



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, शिलांग  
वस्त्र मंत्रालय, भारत सरकार  
**NATIONAL INSTITUTE OF FASHION  
TECHNOLOGY, SHILLONG**  
(Ministry of Textiles, Govt. of India)  
**EOI No: 11726/Pur/NIFT SHL/Tender/2015-16/EOI-1**

**INVITES  
EXPRESSION OF INTEREST  
FOR  
EMPANELMENT OF EVENT MANAGEMENT AND  
ORGANISATION AGENCY/ COMPANY/ INSTITUTION  
FOR ORGANISATION OF FASHION SHOW AT  
INSTITUTIONAL LEVEL/ INDIA AND ABROAD**

Date of Issue of EOI: 11/11/2019

1. Last date and time of receipt of EOI : 02/12/19 12:Noon
2. Pre Bid Presentation: 20/11/19 11:00am to 2:pm
3. Date and Time of opening of (Tech EOI): 02/12/19 4:00pm
4. 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>  
0364-2590240/2590971  
Email: purchase.shillong@nift.ac.in

**EXPRESSION OF INTEREST FOR EMPANELMENT OF EVENT MANAGEMENT  
AND ORGANISATION AGENCY/ COMPANY/ INSTITUTION FOR ORGANISATION  
OF FASHION SHOW AT INSTITUTIONAL LEVEL/ INDIA AND ABROAD**

1. Reference No.
2. Date of Issue of EOI
3. Last Date & Time of receipt of EOI
4. Reply of Pre Bid Query
5. Pre Bid Presentation
6. Time & Date for opening of (Tech Bid)
7. Place of Submission and opening of  
the Bids/ Address for communication
8. Validity of Empanelment Maximum of 03 years

Signature of Organisation and Seal

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

## **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 hentage 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 Up gradation 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) 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 organizations of repute for executing such fashion shows on turnkey basis.

The scope of work will include following:

#### **(1) Choreography**

1. Show Production including conceptualization, organization 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 comparing

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

**C) TECHNICAL ELIGIBILITY CRITERIA**

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 the last 3 Financial Years i.e. FY 2014-15, FY 2015-16 and FY 2016-17.  

For the empanelment of Category A.	Abroad	- Rs. 02 Crores
For the empanelment of Category B.	India	- Rs. 01 Crore
For the empanelment of Category C.	Institutional level	- Rs. 20 Lakhs
3. Agency should have conducted at least 03 fashion shows for the category applied for, 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. 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)

#### **D) GENERAL CONDITIONS**

The copy of the following documents should be enclosed along with Eols:-

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

**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 Fashion Shows in last three years in International arena	70	Up to 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 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 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 short listed 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 Fashion Show arises. Contract may be awarded to lowest one.

1.	Category for Empanelment (Abroad/Domestic/Institutional)	
2	Name of the Agency/ Company/ Institution/ Organisation	
	- Whether Proprietorship/ Sole Partnership/Pvt. Ltd. /Ltd. Co. Insituation	
	- Name of the Director/ President / In-charge	
	- Name of the contact person	
	- Mobile No.	
3	<b>Head Office</b>	
	- Complete Address	
	- Telephone Number	
	- Fax Number	
	- Email	
4	<b>Branch Office (s)</b>	
	- Complete Address	
	- Telephone Number	
	- Fax Number	
	- Email	
5	<b>Contact person</b>	
	- Name	
	- Designation	
	- Complete Address	
	- Telephone Number	
	- Fax Number	
	- Email	
6	Year of Establishment (attach proof attached)	
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 organization firm)	
10	Annual Turnover of last 03 years (along with document s proof -Audited report )	
	- FY 2014-15	
	- FY 2015-16	
	- FY 2016-17	
11	Total number of Fashion Shows conducted in last 3 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 Forma t 2	
13	An undertaking that agency has not been blacklisted bv any Govt./organization .	

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



### DECLARATION

1. \_\_\_\_\_ (Name of the person) am authorized  
To declare \_\_\_\_\_ on behalf of \_\_\_\_\_ (Name of the  
Company/Agency/Institution/Organization) 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/ 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 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

**Format - 1**

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

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