



EOI Fee: Rs. 500/- Only

राष्ट्रीय फैशन टेक्नालॉजी संस्थान, शिलांग

वस्त्र मंत्रालय, भारत सरकार

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY,
SHILLONG**

(Ministry of Textiles, Govt. of India)

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

1. Reference No: 11726/Pur/NIFT SHL/Tender/2015 – 16
2. Date of Issue of EOI: 17/03/2018
3. Last date and time of receipt of EOI : 06/04/2018 (3:00 PM)
4. Reply to Pre Bid Query: 27/03/2018 upto 11 am
5. Pre Bid Presentation: 27/03/2018 from 1 pm
6. Time and Date of opening of (Tech EOI): 09/04/2018
7. Place of Submission and opening of the Bids/Address for communication:

The Purchase Officer,
National Institute of Fashion Technology,
NIFT Shillong Campus,
(Old NEIGRIHMS Campus),
'C' Block, Pasteur Hills
Lawmali, Shillong - 793 001, Meghalaya
<https://www.nift.ac.in/shillong/tenders>

EOI fee of Rs 500/- in the form of DD favouring NIFT Shillong payable at Shillong to be attached with the documents if the form is downloaded from the website

8. Validity of Empanelment : Maximum of 03 Years

NIFT Shillong Campus

0364-2590240/2591492

Email: purchase.shillong@nift.ac.in

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 SHILLONG**

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.

NIFT Shillong started its operations in the year 2008 and is presently running 2(two) Undergraduate and 1(one) Postgraduate programmes.

B) SCOPE OF WORK

NIFT - Shillong conducts various campus related events like spectrum and convocation whose description is given below:

SPECTRUM has been a pursued legacy of NIFT and provides a platform to students from different institutions to showcase their talents across different genres. The annual fiesta promises high-quality competitions in events ranging from Quizzes, Debates, Fun Games, Street Plays, etc. This two-day event is one of the most awaited festivals of the year and is held in the month of February.

NIFT Annual Convocation is an annual event in which degrees are awarded to the final year students from disciplines and 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.

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

NIFT Shillong therefore invites various government/quasi government agencies/vendors to conduct such events at Institutional and Domestic levels. NIFT proposes to empanel organizations 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 occasions, conference note pads, information booklets about the conference, parking labels for various venues, mini booklets 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.
- Organising press conferences, 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

1. The Agency/Company/Firm/Institution/Organization should be registered with appropriate Government Authority and have been organizing event management services 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 2014-15, FY 2015-16 and FY 2016-17.
 - b. For the empanelment of Category A. International/National Level - Rs. 1 Crores
 - c. For the empanelment of Category B. Institutional/State Level - Rs. 10 Lacs
2. Agency should have conducted a minimum 03 Events/Seminars/Exhibitions/Shows for the category applied for, in last 03 years as the minimum technical criteria for empanelment in the respective category.
3. 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.
4. The Agency/Company/Firm/Institution/Organization should have copy right license, broadcasting license from appropriate Government Authority.
5. PAN issued by the Income Tax department in favour of the Agency/Company/Institution /Organization.
6. GST Registration number issued by the Central Excise Department in favour of the Agency/Company/Institution/Organization.

D) GENERAL CONDITIONS

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. Abroad, National & Domestic and they may clearly indicate the category/categories applied for empanelment.
4. Agency may be empanelled for maximum 03 years.

E) Expression Of Interest Fee

A Demand Draft from any nationalised bank amounting to **Rs 500/- (Five Hundred Only)** drawn in favour of **NIFT Shillong** payable at **Shillong** as Expression of Interest Fee needs to be enclosed along with this form if the same is downloaded from the website.

**APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR ORGANISING
EVENT MANAGEMENT SERVICES AT NIFT SHILLONG**

1	Category for Empanelment	1. Abroad () 2. Domestic () 3. State/Institutional ()
2	Name of the Agency/ Company/ Institution/Organization	
	- Whether Proprietorship/Sole Partnership/Pvt. Ltd/Ltd. Co/Institution	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 Central Excise 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 2014 - 15	Yes ()/No () INR _____
	- FY 2015 - 16	Yes ()/No () INR _____
	- FY 2016 - 17	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. / Organisation on company letter head	Yes ()/No ()
14	A copy of copy-right license and broadcasting license issued by appropriate Govt. Authority	Yes ()/No ()
15	Whether Demand Draft amounting to Rs 500/- drawn in favour of NIFT Shillong payable at Shillong enclosed	Yes ()/No ()

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

Signature of the Bidder with Seal _____

EOI for Empanelment of Agencies for Event Management

DECLARATION

1. I, _____ (Name of the person), authorized to declare on behalf of _____ Company/Agency/Institution/Organisation) that the agency has
 - (i) Full-fledged office establishment with adequate manpower.
 - (ii) Organized Events/Exhibitions/Seminars shows in
[Please ✓]

International	[]
India	[]
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/ 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 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 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) 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 the Project	Client	Place	Value (Rs in Lacs)	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 of professional experience}.

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

* Resumes 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 Organising Events in last 03 (Three) years in International/National/State/Institutional arena	70	Upto 03 - 05 Events - 30 Marks Upto 06 - 07 Event - 50 Marks Above 07 Events - 70 Marks
2	Presentation	30	
	Total	100	

STATE / INSTITUTIONAL LEVEL EVENTS (CATEGORY – B)

Sl. No	Technical Capacity/Criteria	Maximum Score	Maximum Criteria
1	Experience of Organising Events in last three years in State/Institutional arena	70	Upto 03 - 05 Events - 30 Marks Upto 06 - 07 Event - 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 of 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 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 General Financial Rules based on estimated value of the event may be invited from the empanelled agencies only as and when the necessity of organising an event arises. Contract may be awarded to lowest one.

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

Signature of the Bidder with Seal _____

EOI for Empanelment of Agencies for Event Management