

EOI Ref No: NER/MKTG/25/SURAJKUND/22/1445

Date: 29.12.2022

North Eastern Regional Agricultural Marketing Corporation Ltd. (NERAMAC)

(A GOVERNMENT OF INDIA ENTERPRISE)

EXPRESSION OF INTEREST

FOR

**Event Manager for representing North Eastern Region Cultural Event
In Surajkund Mela 2023**

EXPRESSION OF INTEREST

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites sealed Expression of Interest of Event Managers/contractors for providing specialized artists (approximately 300) from North Eastern States representing various dance and music forms of these states for the event to be held at 36th Surajkund International Craft Mela scheduled to take place from 03 – 19 February 2023 at Faridabad, Delhi-NCR.

Important Dates

Last date and time for the submission of Bid: **09 January 2023 at 15.00 hrs.**

Date of opening of Bids : **09 January 2023 at 16.00 hrs**

Place of opening of Bids : NERAMAC HEAD OFFICE

9, Rajabari Path, Ganeshguri,

Guwahati, Assam 781005

In case the date opening falls on a holiday, the bids shall be opened on next working day at the same time and it will be binding on the Tenderer/ Bidders for acceptance.

The objective of seeking Expression of interest is to finalise the Event Manager/contractor with NERAMAC for execution of work at Surajkund Mela, Faridabad, India.

ELIGIBILITY CRITERIA

1. The applicant should have registration with GST Department.
2. The applicant should not have been blacklisted/banned by any of the State and Central Government Departments in the past.
3. The applicant must have the experience of doing Government Exhibitions/Events.
4. Copies of the work orders must attach with the tender.
5. The applicant firm/company should have profit making P&L account and balance sheet.
6. Preference will be given to the applicant who had done exhibitions etc in Delhi and NCR in the past.
7. Applicant has to submit the turnover certificate signed by the chartered accountant.
8. Applicant should have similar experience of conducting event/exhibition of having cultural shows of north east artist for government departments.
9. Given the international stature of the event, and short time available for completion of work, the applicant must have the experience of having participated in works related to Surajkund Mela in the past.

SUBMISSION OF EXPRESSION OF INTEREST

Expression of Interest should be submitted in two sealed envelopes

Envelop-1 (Technical Bid) and Envelop-2 (Financial Bid)

1. Envelop-1 Technical bid (following documents to be submitted)

- Profile of the company/firm.
- Detailed Concept Note etc for the event.
- Proposed Travel Details of the artist (Plans)
- Details of similar events done earlier along with the work order copies.
- Undertaking that the applicant have not been blacklisted/banned by any of the state and central government in the past
- Certificate of turnover signed by the chartered accountant.
- GST registration certificate.
- Any other certificate if taken by the company/firm.

2. Envelop-2 Financial bid

Financial bid will be inclusive of the following: -

- Providing specialized artists (approximately 300) from North Eastern States representing various dance and music forms of these States.
- The artists would be required to showcase two cultural events of about two hours duration in the opening and closing of the event i.e. on 3rd and 19th February 2023.

- Artists would also be needed for events to be held in every 2 - 3 days(which the successful bidder would need to finalize with the Surajkund Authorities).
- The travel, boarding, lodging, etc.of these Artists would need to be factored by the successful bidder.

The financial bid should include all expenses as per the scope of works given in the tender.

Note:- Taxes should be clearly mentioned

SELECTION PROCESS

Evaluation will be done on both Technical and Financial Bids (QCBS-Quality Cum Cost Based Selection 70:30)

Technical Evaluation will be done as per below format:-

| <u>Ser</u> | <u>Criteria</u> | <u>Scoring</u> |
|-------------------|---|-----------------------|
| 1. | Experience of the applicant for executing the exhibition/event in Delhi and NCR. | 15 Marks |
| 2. | Experience of doing similar type of events of conducting event/exhibition of having cultural shows of north east artist for government departments. | 15 Marks |
| 3. | Concept/ Methodology of the eventand complete travel plan for smooth Function of the programme. | 70 Marks |

Only those agencies which obtain a minimum 70 marks in technical evaluation will qualify and only their financial bid will be opened

EVALUATION FINANCIAL

The final evaluation will be done on composite score (70% weightage to technical score and 30% weightage to financial score) as per QCBS method.

The marking would be done on all the presentations. The vendors who secure minimum 70 marks in technical presentations will be short listed and only their financial bids shall then be opened.

After the financial marks are obtained the technical and financial marks will be added up and the bidder scoring highest aggregate marks will stand selected.