

EOI Ref No: NER/MKTG/25/SURAJKUND/22/1447

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
in Surajkund Mela, 2023**

EXPRESSION OF INTEREST

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites sealed Expression of Interest of Event Managers/contractors for one Permanent structure representing the entire North Eastern Region, one Temporary Gate for the event of 'Surajkund Mela' spreading across an area of around 2000 sq. Feet in the event 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 : **9 January 2023 at 15.00 hrs.**

Date of opening of Bids : **9 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 must have similar experience of event/exhibition at Delhi/NCR of constructing gates/structure at events/fairs/melas for government departments.

SUBMISSION OF EXPRESSION OF INTEREST

Expression of Interest should be submitted in two sealed envelopes

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

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

- Profile of the company/ firm.
- Details of similar events done earlier along with the work order copies.
- Undertaking that the applicant have not been backlisted/ 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 Construction of one Permanent structure representing the entire North Eastern Region, one Temporary Gate for the event of 'Surajkund Mela' spreading across an area of around 2000 sq. Feet in the event 36th Surajkund International Craft Mela scheduled to take place from 03 – 19 February 2023 at Faridabad, Delhi-NCR as per the design.

The financial bid should include all expenses including the transportation & Logistic of Raw Materials & Exhibits & back to Assam and including all work 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 in the past of constructing gates/structure at events/fairs/melas for government departments.	15 Marks
3.	Complete plan for smooth Function of the Structures/gates and display of the exhibits.	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.