
EXPRESSION OF INTEREST FOR EVENT MANAGEMENT OF NIFTEM CAMPUS INAUGURATION

NATIONAL INSTITUTE FOR FOOD TECHNOLOGY AND ENTREPRENEURSHIP MANAGEMENT (NIFTEM) is being set as apex world class institute of global standards in Food Science & Technology. The Institute will cater to the needs of entrepreneurs, industry, exporters, policy makers, the government and the existing institutions in the area of Food Processing sector.

The Inauguration of this ₹ 600 Crore, 100 acre NIFTEM project Campus located in Kundli, Dist. Sonapat, Haryana is scheduled to be held shortly in Jan'2011. For the ensuing high profile inauguration ceremony, NIFTEM intends to appoint a reputed and highly resourceful and capable Event Management Agency.

NIFTEM invites sealed tenders in the prescribed format under two-bid system - Techno-Commercial Bid (unpriced) & Financial Bid (priced) - from the reputed Event Management agencies who could produce documentary evidence in support of their experience of organizing events involving inauguration of premier institutions/ events by President of India, Vice-President of India, Prime Minister of India or other similarly placed higher dignitaries. Agencies having a minimum average annual turnover of ₹ 1.00 crore during the last three financial years and experience of managing high profile events in the last 5 years only need to apply.

Interested agencies can obtain the detailed tender document containing the terms & conditions from the office of **“Secretary, National Institute of Food Technology Entrepreneurship and Management, 3rd Floor, AMDA Building, 7/6, Siri Institutional Area, August Kranti Marg, New Delhi-110049”** against submission of a non-refundable Demand Draft of ₹ 1000/- (₹ One Thousand only) drawn on any nationalized / scheduled bank in favour of **“NIFTEM”** payable at **New Delhi**. The time schedule of tendering is specified below:

Issue of tender document	From 27 th Dec'2010- 3 rd Jan'2011 (11.30 AM)
Pre-bid conference	30 th Dec'2010 at 12.00 Noon
Last date & time for submission of tender	3 rd Jan'2011 by 2.00 PM
Presentation of Technical bids	3 rd Jan'2011 at 4.30 PM in R.No 120, Panchsheel Bhavan, August Kranti Marg, New Delhi-110049
Earnest Money Deposit (EMD)	₹ 1,00,000 (Rs. One lakh only) through Demand Draft

The tender document can also be downloaded from MOFPI website "www.mofpi.nic.in" and the same will be accepted along with the tender fee of ₹.1,000.00 (One Thousand only), mentioned above, through a separate Demand Draft favoring "**NIFTEM**" payable at New Delhi. **Offers by Fax /e-mail/Telegram will be summarily rejected.**

Secretary, NIFTEM reserves the right to reject any or all of the tenders in part or full without assigning any reason(s).

- Sudhir Kumar, Secretary, NIFTEM Society/ Director, MFPI- Ph:011-26497131/32/33; FAX: 01126497134

SCOPE OF WORK FOR PROVIDING EVENT MANAGEMENT SERVICES FOR THE INAURATION OF NIFTEM CAMPUS

Scope of work for Event Manager for Inauguration of NIFTEM Campus.

1. Signage
 - Publicity gate
 - Welcome Hoardings
 - Welcome panel at Entry gate
 - Vertical logos
 - Car Parking Panels
 - Podium Logos
 - Wooden Podium
 - Seating Boards
 - Name Plates
 - Backdrop
 - Logo for Admin. Block
 - Bunting for Institute Picture
 - 2 side Buntings
 - Hanging buntings for various Spot

2. Team for Saraswati Vandana / National Anthem
3. Master of ceremony
4. Protocol Staff
5. Photography & videography
6. Stage erection with backdrop & stage management
7. Flower arrangement
 - Main Gate
 - Inaugural stone structure
 - Head table
 - In front of the head table
 - Podium
 - Side of the head table
 - Bouquet (VVIP)
 - Dining area
 - Central table
 - Inaugural lamp with accessories
 - Sound System-3

- 9 Hanger structure (water proof & fire proof) with ceiling inside
 - Main hall
 - Dining area
- 10 Carpet for hanger structure
- 11 General lighting inside the hanger
- 12 Gensets (Sound Proof)-3
- 13 Tent items to requirement
- 14 Cloth Masking, wherever necessary.
- 15 Lunch arrangement for about 1500 persons with Exclusive VVIP arrangement secluded from the general Lunch Area.
- 16 Badges with plastic cover & Car parking stickers
17. Bamboo structure gate on the road side, if required.
- 18 Portable toilets
- 19 Arrangement for Refreshments etc.
20. Media room with furniture.
21. Police Control Room

Note: The above List is indicative only. Additions could be made as per protocol requirements.

**TENDER DOCUMENT FOR PROVIDING EVENT
MANAGEMENT SERVICES FOR THE NIFTEM CAMPUS
INAUGURATION**

Cost of Tender Document: Rs 1000 (Rs. One Thousand Only)

Deposited vide NIFTEM Receipt No. _____ dated _____

Demand Draft No. _____ dated _____ drawn on (Bank) _____

**Last date & time for submission of duly filled- in Tenders :
3rd Jan'2010 by 2.00PM**

**(Dully filled – in Tender Documents, complete in all respects, to
be dropped in the Box kept at Reception of NIFTEM's registered office)**

Date & Time of presentation of Technical Bids :

**3rd Jan'2011 at 4.30 PM in R.No 120, Panchsheel Bhavan, August Kranti Marg, New
Delhi**

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT

**TENDER FOR PROVIDING EVENT MANAGEMENT SERVICES
FOR THE NIFTEM CAMPUS INAUGURATION**

NAME OF THE TENDERER (as per Registration Certificate)	
COMPLETE POSTAL ADDRESS OF THE TENDERER WITH PHONE NO, FAX NO & E-MAIL ADDRESS (as per Registration Certificate)	

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT

**TENDER FOR PROVIDING EVENT MANAGEMENT SERVICES
FOR THE NIFTEM CAMPUS INAUGURATION**

TECHNICAL BID

1. EARNEST Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs.1,00000 (Rupees One Lakh) drawn on (name of the Bank) _____ in favor of NIFTEM payable at New Delhi (To be enclosed with Technical Bid)
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COMPANY/ FIRM PROFILE	
1.Name of the Company/ Firm and Complete registered address 1 (a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) 1 (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof? 1 (c) Were you or your company ever required to suspend event management services for a period of more than 06 months continuously after you commenced the Event Management Services? If so, give the name of the contract and reasons thereof. 1 (d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give	

name of the contract and reasons for not completing the contract.	
2. Name, Designation and Tel. No (s) of the Contract Person -Fax No(S) -e-mail address	

3. Year of commencement of Business	
4. Statutory Details (photocopy to be attached) -Registration No. of the Firm -PAN -RPFC-Registration No. -Service tax Registration No.	
5. Income Tax Returns for the last three financial Years	

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

S. No.	Name of the Client organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No (s)	Date on which the contract was awarded	No. of persons deployed by your firm	Details of the Event (Enclose photos if any). Names of the VVIPs involved in the event.

7. Volume of business done during the last three years (please submit documentary evidence) (Rs. in Lakh)

Details of annual financial turnover (gross) to be supported by the	2007-08	2008-09	2009-10
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audited balance sheet			

ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS

1. Experience of organizing events involving inauguration of premier institutions/ events by President of India, Vice-President of India, Prime Minister of India.
2. Average Financial Turn-Over (Gross)
The bidder's average annual financial turnover (gross) in event management services during the last three financial years, i.e., 2007-08, 2008-09 and 2009-10, duly audited by CA should not be less than ` 1.0 crore. Year in which no turnover is shown would also be considered for working out the average.
3. Performance certification: The bidders' performance, as per format at **Annexure-__** for each work completed in the last three years and in hand should be certified by a responsible person from the concerned organization. The certificate should also indicate the compliance of statutory requirements
4. The applicant should be in the business of event management for a minimum period of five years as on 31.03.2010
5. **Tenders received without proper documents, including demand draft, shall be summarily rejected.**
6. **Relationship with Employees:**

NIFTEM will debar parties from tendering having relatives working in NIFTEM and/or any other unit of NIFTEM. A non-relationship Certificate (at **Annexure -)** is required to be submitted.

NB: A person shall be deemed to be a relative of another if, (a) they are members of a Hindu undivided family; or (b) they are husband and wife, or (c) the one is related to the other in the following manner; father, mother (including step mother), son (including step son), son's son's son, son's son's wife, son's daughter, son's daughter's son, wife, daughter's daughter, daughter's daughter's husband, brother (including step brother), brother's wife, sister (including step sister), sister's husband.

EVALUATION PROCEDURE

70% of weightage shall be given to the technical bid and 30% to financial bid. The technical bid will carry maximum marks of 100. The maximum mark for each activity of technical bids as under:

(1) The technical bids will be scrutinized on the basis of basic eligibility criteria. Thereafter, the short listed bidders would be required to make presentations and /or written submissions to a Technical Committee of officers constituted for the purpose. The presentation will broadly cover the following: -

	Max. Marks
a) The background of the organization.	15
b) Details of such major previous work done during the last 5 years and past experience in carrying out similar works of high profile event management.	35
c) Duration of Event Management beyond 5 years	10
d) Satisfactory performance certificates from Client Organizations for Conducting Events efficiently and successfully.	10

(2) The financial bids of only those agencies will be opened who score minimum of 50% marks in the technical bids. The cost evaluation will be done under Combined Quality cum Cost Based System .

Selection will be based on weightage system of technical & financial evaluation by a Committee. **70 percent** weightage would be given to technical part and **30 percent** weightage would be given for financial part. The calculation of score for financial quote would be based on the following formula:-

$L1 = 30$ marks

$L2 = \frac{30 \times L-1}{L-2}$ and similarly L3, L4-----(depending on no. of parties)

After adding up the scores obtained in the technical competence and financial quote, the agency which secured the highest marks (H-1) will be awarded the project for event management.

GUIDELINES FOR SUBMISSION OF TENDER

1. The bids are to be submitted in two parts –
 - (i) Sealed Technical Bid, along with a Demand Draft for Rs.1,00,000- (Rupees One Lakh only), drawn in favour of NIFTEM payable at NEW DELHI, towards Earnest Money Deposit (EMD) in one sealed envelope super-scribed "TECHNICAL BID FOR PROVIDING EVENT MANAGEMENT SERVICES FOR THE INAURATION OF NIFTEM CAMPUS". Tender Document received without EMD will be summarily rejected;
 - (ii) Sealed Financial Bid placed in a separate envelop super-scribed: "FINANCIAL BID FOR PROVIDING EVENT MANAGEMENT SERVICES FOR THE INAURATION OF NIFTEM CAMPUS".
2. The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed "BID FOR PROVIDING EVENT MANAGEMENT SERVICES FOR THE INAURATION OF NIFTEM CAMPUS". This bigger envelop, bearing the name & complete postal address of the bidder, should be addressed to the Secretary, National Institute of Food Technology, Entrepreneurship And Management, 3rd Floor, AMDA Building,7/6, Siri Institutional Area, August Kranti Marg New Delhi – 110049 and deposited in the Tender Box kept in the reception Area on or before **2.00 p.m. on 3.01.2011**. Tenders received after due date & time shall not be accepted.
3. The bidders shall be requested to make presentation before a Technical Evaluation Committee about their technical competence to organize the high profile inauguration of NIFTEM Campus.
4. The date for making such Technical Presentation has been fixed on 3rd Jan'2011 at 4.30PM in Room No. 120, Panchsheel Bhavan, August Kranti Marg, New Delhi-110049. The bidders should come prepared alongwith their laptops, PPT pre-loaded in Pendrive/ flash drive, in addition to their bid documents.

**Participation of near relatives of employees in the tender / execution of works
in units.**

I,S/o R/o

..... hereby certify that none of my relative (s) as mentioned in Clause No. 19 of Section (h) of the tender document is/are employed in NIFTEM as per details given in tender document. In case at any stage, if it is found that the information given by me is false/ incorrect, NIFTEM shall have the absolute right to take any action as deemed fit without any prior intimation to me.

TENDERERS SIGNATURE OFFICIAL SEAL STAMP

ANNEXURE-II

FORMAT FOR PERFORMANCE CERTIFICATION REFERRED IN POINT NO.19 (e)

(Furnish this information for each individual work from the Client for whom the work was executed)

1. Name of the contract and location

2. Agreement no.

a. Scope of Contract

b. Contract Cost

c. Date of event

e. Amount of compensation levied, if any

f. Performance Report

(i) Standard of Event Management- Excellent/Very Good/Good/Fair

(ii) Resourcefulness - Excellent/Very Good/Good/Fair

g. Compliance of all statutory requirements- Yes / No

(Seal of the Organization)
Date:

(Signature of the Responsible Authority)