



राष्ट्रीय फैशन टेक्नालॉजी संस्थान, कोलकाता



EOI-01/2022(Pur-Kol)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कोलकाता केन्द्र

(वस्त्र मंत्रालय, भारत सरकार)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KOLKATA

(A Statutory Body governed by the NIFT Act 2006 &
set up by Ministry of Textiles, Govt. of India)

EXPRESSION OF INTEREST

For

“EMPANELMENT OF EVENT MANAGEMENT AND ORGANISATION AGENCY/ COMPANY/ INSTITUTION FOR ORGANISATION OF FASHION SHOW AT INSTITUTIONAL LEVEL AND INDIA ”

Reference No.	EOI-01/2022(Pur-Kol)
Date of Issue	16/08/2022
Last Date & Time of receipt of EOI	05/09/2022 at 2.00 pm
Time & Date for opening (Tech Bid)	05/09/2022 at 03 :00 pm
Bid presentation on	13/09/2000 at 12Noon
Place of Submission and opening of the Bids/Address for communication	NIFT Campus, Block-LA, Plot No. -3B, Sector – III, Salt Lake City, Kolkata- 700106, West Bengal, INDIA
Validity of Empanelment	Maximum of 03 years

Signature of Organisation and Seal

Date: _____



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EXPRESSION OF INTEREST FOR EMPANELMENT OF EVENT MANAGEMENT AND ORGANISATION AGENCIES/ COMPANY/ INSTITUTIONS FOR ORGANISATION OF FASHION SHOW AT INSTITUTIONAL/DOMESTIC

LETTER FOR EXPRESSION OF INTEREST

A) BACK GROUND

ABOUT NIFT

National Institute of Fashion Technology (NIFT), set up in 1986 under the aegis of Ministry of Textiles, Government of India, is a Statutory Institute Governed by the NIFT Act 2006. The 3 decades history of the institute is built on the foundation of core values to nurture academic excellence. Ranked consistently as India's premier institute in fashion education, its focus is on integrating and balancing innovation in technology with traditional craft heritage through invigorating thought leadership, research stimulus, industry focus and creative enterprise which have contributed to its distinctive academic repertoire. The curricular thrust and pedagogic practices of NIFT have been instrumental in its pre-eminent status as a beacon of serious critical engagement, and a key enabler in developing competent professionals. The periodic Upgradation of the curriculum addresses and incorporates the current issues and challenges of the fashion industry fostering innovative thinking with associated skills are testimony to its global standing among peer institutes.

(B) SUBMISSION OF BID AND AVAILABILITY OF TENDER DOCUMENT

i. Complete set of Bidding Document in English may be downloaded at free of cost from CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) and from NIFT's website URL:<https://nift.ac.in/kolkata>.

Corrigendum/addendum, if any, shall be published only on the aforesaid website and separate communication in this regard will not be sent for the same to any individual.

ii. Instructions regarding submission of online bids are available at URL: <https://eprocure.gov.in/eprocure/app>

iii. Bids shall be submitted through online only. Manual / physical bids will not be accepted.

iv. On submission of online bid, please intimate the same to the e-mail ID: purchase.kolkata@nift.ac.in



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C) SCOPE OF WORK

Organizing Fashion Shows in India and Abroad

NIFT is called upon by various government and quasi government agencies to conduct fashion show at Institutional, Domestic and International levels. NIFT proposes to empanel organisations of repute for executing such fashion shows on turnkey basis.

The scope of work will include following:

(1) Choreography

1. Show Production including conceptualisation, organisation and management
2. Hiring of female and male Models
3. Coordinating fittings of Show garments prior to the show on the final models and dress rehearsals
4. Artist fee for hair and makeup of models for the day of the Show.
5. Show script and professional compering
6. Music compilation for entire fashion sequence including coordination of entire operations and presentation with necessary license to play music in public
7. Designing and erecting temporary stage/ramp/ green rooms/ backdrop
8. Wardrobe manager including ironing, proper handing over ensembles
9. Photography / documentation of the show (Stills and Videography)
10. Travel , Boarding and Lodging of Models, Artists, Crew
11. Light and Sound design with operation
12. Audio-visual setup with Screen and live projection

D) TECHNICAL ELIGIBILITY CRITERIA



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1. The Agency/Company/Firm/Institution/Organisation should be registered with appropriate Government Authority and have been organising Fashion Shows for last 3 years.
2. The Agency/Company/Firm/Institution/Organisation should have an annual turnover of 3 Financial Years out of 5 years i.e. FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21 and FY 2021-22.

For the empanelment of Category A. Abroad	- Rs. 02Crores
For the empanelment of Category B.India	- Rs. 01Crore
For the empanelment of Category C.Institutional level	- Rs. 20Lakhs

3. Agency should have conducted at least 03 fashion shows for the category applied for, in 03 years out of 5 years as the minimum technical criteria for empanelment in the respective category.
4. The list of professional team with adequate experience i.e. Choreographer, Designer, Model, Technical Team etc.
5. The Agency/Company/Firm/ Institution/Organisation should not have been blacklisted by Central or any State Government or Government Organisation/ Agency/Institution. An undertaking may be provided for the same.
6. PAN issued by the Income Tax department in favour of the agency/ Company / Institution / Organisation/Proprietor (in case of proprietorship firm).
7. GST Registration number issued by the Central Excise Department in favour of the Agency/Company/Institution/Organisation/Proprietor (in case of proprietorship firm).

E) GENERAL CONDITIONS:

The copy of the following documents should be enclosed alongwithEols:-

1. NIFT reserves the right to disqualify any Agency/ Company/ Institution/ Organisation from the empanelled list, if the service provided by the Agency/ Company/ Institution/ organisation 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. The Agency/ Company/ Firm/ Institution /Organisation may submit application for empanelment for any one the category or both or all category i.e. Domestic and Institutional they may clearly indicate the category/categories applied for empanelment.
4. Agency may be empanelled for maximum 03 years.



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APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT AND ORGANISATION AGENCIES/
COMPANY/ INSTITUTIONS FOR ORGANISATION OF FASHION SHOW AT INSTITUTIONAL AND DOMESTIC

1.	Category for Empanelment (Domestic/Institutional)	
2	Name of the Agency/ Company/ Institution/ Organisation	
	- Whether Proprietorship/Sole Partnership/Pvt. Ltd. /Ltd. Co./Institution	
	- Name of the Director/President/ In-charge	
	- Name of the contact person	
	- Mobile No.	
3	Head Office	
	- Complete Address	
	- Telephone Number (s)	
	- Fax Number	
	- Email	
4	Branch Office (s)	
	- Complete Address	
	- Telephone Number (s)	
	- Fax Number	
	- Email	
5	Contact person	
	- Name	
	- Designation	
	- Complete Address	
	- Telephone Number (s)	
	- Fax Number	
	- Email	
6	Year of Establishment (attach proof)	
7	Registration Number	
8	GST Registration Number issued by the Central Excise department in favour of the agency	
9	PAN issued by the IT department in favour of the agency/ Proprietor (in case of proprietorship firm)	
10	Annual Turnover of 03 years out of 5 years (along with authentic documents proof -Audited report/P&L Statement, etc. reflecting turnover)	
	- FY 2017-18	
	- FY 2018-19	
	- FY 2019-20	
	- FY 2020-21	
	- FY 2021-22	
11	Total number of Fashion Shows conducted in 3 years out of 5 years with client name (Give complete details in Format 1)	
12	The list of profession team with adequate experience i.e. Choreographer, Designer, Model, Technical Team etc. in Format 2	
13	An undertaking that agency has not been blacklisted by any Govt./organisation .	



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Note: Enclose documentary proof in support of technical eligibility criteria.

DECLARATION

1. I _____ (Name of the person) am authorized to declare on behalf of _____ (Name of the Company/Agency/Institution/Organisation) that the agency has

(i) Full-fledged office establishment in with needed manpower.

(ii) Organized fashions shows in India

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/ Organisation does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled / terminated.

2) I understand that the decision taken by NIFT is final in all matters.

3) I hereby agree to work as per the terms and conditions of NIFT.

4) 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 time prior to the award of contract, without assigning any specified reasons whatsoever.

Signature _____ Place _____ Name _____

Date _____ Designation _____

Organisation/Institution Seal (In case of organization and Institution)/Signature



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ASSIGNMENT - SPECIFIC INFORMATION

Evaluation of the response to EOIs:

INDIA FASHION SHOWS

S. No	Technical Capacity / Criteria	Maximum Score	Marking Criteria in 3 years out of 5 years
1.	Experience of organizing Fashion Shows in last three years in India	70	Upto 3-5 Fashion Shows - 30 marks Upto 6-7 Fashion Shows - 50 marks Above 7 Fashion Shows - 70 marks
2.	Presentation	30	
		100	

INSTITUTIONAL LEVEL

S. No	Technical Capacity / Criteria	Maximum Score	Marking Criteria in 3 years out of 5 years
1.	Experience of organizing Fashion Shows in last three years in Institutions / Colleges / Product launches	70	Upto 3-5 Fashion Shows - 30 marks Upto 6-7 Fashion Shows - 50 marks Above 7 Fashion Shows - 70 marks
2.	Presentation Duration : 20 Minutes	30	
		100	

The bidders fulfilling essential eligibility criteria shall be shortlisted and called for presentation before a Committee. Each of such session will be of 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 fashion shows 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 EOIs 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.

Seal & Signature of the tenderer with date & seal



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Tendering process as per provision of relevant GFR based on estimated value of the event may be invited from the empanelled agencies only as and when the necessity of organising a Fashion Show arises. Contract may be awarded to lowest one.

Format - 1

Experience of executing fashion shows during 3 years best of 5 years
(Enclose copy of Work Order, Client Completion Certificate if any).

S. No.	Year	Name of the project	Client	Place	Value (Rs. In Lakhs)	Details about the fashion show, its concept and scale

Format - 2

Experience of executing fashion shows during 3 years best of 5 years
(Enclose copy of Work Order, Client Completion Certificate if any).

S. No.	Name of Professional	Job Profile	Experience in relevant area in years

Seal & Signature of the tenderer with date & seal