# Tender Notification

**Template Name:** Single Bid Open Tender  
**Buyer:** Indian Council for Cultural Relations (ICCR)  
**Tender Status:** Authorized

## Tender Header

<table>
<thead>
<tr>
<th>* Tender: Admin/2019-20/EOIEventManagement</th>
<th>* Tender Creation Date and Time: 30-08-2019 15:28</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Stage: One Stage</td>
<td>* Type of Tender: Open</td>
</tr>
<tr>
<td>* Email: <a href="mailto:vinayvohra@iccr.gov.in">vinayvohra@iccr.gov.in</a></td>
<td></td>
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</table>

## Tender Fee Details

<table>
<thead>
<tr>
<th>* Line: 01</th>
<th>* Estimated Cost: 0</th>
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<tr>
<td>* EMD: 100000</td>
<td>* Form Fee: 0</td>
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<tr>
<td>* Tender Processing Fee: 590</td>
<td>* Region: 1. HQ New Delhi</td>
</tr>
<tr>
<td>* COT: 1. ICCREPROC-General</td>
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</tr>
</tbody>
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## Description Of Work:
Expression of Interest EOI for empanelling Event Management Companies and Advertising Agencies

## Important Dates

<table>
<thead>
<tr>
<th>* Request of Tender Document From: 30-08-2019 17:00</th>
<th>* Issue of Tender Document From: 30-08-2019 17:01</th>
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<tbody>
<tr>
<td>* Bid Clarification date:</td>
<td>* Tender Closing Date and Time: 20-09-2019 15:00</td>
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<td></td>
<td></td>
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<td>* Cost Open: 27-09-2019 15:00</td>
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* Request of Tender Document From:
* Request of Tender Document To:
Bid Clarification date:
* Cost Open:

* Issue of Tender Document From:
* Issue of Tender Document To:
* Tender Closing Date and Time:

[From: https://www.tenderwizard.com/ICCREPROC]  
[Requested on: 30/08/2019 15:50]
Expression of Interest (EOI) for empanelling Event Management Companies and Advertising Agencies

Expression of Interest is invited from agencies offering 360° services for empanelment with Indian Council for Cultural Relations, Azad Bhavan, IP Estate, New Delhi-110002 for the events to be organized by it in India and abroad is invited through Tender Wizard.


(Vinay Vohra)
Sr. Programme Director(Admn)
Indian Council for Cultural Relations

Invitation for Expression of Interest (EOI) for empanelment of Event Management Companies and Advertising Agencies

1. **Background and Objective:**

The Indian Council for Cultural Relations (ICCR) was established in 1950 with the primary objective of establishing, reviving, strengthening and maintaining cultural relations and mutual understanding between India and other countries. Its activities include events both in the academic and performing arts sphere in India and abroad. These events range from small to large scale including large scale Cultural Festivals covering multiple aspects of Indian culture.

ICCR proposes to create a panel of Event Managing Companies who could professionally contribute towards managing these events and put up quality shows for which it invites Expression of Interest (EOI) from the interested experienced agencies/firms/ companies involved in the area of advertising and event management, who would be primarily required to organize following events:

A. Conferences,

B. Cultural Events, Printing, Digital & Social Media, PR and Other communication requirements

(A) **Scope of Work:**

(i) Print Ads, ICCR’s Reports, Brochures, Coffee Table Book

(ii) Production of TV spots/ Radio jingle etc.

(iii) Arranging publication of articles in leading news dailies/ magazines

(iv) Management of guests/ delegations

- No. of delegates/ attendees: 20-400
- No. of Conference and delegates/ attendees managed:
- No. of Support team members for executing the event:
- Event Space Specifications and arrangements (in case of Conference for cultural events etc.)
- Hiring of Conference Hall, Auditorium
• Logistics planning for hotel booking with breakfast, catering services etc. based on ICCR specifications and within permissible/ approved limits set by ICCR

• Special accommodation for necessary (for participants with disabilities- wheelchairs, blind etc.)

• Flight travel arrangements by Air India with pick up and drop

• Transportation arrangements for To and Fro Services

• Engagement of interpreters

(v) Printing including digital printing/electrostatic printing, embossing, letterpress, offset lithography, screen printing, printing of invitation cards for various functions and social occasions, conference note pads, information booklets about the conference, telephone directories, parking labels for various venues, mini booklets for programs, files/ folder covers, letter heads, delegate's bags/ folders etc.

(vi) End to end management of events including cultural events and conference both in India and abroad.

(vii). Concept design

(viii) Preparation delegate-kits/ bags for delegates/ participants comprising notepad, conference labelled pen, conference labelled pen drive, booklets on tourism, souvenirs, embossed business card holder, conference booklets.

(ix). Creating Help Desks with English speaking trained receptionists, registration desk with laptops, country-wise mailboxes, Provision of Graduate English speaking Liaison Officers. Provision for ushers, escorts, qualified laptop operators, car hailers, messenger boys, office boys, photocopy coordinators etc.

(x). Publicity and use of various communication tools- social media, backdrops and signage at the venue, airports, public places and various points in the city, flags, welcome arches on approach roads.

(xi). Ensuring bookings, accreditation/ access control/ categorization of delegates/ providing badges, provision of self-registration automated machines.

(xii). Developing and managing webpage with a user friendly interface, using the recommended content management system. Website needs to be hosted and
maintained on new server. Online registration process should be managed through the website. Regular updates would to be posted on website.

(xiii) Documentation including photography and videography of the Events including in digital form.

(xiv) Mobilising necessary requirements such as computers, with proportionate heavy duty printers/ photocopiers, scanners, laptops for PowerPoint presentations, screens in the halls, plasma screen in the Plenary Hall, Public Address system in the Pre-Function areas, meeting display system (like in airports), fax machines, telephones, VHF transmitters to main officers inside venue (if mobile phone use is to be restricted).

(xv) Lighting and Sound arrangements for Cultural Events and conferences

(xvi) Preparation of report on the event after the completion of the event.

3. Eligibility Criteria:

(i) The entity, in order to be eligible to provide the aforesaid services, must have in their own capacity successfully provided the entire event management and advertising facilities and services for an event held in the country/ at international events/ and inter governmental conference at Ministerial/ Senior official level/ corporate events/ private events any time in the last three years.

(ii) Entities should have requisite office space in Delhi/NCR, strong financial background & human resources for managing conferences and events.

(iii) As per Govt. of India policy to encourage start-up companies, the Council invites Expression of Interest (EOI) from start-up entities having at least experience of organising (03) three cultural events/ conferences/ seminars etc. with a minimum budget of Rs. 5 lakhs.

However, for other established registered agencies delivering the above mentioned services, turnover requirements are as follows:

Category A Agencies = Accumulated Turnover of Rs.50 lakhs and above for the last 3 years

Category B Agencies = Accumulated Turnover of Rs.30 Lakhs and above for the last 3 years
Category C Agencies = Accumulated Turnover of Rs.20 Lakhs and above for the last 3 years

(iv) Any entity in financial dispute with ICCRI/ MEA/ Gal/ State Govts. or which has not cleared its financial dues towards ICCRI/ MEA/ Gal/ State Govts., shall not be eligible to apply.

4. Summary Reiection:

It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such entity of being empanelled. Any EOI submitted by an entity, which fails to satisfy the eligibility requirements set out in the Clause No 3 above, is liable to be rejected summarily.

5. Preparation for submission of EOI:

(i) It shall be obligatory on the part of the Entity to furnish any further information as may be sought by ICCR.

(ii) They shall be under obligation to ensure that they fulfill the eligibility criteria.

(iii) The validity period of the EOI shall be 6 months from the date of publication of shortlisted EOI

(iv) The EOI must contain essential information as per the format given below:

<table>
<thead>
<tr>
<th>Category for Empanelment (Abroad/Domestic/Institutional) Please specify</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Organisation Agency/ Company</td>
<td></td>
</tr>
<tr>
<td>Whether Proprietorship/Sole Partnership/Pvt. Ltd./Ltd. Company</td>
<td></td>
</tr>
<tr>
<td>Name of the Director</td>
<td></td>
</tr>
<tr>
<td>Name of the contact person Mobile No</td>
<td></td>
</tr>
<tr>
<td>Head Office Complete Address</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Email Id</td>
<td></td>
</tr>
<tr>
<td>Year of Establishment (Attach Proof)</td>
<td></td>
</tr>
<tr>
<td>Registration Number</td>
<td></td>
</tr>
<tr>
<td>GST Registration Number</td>
<td></td>
</tr>
<tr>
<td>PAN issued by the IT department in favour the Agency/ Company</td>
<td></td>
</tr>
<tr>
<td>Annual Turnover of last 03 years in Rupees (Lakhs)</td>
<td></td>
</tr>
<tr>
<td>FY 2015-16</td>
<td></td>
</tr>
<tr>
<td>FY 2016-17</td>
<td></td>
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<tr>
<td>FY 2017-18</td>
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<tr>
<td>An undertaking that Company/Agency has not been black-listed by any Govt./organisation.</td>
<td></td>
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</tbody>
</table>
Documentary proof may be provided, in support of above information

(v) The EOI complete in all respects must be submitted together with requisite information and annexure(s). The EOI offer should be free from ambiguity, change or interlineations. Incomplete EOI will not be considered.

(vi) The EOI and any annotations or accompanying documentation must be in English language.

(vii) The EOI shall be duly signed on each page by an authorized person of Event Management Entity. ICCR reserves the right to reject outright any EOI unsupported by proof of the signatory's authority.

6. Submission of EOI:

An EOI may only be made by the submission of three (3) copies (including an electronic copy, i.e. in CD) of:

(i) An EOI Form described as at Para 13 in the document, complete in all respects.

(ii) Self attested documents to support the eligibility criteria as at Clause No. 3 above and for clause 5(iv) above are to be submitted along with the EOI.

(iii) A refundable interest free caution deposit of Rs. 1,00,000/- should be deposited in the form of a Demand Draft (DD) in the name of ICCR, New Delhi. The caution deposit will be refunded to those Firms/ Companies/ Corporations which do not qualify in pre-selection round.

(iv) A copy of the invitation to Expression of Interest with each page duly attested by the entity submitting EOI as acknowledgement of having read terms & conditions as provided in EOI.

(v) Last date of receiving EOI is September 20, 2019.

(vi) EIOIs may be submitted in sealed envelope at the following address:

The Deputy Director General (Education)
Azad Bhavan, I.P Estate
New Delhi-110002

(vii) For any query or clarification, interested parties may contact, Sr. Programme Director(Admn) from 1000 hrs to 1700 hours Tel- +91 11-23379309, 23379310 Extn. 3300, 23370831, (Fax) 23379509, Email: spdadmin.iccr@gov.in
7. **EOI Opening:**

(i) The EOI shall be opened at **Conference Room, ICCR, Azad Bhavan, I P Estate, New Delhi-110002.**

(ii) An authorized representative of an Entity carrying a copy of the authorization letter submitted along with the EOI shall be entitled to be present at the time of EOI opening.

(iii) In case of an unscheduled holiday on the closing/opening day of EOI, the next working day will be treated as the scheduled prescribed day of closing/opening of the EOI; the time notified remaining the same.

8. **Evaluation/Scrutiny of EOI:**

Evaluation/Scrutiny of EOI shall be based on:

(i) Submission of the required documents, information by the entity along with the EOI

(ii) Assessment of the capability of the entity based on the past experience as stated above.

(iii) Completed EOI in all respect including the caution deposit. ICCR shall communicate receipt of an EOI by Fax/E-mail.

(iv) **Presentation made by the applicants** - All applicants are required to make MS-PowerPoint presentation on basis of following points:

8.1 **Evaluation Process:**

The Expression of Interest submitted by the Agency/Company will be adjudged on following parameters:

<table>
<thead>
<tr>
<th>A.</th>
<th>Technical Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Experience of organizing Conferences &amp; Events (Please Specify in Numbers)</td>
</tr>
<tr>
<td>i.</td>
<td>Large Scale (200 to 400 Attendees) in last 3 Years. In India or Abroad or in both places</td>
</tr>
<tr>
<td></td>
<td>Events</td>
</tr>
<tr>
<td></td>
<td>Conferences</td>
</tr>
<tr>
<td>ii.</td>
<td>Medium Scale (100 to 200 Attendees) in last 3 Years. In India or Abroad or in both places</td>
</tr>
<tr>
<td></td>
<td>Events</td>
</tr>
<tr>
<td></td>
<td>Conferences</td>
</tr>
<tr>
<td>iii</td>
<td>Small Scale (20 to 100 Attendees) in last 3 Years In India or Abroad or in both places</td>
</tr>
<tr>
<td></td>
<td>Events</td>
</tr>
</tbody>
</table>
B. Presentation by the Company that shall cover handling of Events/Conferences, Guest /Delegations, Manpower, Event Space and arrangements, Booking and handling of Conference Hall, Auditorium, Hotel, Catering Services, etc. Special accommodations as necessary (for participants with disabilities – wheelchairs, blind, etc.) Flight Travel arrangements with Pick-up and Drop, Transportation arrangements with To and Fro Services

Engagement of Interpreters.

C. Quality Assessment based on Show-Cases

9.0 Stage Subsequent to EOI:

RFP (Request for Proposal)/ Tender document stage: Empanelled entity(ies) (as determined at clause 8 above) will be required by ICCR to submit the bids vide RFP/ Tender Documents under the "Two-Bid System" (Technical and Financial Bids) to RFP/ Tender document as per the requirement of each event.

10. General Considerations:

a. Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as any form of commitment or acknowledgement on the part of ICCR to proceed with any EOI or any entity and ICCR reserves the right to annul or terminate the process or reject any EOI at any time or stage without assigning any reason.

b. ICCR reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/or modify any or all of the terms and conditions of this Invitation for EOI without assigning any reason whatsoever or prior notice being provided to any entity.

c. ICCR shall in no circumstance whatsoever, be held responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by entity, in connection with or in consequence of the preparation or delivery of any EOI, or compliance with any of the requirements of the Invitation for EOI or in any other manner.

d. Any concealment of a material fact or a misrepresentation shall lead to disqualification of the Entity(ies).

e. In case any clarification is sought by ICCR after opening of EOI, the reply of the Entity should be restricted to the clarification sought.
Canvassing in any form shall render the EOI liable to be rejected.

g. The Entity shall be deemed to have duly considered all terms of this Invitation for EOI document and acknowledge that it intends to submit an EOI offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by ICCR through any Addenda.

h. Each Entity irrevocably and unconditionally accepts and agrees that by submitting an EOI:

(i) It agrees to be bound by the terms, conditions and obligations set out in this invitation for EOI document together with such other terms and conditions as ICCR may, in its sole discretion, require; and

(ii) It has read, understood, agreed and accepted, the provisions and procedures, terms and conditions (including the outcome) of this invitation for EOI.

(iii) It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI.

i. The decision of ICCR shall be final while short listing the EOI entities.

j. The Entity(ies) should not directly or indirectly relate to any employee of ICCR.

k. The Entity(ies) has not been declared blacklisted/ debarred/ defaulter in making payments by ICCR at any stage. An individual entity who is in financial dispute with ICCR or have not cleared their financial dues towards ICCR, shall not be eligible to apply.

The Entity(ies) would be fully responsible to follow all labour welfare legislations in India and ICCR will not be responsible for any default/ violation of labour welfare legislations by the party.

11. **Arbitration:** Disputes or differences arising from this invitation for EOI document or in any manner connected therewith shall be subject to the following dispute resolution mechanism:

(i) Any dispute shall initially be referred to the designated Senior Management of both sides for amicable settlement. Both sides shall nominate two persons each from their Senior Management within ten days of a dispute arising.
(ii) If no amicable settlement is arrived at within 30 days then any party may refer the dispute to a Sole Arbitrator to be nominated by DG (ICCR), the Sole Arbitrator as the case may be, shall be retired Judge/Judges of the Supreme Court of India, or any of the High Courts. The place of arbitration shall be New Delhi. All arbitration proceedings shall be conducted in English and in accordance with the provisions of the Arbitration and Conciliation Act 1996 as amended from time to time.

(iii) The Arbitration award will be final and binding upon the parties, and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal unless the arbitral tribunal decides otherwise.

(iv) All disputes shall be subject to the exclusive jurisdiction of Courts at New Delhi only.

12. **Governing Law:** Indian laws, both substantive and procedural, shall govern.
13. **Expression of Interest (EOI) Form:**

Having examined the details given above in Invitation to EOI and terms set out above,

I/we hereby submit the relevant information for considering my/our EOI:

i. I/We accept all the terms and conditions of EOI as set out above.

ii. I/We hereby certify that all the statements made and information supplied in the enclosed documents and accompanying statements are true and correct.

iii. I/We have furnished all information and details necessary for EOI. My/our EOI is complete in all respects.

iv. I/We submit all necessary documents in support of our eligibility, experience and capability.

Signature of the Authorized representative,
Seal of applicant

Date of submission:

Enclosures: