

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
**(A Statutory Institute under NIFT Act 2006**  
**& ISO 9001-2008 CERTIFIED),**  
**(MINISTRY OF TEXTILS, GOVT. OF INDIA)**  
**NIFT Campus, Doorbhash Nagar, ITI Premises, Rae Bareli – 229010**  
**(Tel: 0535-2702426)**

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NIFT/RBL/PUR./11/E.O.I./2017-18

Date: 10.04.2019

**INVITATION FOR EXPRESSION OF INTEREST**

**FOR**

**EMPANELMENT OF EVENT MANAGEMENT AGENCY FOR ORGANIZING OF  
“special activities like Fashion Show, Convocation, Spectrum, Exhibition etc.” for  
NIFT RAEBARELI**

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|----|--|---|
| 1. | Reference No.  | : NIFT/RBL/PUR./11/E.O.I./2017-18   |
| 2. | Date of Issue of EOI   | :10.04.2019   |
| 3. | Last Date & Time of receipt of EOI                                     | :2.05.2019 by 15.00 Hr.   |
| 4. | Reply of Pre Bid Query   | :24.04.2019   |
| 5. | Pre Bid Presentation   | :22.04.2019   |
| 6. | Time & Date for opening of (Tech Bid)                                  | : at 15.30 Hr. on 2.5.2019  |
| 7. | Place of Submission and opening of the Bids/ Address for communication | :Joint Director,<br>NIFT CAMPUS, DOORBHASH<br>NAGAR – RAEBARELI-229010  |
| 8. | Validity of Empanelment  | : Maximum of 03 years<br>OR<br>Initially for 01 year(any additions<br>/deletion may be Reviewed after<br>01 year) |

Note: The e-tender notice and e-tender document is available for viewing and applying on <https://nifttenders.eproc.in>

(Purchase Officer –I/c)  
NIFT-Raebareli

**(E.O.I. FORM)**

**EMPANELMENT OF EVENT MANAGEMENT AGENCY FOR ORGANIZING OF “special activities like Fashion Show, Spectrum, Inauguration, Exhibition etc.” for NIFT RAEBARELI**

**LETTER FOR EXPRESSION OF INTEREST**

**A) INTRODUCTION**

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.

NIFT-Raebareli is situated in Raebareli at Doorbahs Nagar, ITI Premises, Raebareli-U.P. At present approx. 500 students pursuing under Graduation in 04 years Design and Technology courses and 02 years Post Graduate Management course.

NIFT Donations are exempted u/s 80 (G) of Income Tax Act. and being registered with DSIR, NIFT is entitled for Custom/Central Excise duty Exemption.

**B) Submission of Bid:**

- (a) The interested firms should apply online and submit their EOI along with scanned copies of all the relevant certificates, documents, etc. in support of their technical—all duly signed – on the <https://nifttenders.eproc.in> from 10/04/2019 to 2.5.2019 up to 3.00 P.M. EOI documents is also available for viewing on the “tenders” link of the NIFT website i.e. <https://nifttenders.eproc.in>.

OPENING DATE FOR ONLINE SUBMISSION OF TENDER	10.04.2019
PRE-BID OFFLINE MEETING	22.04.2019 at 3.00 PM
REPLY OF PRE-BID QUERY	24.04.2019
CLOSING DATE FOR ONLINE SUBMISSION OF TENDER	2.5.2019 up to 3.00 PM
Date and time of opening of tender (Technical Bid)	2.5.2019 up to 3.30 PM
Earnest Money Required:	The EMD will be submitted only those bidders who are found to be technically qualified after evaluation of technical of EOI and financial bid will be obtained from the bidders as per scope of work time to time.

- (b) Application to this tender will be accepted only through the online mode <https://nifttenders.eproc.in>. No other mode of tender shall be considered an such tender shall not be accepted.
- (c) For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

**Annual Registration Charges of Rs. 2000 + applicable taxes through online**

**Basic Requirements**

The basic requirements for registration and applying for tender online are as under:

Operating System should be windows 7 or above .

Java version : Java 8 update 25.

Use Internet Explorer 11 version.

All java add-ons must be enabled in the system.

Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

**For online procedure tenderer may contact on following Helpdesk officers:**

Email: [niftsupport@c1india.com](mailto:niftsupport@c1india.com), [sandeep.bhandari@c1india.com](mailto:sandeep.bhandari@c1india.com)

Phone: 0124-4302033/36/37

- (d) In order to ensure right quality and required specification to be delivered and for clarification, if any, on the terms & condition of the tender, bidder(s) may visit the venue location before the bidding/pre-bid meeting where the services are to be provided and quote accordingly.
- (e) The Financial bid will be invited only those bidders who are found to be technically qualified after evaluation of technical bids of EOI.
- (f) The interested firms are advised to read carefully the entire EOI document before submitting their EOI and the EOI documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.
- (g) Amendment to tender: At any time prior to the last date of submission of EOI, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify the EOI document by issuing corrigendum/addendum. Corrigendum/addendum to this EOI shall be published in the site [www.nift.ac.in/raebareli](http://www.nift.ac.in/raebareli) & <https://nifttenders.eproc.in> . Prospective bidders are advised to regularly visit the above website to keep track of corrigendum, if any.

- (h) NIFT has right to accept or reject any / or all the tenders/quotations from any or all parties without assigning any reason is reserved.

### **(c) SCOPE OF WORK**

Expression of Interest(EOI) for Empanelment of Event Management Agency for organizing Fashion Shows/Convocation/Spectrum/Exhibition 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 Event Management (Fashion Shows/Convocation/spectrum/Exhibition etc.) on turnkey basis.

#### **The scope of work will include following:**

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

#### **(D) GENERAL TERMS & CONDITION:**

- 1. Earnest Money Deposit(EMD):** The EMD will be submitted only those bidders who are found to be technically qualified after evaluation of technical of EOI and financial bid will be obtained from the bidders as per scope of work time to time. As refundable Earnest Money Deposit (EMD) through demand drafts only drawn in favour of "National Institute of Fashion Technology, RAEBARELI".

The EMD of the successful bidder shall be returned after the successful execution of contract / order and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand drafts of EMD shall be liable for rejection. No interest shall accrue on this EMD amount deposited. However, the EMD will be forfeited in following cases:

- a. If selected bidder does not supply the materials.
- b. If selected bidder supplies sub-standard materials.

The firms who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industrial (SSI) are exempted to submit the EMD (Copy of registration must be provided along with).

If financial bid received without EMD Fee the same will be rejected. In the event of non performance of the job the EMD will be forfeited.

- 2.** In the event of unsatisfactory services rendered by the contractor, monetary fine as decided by NIFT Authority will be imposed for every default during the period of event.
- 3.** 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.
- 4.** NIFT reserves the right to reject any application for empanelment without assigning any reason.
- 5.** The Agency/ Company/ Firm/ Institution/Organisation may submit application for empanelment for any one the category or both or all category i.e. Event Management Institutional and they may clearly indicate the category/categories applied for empanelment.
- 6.** Agency may be empanelled for maximum 03 year However, any additions/deletion may be reviewed by the Competent Authority yearly basis.
- 7.** At any time prior to the last date of submission of EOI, NIFT may for any reason, whether at its own initiative or in response to a clarification requested by prospective agency/firm, modify the EOI document by issuing corrigendum/addendum. corrigendum/ addendum to this EOI shall be published only on website [www.nift.ac.in](http://www.nift.ac.in) Prospective agency/firm are advised to regularly visit the website: [www.nift.ac.in](http://www.nift.ac.in) to keep track of corrigendum/addendum, if any.
- 8.** National Institute of Fashion Technology reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s) and is not bound to accept the lowest evaluated bid since due weightage shall be given to several factors besides the commercial bid and decision of NIFT to that effect shall be final & binding

#### **(E) TECHNICAL ELIGIBILITY CRITERIA**

- 1.** The Agency/Company/Firm/Institution/Organisation should be registered with appropriate Government Authority and have been organising Event Management Fashion Shows/College Activity for last 3 years.

2. The Agency/Company/Firm/Institution/Organisation should have an annual turnover of the last 3 Financial Years i.e. FY 2015-16/FY 2018-19, FY 2016-17 and FY 2017-18.  

For the empanelment of Category A .	Abroad	– Rs. 5 Crores
For the empanelment of Category B.	India	- Rs. 2.5 Crores
For the empanelment of Category C.	Institutional level	- Rs. 0.5 Cores
3. Agency should have conducted at least 03 Event Management of fashion shows/college activity for the category applied for in any Govt. organization/Reputed Educational Institution in last 03 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. The Agency/Company/Firm/Institution/Organisation should have copy right licence, broadcasting licence from appropriate Government Authority.
7. PAN issued by the Income Tax department in favour of the agency/ Company / Institution / Organisation.
8. GST Registration number issued by the Central Excise Department in favour of the Agency/Company/Institution/Organisation.

## APPLICATION

## FOR

**EMPANELMENT OF EVENT MANAGEMENT AGENCY FOR ORGANIZING OF “special activities like Fashion Show, Spectrum, Inauguration, Exhibition etc.” for NIFT RAEBARELI**

1.	Category for Empanelment (Abroad/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	<b>Head Office</b>	
	- Complete Address	
	- Telephone Number (s)	
	- Fax Number	
	- Email	
4	<b>Branch Office (s)</b>	
	- Complete Address	
	- Telephone Number (s)	
	- Fax Number	
	- Email	
5	<b>Contact person</b>	
	- Name	
	- Designation	
	- Complete Address	
	- Telephone Number (s)	
	- Fax Number	
	- Email	
6	Year of Establishment ( <b>attach proof</b> )	
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	
10	Annual Turnover of last 03 years ( <b>along with documents proof -Audited report or certified statement by CA</b> )	
	- FY 2015-16 or FY 2018-19	
	- FY 2016-17	
	- FY 2017-18	
11	Total number of Event(Fashion Shows, Collage Activities etc. conducted in last 3 years with client name ( <b>Give complete details in Format 1</b> )	
12	The list of profession team with adequate experience i.e. Choreographer, Designer, Model, Technical Team	

	<b>etc. in Format 2</b>	
13	An undertaking that agency has not been blacklisted by any Govt./organisation .	
14	A copy of copy-right licence and broadcasting licence issued by appropriate Govt. Authority.	

**Note:** Documentary proof may be provided, 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 and abroad

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.

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

4) I herby 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 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

**ASSIGNMENT - SPECIFIC INFORMATION**

Evaluation of the response to EOIs:

**ABROAD FASHION SHOWS**

S. No	Technical Capacity / Criteria	Maximum Score	Marking Criteria
1.	Experience of organizing Event/Program/Fashion Shows in last three years in International arena	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	

**INDIA FASHION SHOWS**

S. No	Technical Capacity / Criteria	Maximum Score	Marking Criteria
1.	Experience of organizing Event/Program/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
1.	Experience of organizing Event/Program/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	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.

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 Event/Program/ Fashion Show arises. Contract may be awarded to lowest one.

**Format - 1**

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

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

**Format - 2**

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

<b>S. No.</b>	<b>Name of Professional</b>	<b>Job Profile</b>	<b>Experience in relevant area in years</b>

**Note: Each page submitted by the bidder must be signed and attested.**