

**2-55/2016/NEIAH/SHG**  
**North Eastern Institute of**  
**Ayurveda & Homoeopathy**  
**Shillong, Mawdiangdiang**

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

**1. Background and Objective:**

North Eastern Institute of Ayurveda & Homoeopathy is seeking Expression Of Interest (EOI) from Firms/Companies/Corporations based in India to act as Event Managers for various Events/Conferences to be held in the Institute with provision of extension by one more year at the discretion of the Director on satisfactory performance by the Firms.

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

[A] The selected Firms/Companies/Corporations will, inter alia, be responsible for Organizing Events/Meetings whose scope shall include Event Management, Conceptualizing, Designing, Branding, Advertising, 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

- a. Designing, making layouts and execution of temporary structures such as Hangar(s) of various dimensions and types, special structures such as Dome(s), tentage and covering/ceilings, Stage, Seating & Dining areas along with related infrastructure including table and chairs of various types/categories, provisioning of mobile/temporary washrooms, create landscaping and ambience at venue and at airports during arrival and departures.
- b. Organizing Events/Meetings for large number of delegates, equipped with projection systems along with display panels having interface for Power Point presentations and for audio/video demonstrations, RF mikes for the participants, wireless translation equipments, catering facility along with required manpower.
- c. Equipment: Providing scanners, laptops for PowerPoint presentations, screens in the halls, LED/plasma screen in the Plenary Hall, public address system in the pre-function areas, generators with different voltages and capacity.
- d. 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 Summit/Conference, telephone directories, parking labels for various venues, mini booklets for programs, files/folder covers, letter heads, delegate's bags/folders etc, access badges.

e. Preparation of documents from information generated before, during and after the event / conference/meetings.

f. Delegate-kits/bags for delegates/participants comprising notepad, conference labeled pen, conference labeled pen drive, booklets on tourism, souvenirs, embossed business card holder, conference booklets.

g. 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.

h. Creating backdrops and signages at the Conference venue, airports, various points in the city, flags, welcome arches on approach roads.

i. Development and management of online website 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.

j. Photography and videography of the event/Conferences.

k. Setting up Wi-Fi system for the entire or part of venue during the period of event with all required equipments.

l. Setting up of interpreter booths and providing appropriately trained simultaneous/consecutive interpreters in different languages as needed in the summit.

m. Conceptualize and organize Cultural programmes during the Event/Conferences.

### **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 facilities and services in **national events/inter governmental conferences at Ministerial/Senior official** level or above anytime in the last three Financial years.

(ii) Entities should have requisite office space, financial & human resources for managing such events/conferences.

(iii) Entities should have a minimum turn over of **Rupees 1.00 crore per year** during the last three financial years.

(iv) Any entity, which is in financial dispute with the Govt. of India or its agencies or which has not cleared its financial dues towards the Govt. of India or its agencies, shall not be eligible to apply.

(v) Entities should submit the audited balance sheet for the last 3 FY.

#### **(vi). Trading License**

a) The entity have to submit valid Trading License or any other relevant document for exemption.

b) In compliance to the Govt. of Meghalaya letter No. DCA.36/91/323 dated: 24.06.2015, Non- Tribal Entity has to furnish trading license from the concerned District Council (Khasi Hills Autonomous District Council). In case of non submission of the trading license an undertaking for submission of the trading License within 07 days from the award of contract is to be submitted failing of which the EOI will be rejected

### **4. Summary Rejection:**

It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such entity. 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 NEIAH.

(ii) They shall be under legal 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 Financial Bid to be duly filled up and submitted alongwith the EOI in the prescribed format is given in Annexure-A.

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

- a. Name & address of the Entity(ies).
- b. Business name and constitution
- c. E-mail ID. Fax No/Telephone No (s).
- d. Experience/Past performance as desired at Clause No. 2 above, **particulars with supporting documents such as copy of order, certificate from client etc.** in following format.

S. No	Name & Address of client	Year of the event	governmental/ International events, conference at Ministerial/Senior official level	Remarks

- e. Experience of key personnel proposed to be engaged.
- f. Details of Human & Technical resources available.

(vi) 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.

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

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

(ix) **A detailed Execution Plan & Presentation (5 minutes)** must be submitted for the 'Broad Scope of Work and Services' as mentioned at Clause No 2 above on 30<sup>th</sup> November, 2022 at 3:00 PM.

(x) The EOI should reach the North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Mawdiangdiang, Shillong –793018 latest by 2.00 PM on 30.01.2022.

#### **6. Submission of EOI:**

(i) An EOI Form as at **Clause No 13** in the document, complete in all respects.

(ii) Execution Plan of the above-mentioned 'Broad Scope of Work and Services' as at clause 2 above.

(iii) 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.

(iv) A refundable Performance Bank Guarantee of **Rs. 1.00 Lakh (Rupees One Lakh)** should be deposited in the form of a Demand Draft (DD) drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong

(v) . The Performance Bank Guarantee will be refunded to those Firms/Companies/Corporations which do not qualify in pre-selection round, based on technical grounds.

(vi) Earnest Money Deposit EMD of **Rs. 5000.00( Rupees Five thousand)** only in the form of Bank Draft drawn in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy, Shillong, should be submitted along with the EOI.

(vii) Fees of **Rs.500.00 (Rupees Five Hundred)** only will be charged in the form of Bank Draft in favour of Director, North Eastern Institute of Ayurveda & Homoeopathy (NEIAH), Shillong should be enclosed along with the EOI.

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

## **7. EOI Opening:**

- (i). The EOI shall be opened on **30<sup>th</sup>, November at 03.00 at the office of the Director, NEIAH, Mawdiangdiang**
- (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 EOIs:**

Evaluation/ Scrutiny of EOIs shall be based on:

- (i) Submission of the required documents, information by the entity alongwith the EOI.
- (ii) Assessment of the capability of the entity based on the past record as stated above.
- (iii) Offered Plan as per 'Broad Scope of Work and Services' outlined above.
- (iv) Completed EOI in all respect including the caution deposit.

NEIAH shall communicate acceptance of an EOI by E-mail.

## **9. Address for Submission of EOI:**

- A. The Director**  
**North Eastern Institute of Ayurveda & Homoeopathy**  
**Shillong, Mawdiangdiang, 793018**  
**Email : [neiahshillong@gmail.com](mailto:neiahshillong@gmail.com), [dir-neiah@nic.in](mailto:dir-neiah@nic.in)**

**10.** For any query or clarification, interested parties may contact, the office of “The Director, NEIAH” from 10:00 AM to 05:00 PM during working days.

**11. General Considerations:**

a. 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 NEIAH to proceed further with this EOI. Director, NEIAH reserves the right to annul/terminate the process and reject the EOI at any stage without assigning any reason.

b. Director, NEIAH 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. Director, NEIAH 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.

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

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

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

g. 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 NEIAH may, in its sole discretion, require ; and

(ii) 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.

(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 Director, NEIAH shall be final while short listing the EOI entities.

j. An individual entity who is in dispute with the Govt. of India or its agencies or have not cleared their financial dues towards the Govt. of India or its agencies, shall not be eligible to apply.

k. The Entity(ies) would be fully responsible to follow all statutory compliance including Labour welfare legislations in India and NEIAH will not be responsible for any default/ violation of them by the selected entity.

l. Taxes will be deducted from the bill as per norms.

### **13. 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

Enclosures

Seal of applicant.

**FINANCIAL BID**

**ANNEXURE-A**

<b>SL.NO</b>	<b>PARTICULARS</b>	<b>PER UNIT</b>	<b>RATE</b>
<b>1. PRODUCTION</b>			
	A). Making layouts and execution of temporary structures of various dimensions and types, special structures such as dome(s), tentage and covering/ceilings.		
	B). Stage, Seating & Dining areas along with related infrastructure including table and chairs of various types/categories.		
	C). Provisioning of mobile/temporary washrooms, create landscaping and ambience at venue		
<b>2. PRINTING &amp; STATIONERY</b>			
	A). Printing including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing.		
	B). Printing of invitation cards for various functions and social occasions, conference note pads, information booklets about the Programme/Conference, telephone directories, parking labels for various venues, mini booklets for programs, files/folder covers, letter heads, delegate's bags/folders etc, access badges .		
	C). Preparation of documents from information generated before, during and after the event/conference/meetings		
	D). Delegate-kits/bags for delegates/participants comprising notepad, conference labeled pen,		



	conference labeled pen drive, booklets on tourism, souvenirs, embossed business card holder, conference booklets.		
	E). Creating backdrops and signages at the Conference venue, airports, various points in the city, flags, welcome arches on approach roads.		
<b>3. SOUND &amp; VIDEO</b>			
	A). Organizing Events/Meetings for large number of delegates, equipped with projection systems along with display panels having interface for Power Point presentations and for audio/video demonstrations.		
	B). RF mikes for the participants, wireless translation equipments, catering facility along with required manpower.		
	C). Providing scanners, laptops for PowerPoint presentations.		
	D). Photography and videography of the event/Conferences.		
	E). Setting up Wi-Fi system for the entire or part of venue during the period of event with all required equipments.		
	F). Screens in the halls, LED/plasma screen in the Plenary Hall, public address system in the pre-function areas.		
	G). Generators with different voltages and capacity.		
<b>4. HUMAN RESOURCE</b>			
	A). 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.		
	B). Setting up of interpreter booths and providing appropriately trained simultaneous/consecutive interpreters in different languages as needed in the programme.		
	C). Conceptualize and organize Cultural programmes during the Event/Conferences.		
	D). Publicity and advertisement in Print & Electronic Media.		

<b>5. F&amp;B/ CATERING</b>			
	A). Lunch (Veg & Non Veg) specify the items to be serve		
	B). High Tea (Veg & Non Veg) specify the items to be serve		
	C). Light Refreshment, specify the items to be serve		

**Note: All the quoted rates should be inclusive of transportation & installation costs and any other extra requirement which is not mention in Annexure-A which may arise during the event will be borne by NEIAH.**

Signature of the Entity & Seal