



DIRECTORATE OF INDUSTRIES
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“EXPRESSION OF INTEREST(EOI)”

Proposals are invited from reputed/experienced firms for Selection of Event Partner for **Uttarakhand Investors Summit-2018**. Details can be obtained from website www.doiuk.org, uktenders.gov.in or www.uttarainformation.gov.in

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|---|------------------------------|
| 1. Availability of EOI Document - | Dated: 26.05.2018 |
| 2. Last Date for submission of EOI-
PM | Dated: 12.06.2018 up to 5.00 |

Director, Industries Uttarakhand reserves the right to accept or reject any proposal or all the offers without assigning any reason.


Director, Industries.

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF EVENT MANAGEMENT
AGENCY/COMPANY/INSTITUTION FOR ORGANISATION OF UTTARAKHAND
INVESTORS SUMMIT 2018**

Eoi Reference No.: Q61

Date 25/5/2018

Directorate of Industries, Department of MSME, Government of Uttarakhand invites **Expression of Interest** from reputed '**Event Management Agency**' for supporting the State of Uttarakhand in investment promotion Summit.

The document can be downloaded from the website <https://www.doiuk.gov.in> or <http://uktenders.gov.in> Response to this Request for Expression of Interest (REOI) shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

The last date of submission of Eoi is 12/06/2018, 5.00pm through either online at <http://uktenders.gov.in> or offline at the office of Directorate of Industries, Department of MSME, Dehradun.

Issuer

Director

Directorate of Industries,

Department of MSME

Government of Uttarakhand

Patel Nagar, Dehradun

Uttarakhand, India

1. Invitation

The information contained in this request for expression of interest (hereinafter referred to as "REOI" document provided to the bidders, by Directorate of Industries, Department of MSME, Government of Uttarakhand (hereinafter referred to as the "DEPARTMENT"), or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this REOI document and all other terms and conditions subject to which such information is provided.

REOI Document availability	26/05/2018
Last date for receiving Queries	2/06/2018
Date of Pre-Bid Meeting	4/06/2018 At 11:00 AM
Response to queries	4/06/2018
Eoi Submission Due Date – Online/offline	12/06/2018 Upto 5:00 PM
Eoi Opening	13/06/2018 At 11:00 AM
Eoi Submission Due Date – Online/offline	www.doiuk.org / http://uktenders.gov.in
Contact Details	Directorate of Industries, Department of MSME, Government of Uttarakhand, Patel Nagar, Dehradun, Uttarakhand, India. ph. No- + 91-1352728227 Fax+ 91-1352728226 Email ifc.uttarakhand@gmail.com

Note:

1. The DEPARTMENT reserves the right to change any schedule of bidding process. Please visit DEPARTMENT website mentioned in the document regularly for the same.
2. Proposals must be received not later than time, date, venue mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

2. Background

a. About Uttarakhand

Uttarakhand was formed on 9th November 2000 as the 27th State of India, when it was carved out of northern Uttar Pradesh. Located at the foothills of the Himalayan mountain ranges, it is largely a hilly State, having international boundaries with China (Tibet) in the north and Nepal in the east. On its north-west lies Himachal Pradesh, while on the south is Uttar Pradesh. The state is divided into two divisions, Kumaon and Garhwal, with 13 districts. The capital of Uttarakhand is Dehradun, which is also a railhead and the largest city in the region.

The State is rich in natural resources especially water and forests with many glaciers, rivers, dense forests and snow-clad mountain peaks. Besides, the State is also gifted with almost all major

climatic zones, good rainfall, good rail and road communication, technical educational facilities, research laboratories, management institutes, etc.

With a view to inculcate rapid growth in industrial sector, such industries which aim to utilities natural resources available in Uttarakhand and which can generate employment for local inhabitants are being classified as thrust area. The state has identified focus areas, viz. Food Processing, Horticulture, Herbal & Aromatic, Tourism & Hospitality, Wellness & AYUSH, Pharmaceuticals, Automobiles, Sericulture & Natural Fibres, IT, Renewable Energy, Biotechnology, Film Shooting, for expediting industrial development in the state.

b. Objectives

Directorate of Industries, Department of MSME, Uttarakhand in its endeavour to promote industrial activity in the State and establish Uttarakhand as one of the prime investment destinations, has concrete plans to create awareness among existing and prospective entrepreneurs about the current incentives and facilities being offered by Government of Uttarakhand for facilitating Investment. In this backdrop, the state has plans to participate in and organize events, conferences, seminars, road shows, business development meets, G2B meets etc.

In addition, the department wants to exploit the investment potential created through recent single window clearance and ease of Doing Business initiatives of State Government into actual investment in the state and management of the existing and proposed projects.

c. Scope of Work

Uttarakhand Investors' Summit 2018 is expected to be hosting upto 1,000 delegates. It will be a two day event which will include the Inaugural session, valedictory session, various sectoral sessions, cultural functions and Exhibition. As of now, 8 sessions in total are being planned. The **shortlisted bidders for RFP stage are advised to visit the proposed event venue (International Cricket Stadium Dehradun)** and present a plan of event execution in the technical presentation which should cover all the aforementioned aspects. The selected Bidder will have to provide requisite structures, competent manpower and services after making a proper assessment in consultation with the Department / National Partner or any of designated agencies:

The Scope of Work for the proposed engagement will primarily consist of the following:

- a) **Pre – Event Activity** : Conceptualization of the Event plan based on the venue and requirements of Department of Industries in assistance with National Partner; Venue Development including hanger, Participation Arrangements, Marketing and Promotion,
- b) **Event Activities** : Opening and Closing Ceremonies, Staffing, Executive Business Center, Support Services (housekeeping, sanitation, food court etc.), Security, Food arrangements, Branding in and around the city and beautification of the venue, Exhibition & Cultural Programme
- c) **Technical Services**: Power & Electricity, DG Sets, Changeover switches, lighting, Main wiring & cabling, Fans. A/Cs, Power distribution board, Sound system

The detailed scope, team composition and project duration would be defined in the RFP stage.

3. Criteria for Shortlisting

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the tender documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services of 'Event Management' for Uttarakhand Investors Summit 2018 to Government of Uttarakhand and support services sought by the Directorate of Industries, Department of MSME, Uttarakhand, for the entire period of the contract. The invitation to this REOI is open to all bidders who qualify the eligibility criteria as given below:

S. No.	Criteria	Documentary Evidence
1	Firm should be a registered entity with minimum 5 years of existence as on 01 April 2018 in the business of event Management	Certificates of Registration/ Incorporation.
2	The firm should have a minimum average turnover of INR 25 crore in each of the last 3 financial years (FY 2015-16, 2016-17 & 2017-18)	Certificate from statutory auditor /audited financial statements for the three previous Financial years / for FY 2017-18, unaudited CA certificate can be attached
3	Firm should have organized at least 2 (two) 'Events' in the last 5 (five) Financial Years (viz; FY 2013-14, FY 2014-15, FY 2015-16, FY 2016-17, FY 2017-18). For the purpose of this section of Tender Document, Event would be deemed to include: <i>Seminars, conferences, exhibitions, forums, conclaves or any combination of the same related to fields of Infrastructure Sector financing, investments or any other similar field for a government State/Central Government or any government of foreign Country or their agencies". Comprising at least 750 delegates or 200 exhibitors or 500 delegates plus 100 Exhibitors.</i>	Letter of Award/Agreement/Work Order duly certified by the authorized signatory of the bidding company along with Event Brochure/Circular/Any other promotional material to be enclosed in support of projects
4	Firm should have at least 50 employees on the organization's payroll as on 01 April 2018.	Undertaking to be issued by HR Head of respective organization/ Proof of no. of employees from the statutory records like EPF etc
5	Firm must not be disqualified/black listed/terminated/debarred by any State/Central Government or their agencies	Self-certification by the authorised signatory. Non-disclosure of the same will lead to the elimination from the short listing process

4 Evaluation Process

- i. The DEPARTMENT will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- ii. The Proposal Evaluation Committee constituted by the DEPARTMENT shall evaluate the responses to the REOI and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- iii. The decision of the Proposal Evaluation Committee in the evaluation of responses to the REOI shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.

5 Instruction to the Bidders

5.1 Submission of REOI Responses

Eoi shall be submitted online on <http://uktenders.gov.in> or offline at the office of Directorate of Industries, Department of MSME, Dehradun with clearly specifying details required as per Annexure – 1 on Criteria for Shortlisting. The evaluation will be done by the Evaluation Committee based on the documents submitted online or offline.

5.2 Eoi Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the REOI process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of Eoi, in providing any additional information required by the DEPARTMENT to facilitate the evaluation process and other costs related to the bid process. The DEPARTMENT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.3 Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

5.4 Late Submissions

- i. Hard copy of Eois received after the due date and the specified time (including the extended period if any) for any reason whatsoever, will not be entertained and will be returned unopened.

- ii. The Eoi submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- iii. The DEPARTMENT reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

6 Other Terms:

- i. The DEPARTMENT, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the REOI document.
- ii. The DEPARTMENT will issue the Request for Proposal (RFP) document only to the shortlisted bidders, as would be shortlisted based on this REOI document. The detailed technical evaluation would be specified in the RFP document.
- iii. Right to reject any or all Expressions of Interest - Notwithstanding anything contained in this document, the Authority reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation.
- iv. The Authority reserves the right to reject any Expression of Interest, if
 - a. At any time, a material misrepresentation is made or uncovered, or
 - b. The agency does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Expressions of Interest.
- v. At any time before the submission of Expression of Interest, the Authority may, whether at its own initiative or in response to a clarification requested by a potential Consultant, amend the EOI by issuing an Addendum / Corrigendum, which shall be uploaded on website www.uktenders.gov.in & www.doiuk.gov.in only and also may extend the deadline for submission of Expressions of Interest.

Form-1
Particulars of the Bidder

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be enclosed):
6. PAN (Copy to be enclosed)
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Worldwide presence:
10. Presence in India:
11. Total no. of employees:
12. No. of employees in Event Management services:
13. Details of contact persons:
14. Any other details:

Name:

Designation:

Contact tel. No.:

Mobile no.:

Fax no.:

Email id:

Postal address:

(Signature of Authorized signatory)

Form-2
Financial Capacity of the Bidder

Particulars	Rupees in Crores		
	2015-16	2016-17	2017-18
Annual turnover exclusively from Event Management services of the bidder. Turnover of sister concerns / affiliates would not be considered.			
Average Turnover for 3 year			

(Signature of Authorized signatory)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No. of Chartered Accountant

Form-3

Experience of the bidder as per various conditions mentioned in Section 3

Event Name:		Country
Project Location Within Country:		Type of Event: No. of Exhibitors: No. of Business Delegates: No. of Participants: Cost (RsCrore):
Nature of Client		
Start Date (Month/Year)	Completion Date(Month/Year)	Approx. Value of Services (in INR):
Description of the Project:		
Description & Samples (if any) of Actual Services provided:		

This is to certify that the above information has been examined by us on the basis of Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of conducted summits and found correct.

(Signature, Address, Seal & Membership No. of Chartered Accountant) OR (Signature of the Authorized Signatory)

Note:- Documents viz. Letter of Award/Agreement, duly certified by the authorized signatory of the bidding company/Chartered Accountant to be enclosed in support of projects. In addition, samples of creatives, video links etc. also needs to be furnished as sought in individual conditions of Section 3.

Form-4

Undertaking Total number employees in payroll of the organisation

We undertake that there are ____ number of employees in the payroll of the ____ (name of the bidder) directly engaged in providing event management services as on 1st April 2018.

Name & signature of the HR Head of the bidder

Name & signature of the authorized signatory