)	
	- Fax Number	
	- Email	
6	Year of Establishment(Attach Proof)	
7	Registration Number	
8	GST Registration Number issued by the Concerned Department in favour of the agency	
9	PAN issued by the IT department in favour of the agency	
10	Annual Turnover or last 03 years {along with documentary proof-Audited report}	
	-FY 2015-16	Yes ()/No() INR_____
	-FY 2016-17	Yes ()/No() INR_____
	-FY 2017-18	Yes ()/No() INR_____
11	Total Number of Events conducted in the Last 03 years with client name (Give complete details in Format 1)	_____ Years
12	The name(s) of professional team with adequate experience in Format 2	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
13	An Undertaking that the agency has not been blacklisted by any Govt./ Organization on company letter head	Yes ()/ No()
14	A copy of copy-right license and broadcasting license issued by appropriate Govt. Authority	Yes ()/ No()

Note: Documentary proof may be provided, in support of technical eligibility criteria

DECLARATION

1. I, _____(Name of the Person),
authorizes to declare on behalf of _____
Company/Agency/Institution/Organization) that the agency has
 - i) Full-fledged office establishment with adequate manpower.
 - ii) Organized Events/Exhibitions/Seminars show in
[Please ✓]
 - a. International []
 - b. India []
 - c. State/Institutional Level []
2. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Company/Agency/Institution/Organization does not satisfy the eligibility criteria, our Candidature/empanelment is liable to be cancelled/terminated.
3. I understand that the decision taken by NIFT is final in all matters.
4. I hereby agree to work as per the terms and conditions of NIFT.
5. I understand that the NIFT reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any prior to the award of contract, without assigning any specified reasons whatsoever

Signature: _____

Place: _____

Name: _____

Date: _____

Designation: _____

Organization/Institution Seal (In case of organization and Institution) with Signature

Format- 1

**Experience of executing Event Management Shows during prior 03 years
{ Enclose copies of Work Order, Client Completion Certificate if any}.**

Sl. No	Year	Name of Project	Client	Place	Value (Rs in Lakhs)	Details about the Events, its concept and scale with pictures and videos in CD/DVD

Format- 2**Professional Details of Team Members**

{Enclose copies of Resume clearly stating the year f professional experience}.

S.No	Name of the Professional	Job Profile*	Experience in Relevant areas in years

*Resume to be enclosed with clear statement of years of experience

ASSIGNMENT- SPECIFIC INFORMATION

Evaluation of the response to EOIs:

INTERNATIONAL/NATIONAL LEVEL EVENTS (CATEGORY-A)

Sl. No	Technical Capacity/Criteria	Maximum Score	Maximum Criteria
1	Experience of Organizing Events in last 03(Three) years in International/National/State/International arena	70	Upto 03-05 Events -30 Marks Upto 06-07 Events -50 Marks Above 07 Events - 70 Marks
2	Presentation	30	
	Total	100	

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STATE / INSTITUTIONAL LEVEL EVENTS (CATEGORY-B)

Sl. No	Technical Capacity/Criteria	Maximum Score	Maximum Criteria
1	Experience of Organizing Events in last three years in State/Institutional arena	70	Upto 03-05 Events -30 Marks Upto 06-07 Events -50 Marks Above 07 Events - 70 Marks
2	Presentation	30	
	Total	100	

The bidders fulfilling essential eligibility criteria shall be shortlisted and invited for presentation before a committee.

Each of such session will be maximum 20 minutes duration.

During the interaction/presentation, the shortlisted bidders will be rated on the following parameters:

- Ability to execute shows and the organizational expertise in the field.
- Scale of events executed
- Case presentation on any four of the most significant assignments completed

Highest 06 Agencies who obtained 50 marks and above out of total maximum marks 100 will be empanelled and ranked as H-1, H-2, H-3, H-4 etc. high ranked EOI up to six (06) (number may be less than six but not exceeding six) in each category based on the technical capacity criteria shall be shortlisted and invited for empanelment and execution of agreement thereafter.

Tendering process as per provision of relevant General Financial Rule base on estimated value of the event may be invited from the empanelled agencies only as and when the necessity of organizing and event arises. Contract may be awarded to lowest one.

***** End of Document*****

National Institute of Fashion Technology, New Delhi



Signature of the Bidder with Seal EOI for Empanelment of Agencies for Event Management

राष्ट्रीय फैशन टेक्नोलॉजी संस्थान, दिल्ली

वस्त्र मंत्रालय, भारत सरकार

NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
NEW DELHI

(Ministry of Textiles, Govt. of India)

Inviting Expression of Interest (EOI) For Empanelment of
Agencies for Event Management Services at NIFT New Delhi

1. Date of Issue of EOI: 26/02/2019
2. Last date and time of receipt of EOI: 19/03/2019 (3.00 P.M.)
3. Bid Presentation: 28/03/2019 from 3.00 P.M.
4. Date and Time of opening of (Tech EOI): 19/03/2019 (4.00 P.M.)
5. Place of Submission and opening of the Bids/Address for communication:

The Admin Department,
National Institute of Fashion Technology,
NIFT New Delhi
Hauz Khas, Near Gulmohar Park,
Delhi-110016
<http://www.nift.ac.in/delhi/tenders>

6. Validity of Empanelment : Maximum of 03 Years

NIFT New Delhi

011-26542170/26542161

Email: admin.delhi@nift.ac.in

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DISCLAIMER

- This document does not constitute an agreement nor should it be interpreted as an offer from the organization to empanel/engage an event management agency.
- This document is meant to provide information only and upon the express understanding that the recipients will use it only for the purpose set out herein.
- It shall not be assumed that there shall be no deviation or change in this document.
- While this document has been prepared in good faith, neither the organization nor any of their officers or employees make any representation or warranty or shall have any responsibility whatsoever in respect of this document. Any liability is accordingly and expressly disclaimed.
- This document constitutes no form of commitment on the part of the organization.
- The organization may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.
- The issue of this EOI does not imply that the organization is bound to select a bidder or to appoint the selected bidder for the Project and the organization reserves the right to reject all or any of the bidders or bids without assigning any reasons whatsoever.

EXPRESSION OF INTEREST FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR ORGANISING EVENT MANAGEMENT SERVICES AT NIFT NEW DELHI

LETTER FOR EXPRESSION OF INTEREST

A) BACK GROUND

ABOUT NIFT

National Institute of Fashion Technology(NIFT) has emerged as a leader in fashion education with the ability to integrate knowledge, academic freedom, critical independence and creative thinking. A history of being in existence for 32 years stands as a testimony to it's fundamentals, where academic excellence lies at the core. The institute has stood as a symbol of serious critical engagement, a key enabler in developing competent professionals.

NIFT was established at Delhi in 1986 under the aegis of Ministry of Textiles, Government of India and was subsequently recognized as a Statutory Institute governed by the NIFT Act 2006. NIFT today has emerged as the leading front-runner in the expansion plans of the institute. The current strength of 16 professionally managed campuses across the length and breadth of the country defines its popularity as the country's leading provider of highly trained professionals for the fashion and lifestyle industry.

NIFT- Delhi, as the flagship Campus, carries forward NIFT's Vision to emerge as a centre for excellence and innovation, proactively catalyzing the growth of fashion business through, leadership in professional education with concern for social and human values. The alumni of NIFT- Delhi today occupy eminent positions in the fashion industry and constitute a wide network that supports aspiring students and fresh alumni in their respective professional endeavors. The Delhi Campus has the largest strength of student with 10 full-time programmes and 18 evening programmes.

B) SCOPE OF WORK

NIFT – New Delhi conduct various campus related events like spectrum and convocation whose description is given below:

- i) **SPECTRUM** has been a pursued legacy of NIFT and provides a platform to students from different institution to showcase their talents across different genres. The annual fiesta promise high-quality competitions in events ranging from Quizzes, Debates, Fun Games, Street Plays, etc. this three-day event is one of the most awaited festivals of the year and is held in the month of February.
- ii) **Graduation shows/Exhibition** is an annual event in which each of the disciplines are required to conduct their own events in which students showcase their presentation by means of Fashion Shows, Exhibitions and Seminars etc. The same is held in the month of May.
- iii) **NIFT Annual Convocation** is an annual event in which degrees are awarded to the final year students from disciplines. The same is held in the month of August.

The events list mentioned above are not an exhaustive list as various other events are organized from time to time depending on the mandate given NIFT Head Office, New Delhi.

NIFT New Delhi therefore invites various government/quasi government agencies/vendors to conduct such events at Institutional and Domestic levels. NIFT proposes to empanel organization of repute for executing such events on turnkey basis.

The scope of work will include following:

- Show Production including conceptualization, organization and management of events (Fashion Shows, Exhibitions and Seminars etc)
- Designing and Erecting temporary Stage/Ramp/Green Rooms/ Backdrop
- Providing creative inputs in designing of Fashion Shows/ Exhibition/Seminars etc space including preparation of display material, models, stimulations, etc.
- Taking up all the steps of designing, erecting, setting up and dismantling of exhibition space and structures of events.
- Taking up necessary fabrication according to the designs and space layout at the exhibition and events.
- Decoration and maintenance of exhibition stalls, pavilions and event places.
- Designing & Fabrication of display boards and other signage.
- Preparation of tableau, mobile exhibition units, road shows displays, etc.

- Any other related services on mutually agreed terms related to creative display.
- Printing including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing, printing of invitation cards for various functions and social occasion, conference note pads, information booklets about the conference, parking labels for various venues, mini booklet for programs, files/ folder covers, letter heads, delegate's bags/ folders etc.

- Documentation including photography and videography of the Events including in digital form.
- Show script and professional compering
- Arranging transport and logistics, lodging with provision of cars mini bus and buses, as the case may be. The quality of vehicles and staff should be commensurate with the national stature of the event.
- Organizing press conference, press release and media coverage of the conference.

- Light and Sound design with operation
- Audio- visual setup with Screen and live projection.

C) TECHNICAL ELIGIBILITY CRITERIA

The Agency/Company/Firm/Institution/Organization should be registered with appropriate Government Authority for event management activity and have been organizing event management services in the same field for a minimum of 03 years prior.

- a. The Agency/Company/Firm/Institution/Organization should have an average annual turnover of the last 03 Financial Years i.e. FY 2015-16, FY 2016-17, FY 2017-18. The audited balance sheet of last three years to be attached for the same.
 - b. For the empanelment of Category A. International/National Level –Rs. 1 Crores
 - c. For the empanelment of Category B. International/National Level – Rs. 10 Lacs
1. Agency should have conducted a minimum 03 Events/Seminars/Exhibition/Shows for the category applied for, in last 03 years as the minimum technical criteria for empanelment in the respective category.
 2. The Agency/Company/Firm/Institution/Organization **Should Not** have been blacklisted by central or any state Government or Government Organization/Agency/Institution. An undertaking may be provided for the same.
 3. The Agency/Company/Firm/Institution/Organization should have copy right license, broadcasting license from appropriate Government Authority.
 4. PAN issued by the Income Tax department in favour of the Agency/ Company/Institute/Organization.
 5. GST Registration number issued by concerned Department favour of the Agency/Company/Institute/Organization.

D) GENERAL CONDITIONS

1. NIFT reserves the right to disqualify any Agency/Company/Institution/Organization from the empanelled list, if the service provided by the Agency/Company/Institution/Organization is found to be unsatisfactory or if the information provided for empanelment is found to be false.
2. NIFT reserves the right to reject any application for empanelment without assigning any reason.
3. Agency/Company/Firm/Institution/Organization may submit application for empanelment for any one the category or both or all category i.e. Abroad, National & Domestic and they may clearly indicate the category/categories applied for empanelment.
4. Agency may empanelled for maximum 03 years.
5. The contractors shall be responsible for engaging adequately trained manpower required for providing the services for the event and arrange payment to the staff engaged as per the Labour laws, minimum wages Act, PF, ESI, GST provision etc.