

Rural Non Farm Development Agency (RUDA)

Illrd Floor, Yojana Bhawan, Tilak Marg, Jaipur.

Cost: Rs. 1000/- or y

TENDER NOTICE FOR EMPANELMENT

EMPANELMENT OF : Event Management service providers

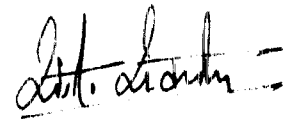
Expressions of Interest are invited from reputed Event Management Firms for the empanelment of **Event Management service providers** for the financial years 2017-18, 2018-19 for organizing different events like Mela's, Exhibitions, Conferences, Business Meets, Road Shows, Fashion Shows etc. at different locations in the state and country.

Tender must be accompanied by a demand draft of Rs. 1000/- (Non Refundable) in favor of Rural Non Farm Development Agency payable at Jaipur, towards the cost of tender. The tender may also be obtained from **website of State Public Procurement Portal <http://sppp.rajasthan.gov.in> or e-procurement portal <http://eproc.rajasthan.gov.in>** or RUDA office by paying cash or DD towards cost of tender documents. Offers may be submitted to RUDA's office on all working days during office hours and should reach this office on or before **08.11.2017** upto 1.00 pm. The tender received after this date and time shall deemed to be treated as cancelled and shall not be considered for bidding purpose.

General Conditions:

- 1- Empanelment will be done on the basis of criteria enumerated in this EOI & the prescribed format.
- 2- The tenderer shall have to submit information regarding professional competence and organizational set-up along with earnest money. The empanelment will be done on the basis of the professional competence and status of the firm.
- 3- The bidders should have **minimum experience of five years** in the field of Event Management works and having an annual turnover of at least Rs 50.00 lacs.
- 4- The bidder has to furnish an **undertaking that the** organization has not been blacklisted in the past by any Govt. Private organisation.
- 5- Earnest money lump sum 100000/- (One lacs) will have to be enclosed by DD only drawn in favour of Rural Non-Farm Development Agency at Jaipur without which no tender will be accepted.
- 6- The EOIs sent by post and received on time will be accepted but the EOI received after due date and time will be rejected.

- 7- Duration of empanelment will be up to closure of financial year 2018-19 i.e. up to 31-3-2019.
- 8- The agency should preferably have past experience of handling similar works for state/central government, reputed private companies.
- 9- The agency should be able to **demonstrate job samples**, and should be fully equipped with computers and all kinds of communication facilities like fax, mobile telephone and e-mail etc.
- 10-The applicant firm should furnish the details regarding organizing conference/Business meets/Exhibitions/Melas/Fete's/mobile road show-canter/van promotions/ stationed road show/ demo booths/ products launches/ celebrations of events/ media shows etc. at state/national level.
- 11-The tenure of empanelment can be extended upto one year after expiry of empanelment period, if both parties agreed mutually
- 12-Preceding three years balance sheets duly certified by the CA must be enclosed with Tender proposals.
- 13-Applications should be submitted in the prescribed form only.
- 14-The CMD, RUDA Jaipur reserves the right to accept or reject any tender without assigning any reasons thereof.



(Sanjeev Saxena)
Executive Director,

PRE- QUALIFICATION APPLICATION FORM

EMPANELMENT OF : Event Management service providers

For the year (2017-2018, 2018-2019)

| <u>S.No</u> | <u>Information Desired</u> | <u>Information submitted by the Applicant</u> |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1- | Name of the Applicant firm | |
| 2- | Address of the firm | |
| 3- | Telephone No. a) Telephone b) Mobile c) Fax | |
| 4- | E-mail ID if any | |
| 5- | Date of Establishment | |
| 6- | Details of Branches including addresses telephonic contact no. | |
| 7- | Type of firm (Proprietorship, partnership or company registered under company act) | |
| 8- | PAN No. (Enclose copy) | |
| 9- | GST Registration No. (Enclose copy) | |
| 10- | Professional setup a) Machinery b) Staff c) Editorial Staff d) Designers e) Others (Enclose list) | |
| 11- | Experience details (Enclose copies minimum 5 years of similar work) | |
| 12- | Details of Turnover during last 3 years (Enclosed attested copies of balance sheet, P & L Account duly verified by CA with turnover 50 lac/year) | |
| 13- | Awards of Excellence in the field | |
| 14- | Details of earnest money one lac | |
| 15- | Any other information | |
| 16- | Details of Tender Fees | |
| 17- | Details of Processing Fees | |
| 18- | Details of Samples | |
| 19- | Undertaking about Black listing | |

Signature of Tenderer