

EXPRESSION OF INTEREST (EOI)
For EMPANELMENT OF EVENT MANAGEMENT AGENCIES

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Directorate of Tourism (DOT)

Government of Maharashtra

1. EOI NOTICE FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES

Ref .No. DOT /Pub/Event /07/2022.

Dated : 12.12.2022.

Directorate of Tourism, Government of Maharashtra invites Expressions of Interest (EOI) from reputed Event Management companies/ agencies with a proven track record with medium and large business houses on major national/ international campaigns, especially for niche products in the Tourism/ Hospitality Industry through well thought about strategy.

Cost of EOI : Rs. 2000/- by way of online mahatenders payment system (Non-Refundable) EMD : Rs. 5,00,000/- by way of online mahatenders payment system

EOI should be submitted by interested parties to Director , Directorate of Tourism, Government of Maharashtra, 156/157, 15H FLOOR, NARIMAN BHAVAN, OPP. NCPA, NARIMAN POINT, MUMBAI -400 021 on or **before --21/12/2022 up to 16:00 p.m.** The detail terms of EOI maybe downloaded from our website : www.maharashtratourism.gov.in

Director
Directorate of Tourism,
Government of Maharashtra

2. Key Events and Dates

The summary of various activities with regard to this invitation of bids are listed in the table below:-

Sr. No.	Particular	Details
1.	Advertising Date	12/12/2022
2.	Name of the project	Empanelment of Event Management Agencies
3.	Project Period	Two Years
4.	Bid Procedure	One Part (Technical), Open competitive bid
5.	EOI Document Download Start Date & Time	From 12/12/2022 at 16:00 HRS (IST) to 21/12/2022 till 16:00 HRS
6.	Website for downloading Tender Document, Corrigendum's, Addendums etc.	https://mahatenders.gov.in
7.	Last Date for submitting pre-bid queries as per the format given in Format 5 Pre-bid queries to be submitted only over email to asdtourism.pub-mh@gov.in	15/12/2022 till 13.00 HRS
8.	Last date (deadline) for Submission of bids	21/12/2022 till 16:00 HRS
9.	Date and time of opening of Technical bids	22/12/2022 after 13:00 HRS
10.	Declaration of Successful bidder and release of work order	To be informed later.
11.	Cost of Tender Document	INR 2000/- (Non- Refundable)
12.	Earnest Money Deposit ** Provision for EMD exemption is possible under MSME registered agencies. Kindly submit proof of documents in technical bid	INR 5,00,000/-
13.	Detail of the contact person and Address at which sealed bids are to be submitted	Office of The Director Directorate of Tourism. 156/157, 15H FLOOR, NARIMAN BHAVAN, OPP.NCPA, NARIMAN POINT, MUMBAI -400 021 E-mail: asdtourism.pub-mh@gov.in

3. Background

Directorate of Tourism, Government of Maharashtra, (DOT) has been established for systematic development of tourism within the state of Maharashtra. DOT has, since its inception, been involved in the development and maintenance of the various tourist locations of Maharashtra. Also involved in publicity and promotion within the state or out of state.

Directorate of Tourism, Government of Maharashtra, (DOT) wishes to engage the services of eligible competent event agencies for organizing and managing events from conception to completion stage. An indicative scope of work is mentioned in the document and should be deliverable by the agency in its entirety. Some of the events organized by the DOT are as below:

1. Creating tourism theme pavilions in various travel marts in India and abroad
2. Managing various events / festivals / exhibition conducted by DOT on regular

basis at the various locations in the National & International level

3. Curating theme-based events within the approved events of DOT

These events are indicative and DOT may vary these as per requirement.

4. Scope of Work

A) Event Management

They shall be responsible for organizing and managing events from conception stage to completion stage ensuring that everything runs smoothly, to the world-class standards and in full compliance with the government directions and regulations.

To manage the ceremony, arranging sponsors including dais management, background management, support staff, catering, sanitation, emergency provisions, lights and sound fixtures along with the entire set of equipment, decoration, complete venue preparation, etc. Engaging Celebrities as and when required.

1. Temporary Infrastructure

- a. Booking of venue.
- b. Halls, Shamianas, Dais, Pathways, Welcome gates, Poll Paigams / Buntings, Banners, Utilities, conveniences, etc.
- c. Multi layered performance stages with appropriate lighting for cultural events.
- d. Theme pavilions on various subjects of Maharashtra Tourism.
- e. Provision of tables & chairs.
- f. Control room with seating for persons with tables, computers with an internet connection, printer, photocopy machine, telephone etc.
- g. Construction of stalls of given sizes erected with octomom panels, open stall on raised platform with fascia for depicting the stalls theme on vinyl stickers, with provision of floor carpeting with different colour carpets.

- h. Providing spot lights.
- i. Providing power plug point.
- j. Fixing of posters on the panel or stand-alone panel.
- k. Providing and fixing LED TV along with DVD player or laptops and its attendant.

- l. Providing flowers decoration or providing green areas round about and flower decorated round about in the center of the exhibited areas.
- m. General flower decoration in exhibition grounds and on the gate.
- n. First Aid and emergency medical facilities.
- o. Fire Fighting Services with firefighting equipment
- p. Cleaning of venue

- 2. Dais Management**
 - q. Audio, computer and video arrangements for presentations and speeches.
 - r. Power arrangements including backup power.
 - s. Furniture: tables/chairs, floral arrangement, elegant flower arrangements.
 - t. Beautification of plaque area with floral, flags, etc.
 - u. Mementos for VVIPs/VIPs.
- 3. Hospitality**
 - a. Catering at the venue, for the delegates, VIPs etc.
 - b. Drinking water at pavilion- Dispensers with disposable glasses.
 - c. Purchase of consumables.
- 4. Promotion and publicity of the event**
 - v. Including presser, curtain raiser, hoardings, print and electronic ads, souvenirs, brochures, kit bags, stationary items, flyers and other publicity and incidental materials.
 - w. Printing and issuing invitation cards, tickets etc.
 - x. Photography, videography and documentation
- 5. Manpower:** Provision of temporary manpower like bearers, waiters, cooks, anchors, hosts and hostess, guides, technicians, security, cleaning personnel, etc.

A) Fabrication of Tourism Stalls/Pavilions

DOT throughout the year participates in various travel and tourism exhibitions both domestically and internationally. Depending on the significance of the event, it takes part in the events with pavilions of various sizes right from 18 sq.mt, 36 sq.mt, 54 sq.mt, 100 sq.mt to 200 sq.mt.

The Pavilion should essentially reflect the USP of Maharashtra Tourism and ambience with, a professional, business type lay out which is conducive for conducting buyer–seller meetings and effective Maharashtra Tourism branding.

There should be easy accessibility and visible, double sided signage's for all participants/ co-exhibitors in the Pavilion.

The pavilion should have:

- a) Visible and prominently located Reception area at the entrance
- b) A VIP lounge, comfortable enough to hold press interviews, meetings.
- c) Individual storage place for all participants/ co-exhibitors as well as a separate larger, covered storage area.
- d) Area for activities such as handicraft display / demonstrations, cultural performances, etc.
- e) Well located and visible/easily accessible information counters and office space.
- f) Internet connectivity and individual electrical connections
- g) Visible fascia for all co-participants
- h) Translates / backlit displays to be used in the design of the booth.

5. Team Requirements

There should be a minimum team committed to help on the project. The minimum experience of key roles is given below;

Sr. No.	Role	Experience	Nos	Marks
1	Event Manager	Should have minimum 10 years of experience in event management & should have capability to handle events on large crowd (~ more than 5000)	1	15
2	Creative head	Should have minimum 10 years of experience in event management & should be well versed with various themes adopted by DOT for its events.	1	10
3	Production head	Should have minimum 5 years of experience in photography & videography.	1	10
4	Assistants	Should have minimum 3 years of experience in event management.	2	10

6. Evaluation Criteria

Technical bid evaluation (form 1, 2, 3 and 4)

A presentation before the selection committee of DOT is to be made by the Event Management Agency clearly reflecting their technical capabilities and competence & the proposed team. The agency expected to create a presentation with fresh idea approaching the given scope of work in clause 4.

Based on the details submitted by the Event Management Agency in the Technical Proposal and the presentation made by them before the Selection Committee of DOT, the Technical Evaluation of the eligible Event Management Agency will be carried out as furnished below:

(a) Minimum eligibility criteria

The agency will be selected based on their technical competencies and exposure in organizing similar events of international repute as per procedures described in this document.

The Event management firm should be in the business of providing ALL the mentioned activities in scope of work, in significant events of similar nature for a minimum of 5 years with respect to the following:

1. The Event management firm should be in the business of organizing significant National / International events and should have at least minimum experience of 5 years in the field.
2. The average annual minimum turnover of the company in regard to event management should be Rs. 5 Crores for the last three years. (Certificate from Statutory Auditor for the Turnover for each year to be attached). DOT will consider any 3 years report out of last 5 years. i.e. FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22. The turnover of event management division (inclusion of details of turnover of advertising and printing or any other activity being done by the firm shall not be accepted) should be reflected in balance sheet/billing details certified by the chartered accountant. In case this turnover is not reflected separately in the balance sheet, a certificate in respect of the turnover of the event management division by the chartered accountant of the company should be enclosed.
3. The firm should not have been black listed by any Central Govt/State Govt/ PSU.
4. The company must either be exclusively an event management company or a company having exclusively defined event management division within the company. No Consortium allowed.
5. Preference shall be given to those event management companies who have managed tourism related events and have organized events for Government Sector.
6. The agency should have sufficient technical and supervisory staff to cater to events organized by DOT. Preference would be given to agencies that have an office/establishment in Maharashtra.

b) Technical bid evaluation will be carried out on the basis of following:

A maximum of 100 marks will be allocated for the Technical bid. The evaluation of functional and technical capabilities of the bidders will be completed first as per the following criteria:

Overall criteria	Sub-areas	Weightage
Agency's experience	<ul style="list-style-type: none">▪ The Event Management Agency should have minimum 5 years of experience in organizing significant National / International events.▪ The average annual minimum turnover of the company in regard to event management should be Rs. 5 Crores for the last three years	55%

Key professional staff and credentials	Profile of the key 5 member staff – The experience should cover work experience in event management. The team leader will have 17 marks; remaining 4 team members will have 28 marks each.	45%
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Only bidders scoring more than 60% or above in the technical bid evaluation should be considered as “technically qualified”. And the qualified bidders will be called for presentation.

7. Selection process

Few important points on the selection process

- All payments to the Consultant shall be made in Indian Rupees (INR) in accordance with the provisions of this EOI
- Last date and time of receipt of bids are 21/12/2022 before 13.00 HRS.
- There will not be any pre-bid meeting. The bidder can submit Pre-bid queries given email (asdtourism.pub-mh@gov.in)
- Number of Proposals: No Applicant or its Associate shall submit more than one Application for Empanelment. Any form of consortium as an application will be disqualified.
- The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to the last date of submission of proposal. No proposal shall be modified, substituted, or withdrawn by the applicant on or after the last date of submission of proposal.
- The applicants shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the selection process including subsequent negotiation, visits to the DOT, if required. DOT will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
- DOT will have the right to reject any or all Proposals
- All disputes shall be subject to jurisdiction of Courts at Mumbai only.
- Notwithstanding anything contained in this EOI, the DOT reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Misrepresentation / improper response by the applicant may lead to the disqualification of the applicant.

8. Instructions to bidders on submission of proposal

The Proposal shall be submitted Through online system of e- mahatenders along with technical documents. Also, bidders should submit hard copy within timeframe in same day a sealed envelope, super-scribing Empanelment of Event Management Agency”, as indicated below:

Envelope 1 (Sealed – super scribing “Technical bid”) containing the Technical bid as per format in Annexure A, shall be addressed to “Director” Directorate of Tourism, Government of Maharashtra 156/157, 15H Floor, Nariman Bhavan , Opp. NCPA, Nariman Point , Mumbai -400 021

The Technical Bid should contain the following items

1. Form 1: Letter of proposal
2. Form 2: Profile of the team deployed for this project with summary of similar projects (means various events / festivals / exhibition conducted by DOT on regular basis at the various locations in the National & International level)
3. Form 3: Work plan and methodology
4. The bidder must have office in MUMBAI. This should be supported by a valid Shop Act License.
5. Declaration of the Bidder that he agrees with the Terms & Conditions of the EOI by signing each sheet of the EOI document
6. Power of Attorney in favor of the person signing the bids

Please note that conditional bids and/ or bids received after the stipulated date & time will be rejected.

a. Bid document

Interested bidders may obtain further information from the Office of Director, Directorate of Tourism, Government of Maharashtra, 156/157, 15th Floor, Nariman Bhavan, OPP. NCPA, Nariman Point , MUMBAI -400 021 Expression of Interest (EOI) can be obtained by interested bidders on written request and against a non- refundable payment of INR 2000/- in the form of GRAS payment The EOI documents are not transferable and the bidders who purchase the RFP documents in their names are only eligible for submission of bid. The EOI may be downloaded EOI from the <https://mahatenders.gov.in> or www.maharashtratourism.gov.in

The bid is open to all experienced agencies as per given criteria as this for Empanelment only. No cost involved at this stage except tender cost & EMD

FORMATS

Form 1: Format for Submission of Letter of Proposal & Technical Bid

Date.....

To,
The Director
The Directorate of Tourism,
Govt. of Maharashtra,
156/157, 15th Floor, Nariman Bhavan,
Opp. NCPA, Nariman Point,
Mumbai – 400 021.

Sub.: **Empanelment of event management agency**

We hereby propose to provide services for “**Empanelment of event management agency**” as outlined in your bidding document.

We have understood the instructions and the terms and conditions mentioned in the Bid Documents furnished by you and have thoroughly examined the detailed scope of work laid down by you and are fully aware of nature and scope of work required. We hereby confirm our acceptance and compliance to the provisions and terms & conditions contained in the Bid Documents.

Our proposal shall remain valid for acceptance for four months from the last date of submission of the offer.

We confirm that the prices quoted by us in the "Financial Bid" are firm and shall not be subject to any variation for the entire period of the contract.

We further confirm that any deviation to the clauses found anywhere in our Bid Proposal, implicit or explicit, shall stand unconditionally withdrawn, without any implication whatsoever to DOT, failing which the Bid Security may be forfeited.

We certify that all the information provided in our bid, including the information regarding the team members, are true. We understand that any willful misstatement in the bid may lead to disqualification or cancellation of award if made or termination of contract. We also understand that in such a case we may be debarred for future assignments with DOT for a period of maximum three years from the date of such disqualification.

Yours truly,

Signature
Name
Designation

Stamp

Form 2: Profile of the team deployed for this project and work experience from similar assignments

Details of the key staff that shall be deployed for DOT & their experience in the field under reference

Sr. No.	Role in the team	Name	Qualification & Professional Experience	Similar assignment executed by him/her during last Five (5) years
1	1 Event Manager			
2	1 Creative head			
3	1 Production head			
4	2 Assistants			

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes the key staff their qualifications, and experience. I understand that any wilful misstatement described therein may lead to disqualification of the firm/ company.

Name:

Designation:

Date:

Signature:

Stamp:

Form 3: Similar assignments in event management

Details of the key staff that shall be deployed for DOT & their experience in the field under reference

Sl No.	Name of Client Assignment	Period (Start date, and end date)	Scope in brief
1			
2			
3			

Name:

Designation:

Date:

Signature:

Stamp:

Note: Bidders will have to provide documentary proof of this at the time of final decision on successful bidder

Form 4: Approach, Methodology and Work Plan

Through this form (and a presentation) should demonstrate

- Understanding of scope
- Details on approach and methodology
- Clarity on work plan – with clear milestones and timely deliverables

5 . Format for Pre-Bid Queries

Sl. No.	Clause No.	Page No.	Content of EOI Requiring Clarification	Change Requested/ Clarification Required