

Reference Number: 5150

Request for Expression of Interest (REOI)

For

For Empanelment of Event Management Agency/Company/Institution

For

"Uttarakhand Wellness Summit2020"



उत्तराखण्ड सरकार

14 February 2020

**Directorate of Industries (DOI)
Government of Uttarakhand
Patel Nagar, Dehradun
Uttarakhand, India
Pin Code: 248001**

NOTICE

INVITING EOI FOR

**For Empanelment of Event Management Agency/Company/Institution
for
"Uttarakhand Wellness Summit2020"**

Directorate of Industries, Department of MSME, Government of Uttarakhand invites expression of interest from reputed Design & Media Agency of national and international repute for supporting the State of Uttarakhand for the Wellness summit proposed to be held in April 2020.

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 27 February, 2020 upto 5.00pm through online at <http://uktenders.gov.in>.

Issuer

Director

**Directorate of Industries, Department of MSME
Government of Uttarakhand, Patel Nagar, Dehradun
Uttarakhand, India**



Contents

1. Invitation	4
2. Background.....	5
2.1. About Uttarakhand	5
2.2. Objectives	5
2.3. Scope of Work	7
3. Criteria for Shortlisting.....	7
4. Evaluation Process	8
5. Instruction to the Bidders.....	9
5.1. Submission of REOI Responses	9
5.2. EOI Preparation Costs	9
5.3. Language.....	9
5.4. Late Submissions.....	9
6. Other Terms:.....	9
Annexure-I.....	11
FORM - 1.....	11
FORM - 2.....	12
FORM - 3.....	13
FORM - 4.....	14

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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	14 February, 2020 from 10 a.m.
Last date for receiving Queries by e-mail mpr@doiuk.org	19 February, 2020
Date of Pre-Bid Meeting	20 February, 2020 at 3 p.m. in Dol Dehradun
Response to queries	21 February, 2020
Eoi Submission Due Date – Online	27 February, 2020 upto 5 p.m.
Eoi Opening	28 February, 2020 at 11 a.m. in Dol Dehradun.
Eoi Downloading Site	www.doiuk.org/http://uktenders.gov.in
Eoi Submission Site	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: ipfc@investuttarakhand.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.
3. Proposals that are received after the deadline WILL NOT be considered in this procurement process.



2. Background

2.1. 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, such sectors which aim to utilize natural resources available in Uttarakhand and which can generate employment for local inhabitants are being classified as **Focus sectors**. The state has identified **Focus sectors**, viz. Food Processing, Horticulture, Herbal & Aromatic, Tourism & Hospitality, **Wellness & AYUSH**, Pharmaceuticals, Automobiles, Sericulture & Natural Fibres, IT, Renewable Energy, Biotechnology, Film Shooting, for expediting economic development in the state.

To position Uttarakhand as a preferred Investment Destination, the State organized its maiden global Investors Summit i.e. **Destination Uttarakhand** in 2018 which was a remarkable success. In its endeavour to sustain the good work done and to promote its focus sectors, sector wise Investment Promotion activities are being planned. The state intends to leverage its existing competitive advantages and identify new investment opportunities through these activities to generate employment.

2.2. Objectives

Directorate of Industries, Department of MSME, Uttarakhand in its endeavour to promote economic 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 potential of the **Wellness & AYUSH** sector in Uttarakhand.

In this backdrop, the state has plans to participate in and organize events, conferences, seminars, road shows, business development meets, G2B meets etc culminating in a Wellness summit which is currently proposed to be held in April 2020.

The summit will be designed, to be a high-level gathering of top industry executives, the invitation-only Summit will bring together decision makers from around the world. The event will have theme-based sessions, live experiences, experiential activities spanning around segments like spa & hospitality, health retreats, traditional healing, alternative medicine & herbs, wellness tourism, healthy eating, nutrition, wellness lifestyle & public health.

As a precursor to the main summit, the state govt. also plans to organize Curtain Raiser / Ambassador Round Tables in Uttarakhand & conduct National / International roadshows in select geographies, aiming to sensitize the investor community with the traditional & rich heritage, cultures & attributes of Wellness that is inherent to the state & which offer great investment opportunities.

The state wishes to showcase Uttarakhand as the premier Wellness destination not only of India but of the world by running a media campaign focusing on

1. Its rich legacy of being the sought-after place for spiritual & physical wellbeing and its status as the Yoga capital of the world
2. As an ideal destination for luxury spa, yoga & meditation retreats
3. As a state known for its organic produce and the important role of healthy diet based on natural ingredients
4. As a state which is promoting Nutraceuticals based on native herbs & medicinal plants
5. As a leader of Aroma sector and the important role of Aroma therapy in Wellness
6. As the premier destination for eco-tourism and outdoor activities to cater to the weary urban
7. As a State known for promoting the cultivation & use of Natural fibres like Ringaal, Rambass, Hemp fibre, flex etc.
8. Showcasing its natural beauty & resources like untouched forests, majestic mountains, tranquil valleys, hot water springs, gurgling springs, rich biodiversity etc

The campaign intends to address

1. Stakeholders of the Wellness ecosystem including policy makers, thought leaders etc.
2. Potential investors from India & abroad
3. Wellness consumers from India & abroad



The aim of this REOI is to call/ request for Expression of Interest to engage an Event Management Agency / Company / Institution for the scope of work mentioned in this REOI for carrying out event management activities for “**Uttarakhand Wellness Summit 2020**”.

The Event Management Agency / Company / Institution shall support the Government of Uttarakhand in organizing “**Uttarakhand Wellness Summit 2020**”

2.3. Scope of Work

Uttarakhand Wellness Summit 2020 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, Evening Talks, Experiential Activities and Exhibition. As of now, 8 sessions in total are being planned. The bidders are advised to visit the proposed event venue (IHM Auditorium, Dehradun (For Day 1 Event- Inauguration and Evening Talk) and International Cricket Stadium, Dehradun(For Day 2 Event – Sessions and Exhibition))and present a plan of event execution in the technical presentation which should cover all the aspects. The selected Bidder will have to provide requisite structures, competent manpower and services in consultation with 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 venues and requirements of Department of Industries in assistance with National Partner; Venue Development including hanger, Participation Arrangements, Marketing and Promotion.
- b) Event Activates:**Opening and Closing Ceremonies, Staffing, Executive Business Centre, Support Services (housekeeping, sanitation, food court etc.), Security, Branding in and around the city and beautification of the venue, Exhibition & Evening Talk Program.
- 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 Wellness Summit 2020 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	Form to be Referred
1	Firm should be a registered entity with minimum 5 years of existence as on 01 April 2018 in the business of event Management	Certificate of Registration/ Incorporation	-
2	The firm should have a minimum average turnover of INR 15 crore in each of the last 3 financial years (FY 2016-17, 2017-18& 2018-19)	Certificate from statutory auditor /audited financial statements for the three previous Financial years	FORM – 2
3	Firm should have organized at least 2 (two) 'Events' in the last 5 (five) Financial Years (viz; FY2014-15, FY 2015-16, FY 2016-17, FY 2017-18, FY 2018-19) out ofwhich 1 (One) must be in last 2 (two) financial years (viz. FY FY 2017- 18, FY 2019-20) of international repute. Forthe 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 500 delegates, having minimum 50exhibitors, and at least 800 participants (including delegates, exhibitors, speakers, cultural program participants, etc.).</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	FORM – 3
4	Firm should have at least 50 employees on the organization's payroll as on 01 April 2019.	Undertaking to be issued by HR Head of respective organization.	FORM – 4
5	Firm must not be disqualified/black listed/terminated/ debarred by any State/Central Government or their agencies	Self-certification by the authorised signatory	Self-Certification on Company's Letter Head

*Please Attach relevant document only.

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> with clearly specifying details required as per forms provided in Annexure – 1 for Shortlisting Criteria. 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. The Eoi submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- ii. 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

S. No.	Particular	Response
1.	Name of the Company	
2.	Registered Office	
3.	Date of Incorporation (Copy to be enclosed)	
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.	Worldwide presence	
9.	Presence in India	
10.	Total No. of employees	
11.	No. of employees in Event Management services	
12.	Details of contact person/s	
13.	Any other details	

Name:

Designation:

Contact No.:

Email id:

Postal address:



(Seal & Signature of Authorized signatory)

FORM - 2
Financial Capacity of the Bidder

Particulars	In INR Crore		
	2016-17	2017-18	2018-19
Annual turnover exclusively from Event Management services of the bidder. (Turnover of sister concerns / affiliates would not be considered)			
Average Turnover for 3 years			

(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		Type of Event:
Nature of Client		No. of Exhibitors:
		No. of Business Delegates:
		No. of Participants:
Start Date (Month/Year)	CompletionDate(Month/Year)	Cost (INR Crore):
Description of the Project:		Approx. Value of Services (in INR Crore):
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

(Seal & 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 organization

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 2019.

Name, Seal & signature of the HR Head of the bidder



Name, Seal & signature of the authorized signatory