**EOI FOR**

**EMPANELMENT OF**

**EVENT**

**MANAGEMENT**

**AGENCIES**

CSML/EMA/2020/01-3

**Cochin Smart Mission Ltd**

**JLN Stadium Metro Station, 4th Floor, Kaloor,**

**Kochi -682017**

**PRE-QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Sl. No.**  | **Name** | **Information**  |
| 1.  | Organization  | Cochin Smart Mission Limited (CSML)  |
| 3.  | NIT No.  | CSML/EMA/2020/01-3 |
| 4.  | Name of Work  | EOI for Empanelment of Event Management Agencies  |
| 5.  | EOI Document Downloading Start Date  | 7th May 2022 : 10 :00 AM  |
| 6 | Last date for sending pre-bid queries  | 11th May 2022 till 17:00 hrs. at info@csml.co.in |
| 8.  | Last date for accessing EOI Document  | 23rd May 2022 at 14: 00 PM  |
| 9.  | Last date of Online Submission of Proposals  | 23rd May 2022 at 17: 00 PM  |
| 10.  | Last date for Proposal Submission in Hard Copy  | 24th May 2022 at 17: 00 AM |
| 11.  | Date & Time for Opening of Proposals  | 26th May 2022 at 15: 00 PM |
| 12.  | Officer Inviting EOI proposals  | CEO, CSML  |

**Invitation for Expression of Interest (EOI) For**

**Empanelment as Event Management Agency (EMA)**

1. **Background and Objective:**

Expression of Interest (EOI) is invited from

Agency/Company/Firm/Society/Organisation based in Kerala only to act as Event Managers for various Events/ Exhibitions/Award programs/Conferences etc. to be organised by CSML. Empanelment shall be for a period of one year, with provision of extension at the discretion of CSML on satisfactory performance by the Event Managers.

The allocation of work post empanelment among all the empanelled agencies will be made by floating limited tender enquiries as and when the requirements arise.

1. **Broad Scope of Work and Services:**

The selected Agency/Company/Firm/Society/Organisation will, inter alia, be responsible for Organizing Public Functions/Project Launch events/Conferences/ Meetings/ Exhibitions whose scope shall include Event management, Conceptualizing, Designing, Branding, Execution of works and Event Management at the site, including exterior and interior decoration, development of site infrastructure, services, collaterals, general ambience etc. details of which are broadly as follows:

* 1. Arranging facilities in connection with Inaugurations/ Public functions.

* 1. Organizing Conferences/Meetings etc. for large number of delegates/ participants, equipped with projection systems along with display panels having interface for PowerPoint presentations and for audio/video demonstrations, catering facility along with required manpower.

* 1. Conceptualization of the Exhibitions with complete solution to the various aspects of the event such as obtaining various permissions/approvals from various Govt. Departments, etc., Designing, layout & Construction of the Stalls, Branding of CSML Pavilion & VIP lounge, Theme based Gates etc., along with related infrastructure including table and chairs of various types/categories, light, fan, provisioning of mobile/temporary washrooms etc., Designing & Developing Theme Areas, Complete Branding of the Exhibition, Assessment of requirement of various logistics and arranging the same, Hiring and arranging required equipment, Construction of Stage for the cultural program, Audio-Video recording of Stalls/Cultural Programs and preparation of a short film on the event, Designing, Printing & dispatching of invitations to addresses as provided by CSML, Maintaining Public Relations, Designing creative for advertising and promotional activities, etc.

* 1. 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 CSML event, mini booklets for programs, files/folder covers, letter heads, delegate’s bags/folders etc.

* 1. Photography and videography of the events.

* 1. Delegate-kits/bags/ souvenirs for delegates/participants of various events and Silver Jubilee Mementos for selected personalities and other dignitaries.

* 1. Creating backdrops, signages at the event venues and other locations, welcome arches on approach roads etc.

* 1. The above mentioned activities are not exhaustive. Depending upon circumstances additions/modifications in the activities to be carried out will be decided by CSML and the selected EMA has to deliver the same
	2. Local travel of expense of the staffs of the selected entity/agency for an event has to bear by the empanelled agency.
	3. Any creatives related to the event (invitation, backdrop, hoarding, displays, etc.) will be under the scope of event agency.
1. **Eligibility Criteria:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Details  | Supporting Documents  | Remarks |
| 1 | The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860 & Should have been in existence in India for the last five years. | Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association / Partnership Deed. |  |
| 2 | The Agency/Company/Firm/Society/Organisation should be registered entity having experience in the business of Event Management for at least last 3 years  | Work orders |  |
| 3 | The agency must be registered in India with appropriate tax and other administrative authorities.  | GST Registration Certificate PAN Card |  |
| 4 | The Agency/Company/Firm/ Society/ Organisation should have an annual turnover of at least INR 25,00,000/ (INR twenty-five lakhs) or more in each of the last four financial years. (2017-18, 2018-19, 2019-20 & 2020-21). | Audited Balance sheet certified by CA | Registered start-ups can request for relaxation in turnover criteria based on approved guidelines and orders issued by Kerala Government, subject to meeting of other requirements.  |
| 5 | The Agency/Company/Firm/Society/ Organisation must have organized and managed at least 10 events during the last 4 financial years out of which, 1. at least 2 events should have been executed for the Government/ Government Agency/ Local Self Government Institution/PSUs
2. at least 2 events of value not less than Rs 1 lakh each should comprise of public events
 | W o r k O r d e r a n d Completion Certificate of the same should be attached along with contact details for the concerned person on the client side |  |
| 6 | The Agency/Company/Firm/Society/ Organisation should be equipped with adequate, qualified & experienced manpower on rolls and infrastructure.  | Certificate from the HR/ Head of the Firm and resumes of All the Key resources with the relevant expertise |  |
| 7 | The Agency/Company/Firm/Society/ Organisation should not have been blacklisted by Central or State Government or Government Organisations/Agencies.  | Letter of undertaking |  |

# 4. Submission of Application

1. The agencies fulfilling the eligibility criteria may upload the Application for empanelment along with the supporting documents as mentioned in the application format (Annexure) through online bid submission process via website www.etenders.kerala.gov.in
2. The agencies must also the documents as hardcopy to the below address on or before 24th May 2022 at 17: 00 Hrs**.**

The Chief Executive Officer

Cochin Smart Mission Ltd

JLN Stadium Metro Station, 4th Floor, Kaloor

Kochi – 682017

The envelope containing the documents must be sealed properly and must be super scribed as “**Application for Empanelment of Event Management Agencies**”.

# 6. Rejection of Application

The application is liable to be rejected if:

1. Not submitted in prescribed format and not containing all required details.
2. Missing of any supporting document(s) with the Proposal

**7. Disclaimer:**

CSML reserves the right:

* To reject any/all applications without assigning any reasons thereof.
* To relax or waive any of the conditions stipulated in this document as deemed necessary in best interest of CSML without assigning any reasons thereof.
* To include/modify any other item in the Scope of work at any time before the last date for submission of proposals.

# 8. General Considerations

1. Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as either a commitment or an acknowledgment on the part of CSML to proceed further with this EOI. CSML reserves the right to annul/terminate the process and revoke the EOI at any stage without assigning any reason.

1. CSML 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.

1. CSML 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 the EOI, or compliance with any of the requirements of the Invitation for EOI or in any other manner.

1. Any concealment of a material fact or a misrepresentation shall lead to disqualification of the Entity (ies) from participating in the bid and shall be liable to indemnify the losses incurred to CSML.

1. In case any clarification is sought by CSML after opening of EOI, the reply of the Entity should be restricted to the clarification sought.

1. Canvassing in any form shall render the EOI liable to be rejected.

1. 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 CSML through any Addendum (s).

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

* 1. 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 CSML may, in its sole discretion, require ; and
	2. It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for EOI.

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

1. The decision of CSML shall be final while short listing the EOI entities.

1. Vendor or its associates/companies who get empanelled with CSML as a result of this empanelment process are not allowed to use the name of CSML, its logo, service marks or any document for any purpose without prior written approval of CSML.

1. CSMLreserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.

1. The allocation of work post empanelment among all the empanelled agencies will be made by floating limited tender enquiries as and when the requirements arise.
2. CSML will bear the rent/charges for the space for an event.

1. The Entity(ies) would be fully responsible to follow all statutory compliance including Labour welfare legislations in India and CSML will not be responsible for any default/ violation of them by the selected entity.
2. CSML will evaluate the performance of the agency after an event and if the performance is not satisfactory CSML reserves the right to remove the agency from the empanelment by intimating the agency.

# 9. Allocation of works

The allocation of work post empanelment among all the empanelled agencies will be made by floating limited tender enquiries as and when the requirements arise and lowest quote will be preferred.

## Technical Proposal

The agencies fulfilling the pre-qualification criteria will be asked to make a presentation before a committee constituted by the Administration for this purpose. The agencies will be evaluated on the following parameters and the presentation. (Submit the relevant documents for evaluation.)

|  |  |  |
| --- | --- | --- |
| **Sr No** | **Evaluation criteria** | **Maximum Marks** |
| **1.** | **TECHNICAL CAPACITY OF THE BIDDER** | **45** |
| 1.1 | Number of assignments (events/ Exhibitions/ roadshows) as shall be awarded marks as under: (minimum five (05) assignments required to be eligible | 15 |
| **Number of Additional Projects** | **Marks** |
| 05 projects to 07 Projects | 05 |
| 08 projects to 10 projects | 10 |
| More than10 projects | 15 |
| 1.2 | Number of assignments of creative designing/ Advertising (Print or electronic) /branding /marketing/ Media & communications shall be awarded marks as under: (minimum three (03) assignments required to beeligible as per clause 4.1 (d) of this RFP) | 15 |
| **Number of Additional Projects** | **Marks** |
| 03 projects to 05 projects | 05 |
| 06 projects to 08 projects | 10 |
| More than 08 projects | 15 |
| 1.3 | Relevant Experience in Past years: The agency must be in operation in Kochi from past 3 years in the same line of business to be eligible  | 15 |
| **Experience in Years** | **Marks** |
| 3 Years ≤ 5 Years | 05 |
| > 5 Years ≤ 10 Years | 10 |
| > 10 Years | 15 |
| **2** | **PRESENTATION** | **25** |
| 2.1 | Presentation reflecting Concept, Proposed Evaluation will be based on the quality of presentation.  | 25 |
|  | **TOTAL MARKS (1+2)** | **70** |

**\*** Maximum of Ten (10) agencies will be selected thereon based on final ranking as per maximum marks obtained in technical proposal evaluated by the tender evaluation committee and will be issued a letter of award. However, the number of selected agencies may be lower which will be decided by the tender inviting authority.

**APPLICATION FORMAT**

Ref. No:\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

To

The Chief Executive Officer

Cochin Smart Mission Ltd

JLN stadium metro station,4th Floor, Kaloor,

Kochi – 682017

Sir,

Subject: **Empanelment as Event Management Agency (EMA)**

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with CSML as an Event Management Agency (EMA).

The proposal is made by me/us on behalf of …………….………………… ………………….…………. in the capacity of ……………………… duly authorized to submit the proposal.

I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms. I/We also understand that CSML reserves the right to reject any proposal without assigning any reasons thereof.

**AUTHORISED SIGNATORY (Name and Designation) Name of Firm:**

**Address:**

**E-mail id:**

**Contact details:**

**Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1  | Name of the Agency (Applicant)  |   |  |
| 2  | Ownership (Government/ PSU/ Private/Others (pls. specify))  |   |  |
| 3  | Type of Organization: Partnership firm/ Public Ltd. Company/ Pvt. Ltd. Company/ Ltd. Liability Partnership/Proprietorship/Others (please specify and attach proof)  |   |  |
| 4  | 1. PAN Number
2. GST Number
 |   |  |
| 5  | Name and Designation of Key Management Person(s)  |   |  |
| 6  | Date & Year of establishment of firm  |   |  |
| 7  | Number of years of experience in the relevant field  |   |  |
| 8  | a. Number of Permanent Employees  |   |  |
|   | b. Number of Permanent Employees engaged in the relevant field  |   |  |
| 9  | Any other important information about the organization (attach separate sheet(s), if necessary)  |   |  |
| 10  | E-mail Id and contact details of the authorized person  |   |  |
| 11  | Annual Turnover of the Agency (In Rs. Cr.)  |  |
|   | (a) FY 2017 – 18  |   |  |
| (b) FY 2018 – 19  |   |  |
| (c) FY 2019 – 20 |   |  |
|  | (d) FY 2020 - 21 |  |  |
| 12  |  Details of Events executed by the Agency  |  |
|  | Year  |  No. of Events executed  | No. of Events executed for Govt./ Govt. agencies  | No. of. Public events executed  |
| (a) FY 2017 – 18  |   |   |   |
| (b) FY 2018 – 19  |   |   |   |
| (c) FY 2019 – 20 |   |   |   |
| (d) FY 2020 - 21 |  |  |  |
|  Overall  |   |   |   |

 **Signature of Authorised Signatory with Seal**

**Enclosures:**

1. Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association/Partnership Deed.
2. GST Registration Certificate
3. PAN issued by the IT department in favour of the Agency/Company/Firm/ Society/ Organisation.
4. Certificate issued by Chartered Accountant stating the details of annual turnover during the financial years 2016-17, 2017-18, 2018-19, 2019- 21 along with audited financial statements.
5. List of major clients with billing amount.
6. Work Order and Completion Certificate of 10 events executed by the firm along with contact details for the concerned person on the client side.
7. Undertaking to the effect that the firm has not been black listed in India.
8. Photographs/CDs/Visual Documents of the events executed, if any. CDs and photos can be submitted along with hardcopy. The same needs to be mentioned in the documents uploaded.