

EOI Ref No: NER/MKTG/25/SURAJKUND/22/1446

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 and Bharat Parv Festival 2023 - II**

EXPRESSION OF INTEREST

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites sealed Expression of Interest of Event Managers/contractors for installing and running Food Stalls at Bharat Parv Festival to be held at Lal Qila, New Delhi from 26 – 31 January 2023 and 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 Bharat Parv Festival, Delhi and 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/Food stall Fabrication etc
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 & constructing food stalls at various events/melas/fairs 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 the following: -

- At SurajkundMela, construction and stall decoration of customised eight Authentic Food Stalls representing eight North Eastern States of India
- The stall theme should be in continuation to the State themes made for artisans at the NER Theme state enclosure.
- The stall would be for sale/ display of food products
- The SoW would include, designing and decoration of Stall including providing chefs & helpers, the supply of utensils/water for cooking and all other requirements of food stalls including any type of furniture etc.,
- One live/interactive cooking counter where a North-East food product would be made.
- One minor display counter for NERAMAC products.

- One counter to promote Millets.
- At Bharat Parv, within the same budget as above, decoration of four stalls provided by Bharat Parv authorities to represent all the 8 North Eastern States, provisioning of chefs/ helper, utensils, furniture etc to make them fully functional for sale of cuisine.
- The details of the persons for Bharat Parv Festival needs to be submitted to the organizers 15 days prior to the event by the selected bidder keeping in mind the high level security in the area at that time.

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 similar experience of event/exhibition of constructing food stalls at various events/melas/fairs in Delhi/NCR for Government departments in the past.	15 Marks
3.	Complete plan for smooth Functioningof Stalls.	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 based on 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.