

Expression of Interest (EOI)

For

Inviting firms for Empanelment as Event Manager or as service provider for independent services for an event organised by State Resource Centre for Woman and Child, Department Of Woman and Child Development, Uttar Pradesh

State Resource Centre for Woman and Child (SRCWC) set-up as an autonomous institution under the Department of Women and Child Development, Govt. of Uttar Pradesh at Lucknow responsible for undertaking research on various issues and provide certification and training to the different stakeholders of government and the civil society. It will have cross platform linkages with educational institutions to undertake joint research and training programs for the Government of Uttar Pradesh. SRCWC interventions would include, inter alia, policy formulation, strengthening, advocacy, research, documentation, monitoring, evaluation and identification of best practices and innovations pertaining to schemes and programs related to women and children.

Objective:

To empanel firms as Event Manager or as service provider for any independent services for an event like training program, conference, workshop, IEC activity, media conference etc. organised by SRCWC.

Geographical area:

Services will be required primarily at Lucknow but which may cover other districts of Uttar Pradesh as and when required.

Details of services

The services mentioned above may include the following but not restricted to them only

- 1) Conference Venue (air conditioned) with a capacity to accommodate 50,100 and 200 participants. The venue should be equipped with facilities like dice, podiums, sufficient chairs, projectors, sound systems, hand mike, collar mikes and the likes
- 2) Accommodation (air conditioned/air cooler) with details on facilities and availability of 40 rooms, 70 rooms and 100 rooms
- 3) Fooding (Veg/mixed menu) which should include the breakfast, lunch and dinner menu during the event and for room stay
- 4) Participants kits (Bags/folders, pen, informations manuals, certificates, note books etc)
- 5) Taxi services with details on the types of cars (hatch Back, sedan, MUV , SUV)
- 6) Branding and decoration like banners, standees backdrop, LED backdrop, flower arrangements or other.
- 7) Still and video recording
- 8) Ushers and anchors

9) Short films and jingles

General Instruction:

- A firm may apply as event manager if it can provide all the service listed in this EOI. A firm can also apply as a service provider for one or more than one independent services if it does not wish to apply for all the services listed in this EOI. The service provider must apply for each services separately.
- All programs will be of three categories level 1, level 2, level 3, quality of services like food, accommodation, venue etc required for each level shall increase with increasing level like quality of service for level 2 shall be better in comparison to level 1. All firms applying for this EOI should mention details of all types of service for all three level.
- Firms applying for EOI should give a detailed proposal to the centre annexing all relevant document of experience, expertise etc.
- The firms applying for this EOI should submit a detail proposal to SRCWC. After analysing all received proposals, a detailed Terms of Reference will be developed by SRCWC for empaneled event manager /service provider firms. Centre shall shortlist competent firm based on their proposal, experience, expertise, amount of work done in the past by the firms etc. Shortlisted firms shall be asked to give their financial proposal based on the terms of Reference developed by SRCWC. Decision of empanelment of the firm/firms shall be decided on the basis of the financial proposal.
- However, just the empanelment does not entitled any firm any work order. It is sole discretion of the centre to take services of empaneled event manager or service provider. Separate work order shall be issued by the centre for each assignment to be carried out by the centre. The empanelment is not a job/permanent assignment of any nature neither it is a daily engagement. The services of the empanelled person will taken on case to case basis as and when the need arises.
- A written consent/undertaking of firms will be taken for providing their services to the SRCWC

Duration :

Term for the empanelment will be of 12 months which can be extended upto 3 years based on yearly evaluation.

Eligibility Criteria

The application of only those event manager/service provider will be considered, which satisfy the following eligibility criteria:

- i) The Firm is required to have Income Tax Permanent Account Number (PAN) and Goods and Service Tax (GST) Registration Number.
- ii) The firm should not be black listed by any Government Departments, PSUs or any other organisation in respect of any assignment or behaviour.

- iii) The firm should submit their turnover for the last three years. Firms should submit their audited balance sheet of last three years.
- iv) The firms must have a working experience of not less than 7 years in the area/ service for which EOI is being applied for.
- v) The firms having experience of working with government department and institution shall be given a preference.
- vi) The applicant must have all the necessary registrations and permissions like registration of the firms, GST, Pan, Service Tax etc required for service/services. Document and testimonials of these registration documents must be attached with the proposal.

List of Documents To Be Submitted Along with Application

- i) Detailed proposal on the services to be provided.
- ii) Registration certificate of the firm issued by various authorities
- iii) Copy of PAN card of the Firm.
- iv) Copy of Goods and Service Tax Registration of the Firm.
- v) Copies of Balance sheet and Profit & Loss Account of last three years
- vi) The firm / Individual has to submit the No blacklisting certificate.
- vii) Any other relevant documents

Application Process

- The interested firms must send their details proposals ONLY via email to info@srcwc.org along with self-attested, scanned copies of the aforesaid testimonials. The application send by any other medium shall not be entertained.
- Applicant should mention “Application for Event Manager or Service Provider (mention the name of the independent service being applied for) “as the subject of email.
- Last date for application is 20th September, 2018. Application received after the last date will not be considered.