राष्ट्रीय अल्पसंख्यक विकास एवं वित्त निगम (एनएमडीएफसी)
(भारत सरकार का उपक्रम, अल्पसंख्यक कार्य मंत्रालय)

इंटर मैनेजमेंट पैनल की सुधीवध्ध करने का अनुरोध अल्पसंख्यक कार्य मंत्रालय की उल्लम्ब योजना के तहत हुमारा हाट के आयोजन के लिए इरादा को सुधीवध्ध करने हेतु आवेदन को आमंत्रित किया जाता है। विस्तृत व्यौरा एनएमडीएफसी की ऑफिस वेबसाइट www.nmdfc.org; या अल्पसंख्यक मंत्रालय www.minorityaffairs.gov.in और सीपीपी पोर्टल से प्राप्त किया जा सकता है।
आवेदन जमा करने की आखिरी तारीख 30 अक्टूबर, 2019 को सांय 5.00 बजे है।
EOI FOR
EMPANELMENT OF
EVENT
MANAGEMENT AGENCIES

NMDFC
NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION
1ST FLOOR, CORE-1, SCOPE MINAR, LAXMI NAGAR, DELHI.
www.nmdfc.org

Uploaded on Website of NMDFC 04.10. 2019
Last Date for Submission of Proposal 5.00 P.M on 30.10.2019
INVITATION FOR EMPANELMENT AS EVENT MANAGEMENT AGENCY (EMA)

1. INTRODUCTION – About NMDFC
National Minorities Development & Finance Corporation (NMDFC) is a Public Sector Undertaking (PSU) under Administrative control of Ministry of Minority Affairs, GOI incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013). The main objective of the corporation is to extend concessional credit to the “backward sections” amongst the notified National Minority Communities for income generation activities leading to their socio-economic development. The notified National Minorities as per the NCM Act 1992 comprise of Muslims, Christians, Sikhs, Buddhists, Jains & Parsis. NMDFC has All India presence & works as the Apex Corporation. It implements its scheme through the State Channelising Agencies (SCAs) nominated by the respective State Govts/UT Administrations.

The Ministry of Minority Affairs has assigned the work to NMDFC for organising Hunar Haat Exhibitions in different parts of the country. The Hunar Haat Exhibitions are part of the Upgrading the Skills and Training in Traditional Arts/Crafts for Development (USTTAD) Scheme of the Ministry of Minority Affairs, GOI. One of the objective of the scheme is to preserve & propagate the traditional skills of Artisans & Culinary Experts by giving them a platform for sale & display of their handcrafted products through exhibitions organised in different parts of the country.

So far 12 exhibitions have been organised by NMDFC viz., Three exhibitions during IITF 2016, 2017 & 2018: at Baba Kharak Singh Marg, N Delhi in 2017, 2018 & 2019; Twice at Gandhi Thidal Beach, Puducherry during 2017 & 2018; at Islam Gymkhana, Marine Drive, Mumbai in Jan, 2018; BKC, Mumbai in Dec, 2018; Shilp Gram, Jalpur in Aug,2019. More such exhibitions are planned in different parts of India during the course of the F.Y 2019-20 and beyond. Over 1300 Artisans as well as Culinary Experts drawn from all corners of the country have participated in these Hunar Haats, representing all the Minority Communities with several of them being National & State Awardees. NMDFC intends to empanel Event Management Agencies (EMA) to Plan, Conceptualise and Organise such Exhibitions.

2. Invitation for Empanelment
NMDFC invites applications from eligible and reputed Event Management Firms/Companies for empanelment through this Request for Empanelment (RFE).

Applicant Firms may note the following:-

a) This request for empanelment would not be binding on NMDFC in any form.
b) Empanelment shall in no way guarantee allotment of work to the shortlisted firms.
c) The Applicants must submit their applications in accordance with the requirements contained in this RFE.
d) NMDFC reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.
3. **Application Submission:**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Information</th>
<th>Details</th>
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</thead>
</table>
| 1      | Addressee and the address at which the application is to be submitted        | Sh. J.S. Chauhan  
Assistant General Manager,  
Projects  
NMDFC,  
Core-1, 1st Floor,  
Scope Minar, Laxmi Nagar,  
Delhi-110092 |
| 2      | Date of issue of this Request for Empanelment (RFE)                          | 4th October, 2019                                                      |
| 3      | Last date and time for submission of Applications                            | 30th October, 2019 by 5.00 P.M                                         |
| 4      | Duration of Empanelment                                                      | 1 Year                                                                 |
| 5      | Validity of the Application                                                  | 180 days                                                               |
| 6      | Bid Processing Fee                                                           | Rs. 5,000/- (Non-refundable)                                           |
| 7      | Contact Person for clarification                                             | Mr. Kumar Sudesh, Chief Manager (Fin) at arch_sudesh@rediffmail.com     |

4. **Scope of Work:**

NMDFC intends to empanel capable Event Management Agencies who shall be responsible for organizing and managing events from conception to completion stage. The scope of activities would include the following:

1. Conceptualization of the Event

2. Complete Solution to the various aspects of the event such as obtaining various permissions/approvals from various Govt. Departments, etc.

3. Designing & layout of the Stalls, Branding of Ministry Pavilion & VIP lounge, Designing & Developing Theme Areas, Complete Branding of the Exhibition, etc.

4. Assessment of requirement of various logistics and arranging the same.

5. Hiring and arranging required equipment.

6. Construction of Stage, Green Room, etc for the cultural program,

7. Photography (Still & Videography) of the event Audio-Video recording arrangements of Cultural Programs during the exhibition.
8. Construction of stalls, Ministry Pavilion, VIP Lounge, Gates, etc.

9. Designing/Printing/Fabricating/Mounting of hoarding, backdrop, invitation cards, hand bills, etc. Inputs to be provided by NMDFC/Ministry.

10. Designing creative for advertising and promotional activities

11. Promotion and publicity of the event on Social Media.

12. Execution of 360-degree mass media campaigns through Social Media platforms such as twitter, facebook, etc.

The above scope of work will vary and depend on the requirement of the venue of the exhibition. The detailed scope of work will be indicated in the Limited Tender to be floated for seeking proposals from EMAs empanelled by NMDFC, by following the current process.

➢ The applicant agency must have full-fledged creative team. The agency must be capable of conceptualising, designing, fabricating, executing and supervising the various events and activities relating to organising of mega exhibitions.

➢ While the above-mentioned activities are to give an idea on the nature and type of work involved however, there can be additional activities of similar nature, which the empanelled firms/companies would be required to undertake, based on the requirements from time to time.

➢ The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

5. **Duration of Empanelment:**

The duration of empanelment through this RFE shall be for a period of one year. The period may be extended further in case of ongoing projects, good performance and other reasons as deemed fit by NMDFC.

6. **Pre-qualification Criteria**

Bidders are expected to meet the prequalification criteria as mentioned in the following table. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents / documentary evidence is liable to be summarily rejected. NMDFC shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.
<table>
<thead>
<tr>
<th>S. No</th>
<th>Eligibility Criteria*</th>
<th>Supporting Document Required</th>
<th>Yes / No and Deviation, if any</th>
<th>Pg Nos</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>The applicant agency 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 &amp; Should have been in existence in the same name in India for the last five years.</td>
<td>Self-Attested copies of Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association / Partnership Deed.</td>
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<td>2</td>
<td>The agency must be registered in India with appropriate tax and other administrative authorities.</td>
<td>GST Registration Certificate PAN Card</td>
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<td>3</td>
<td>The Agency should have had a business turnover of at least Rs. 25.00 crores in each of the last 3 financial years (2016-17, 2017-18, 2018-19)</td>
<td>Audited Balance sheet/ Certificate by CA</td>
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<td>4</td>
<td>The Agency should have executed at least 5 exhibition for any government/PSU in last 3 F.Ys (2016-17, 2017-18, 2018-19). Out of this, at least One Event should comprise of organising exhibition by putting up 50 stalls or more for a duration of at least 7 days. Social Programmes like Private Parties, Marriages, and Functions etc. shall not be considered for evaluation.</td>
<td>Work Order and Completion Certificate of the same should be attached along with contact details for the concerned person on the client side. Technical Ability Certificate issued by CA certifying that Company has undertaken and delivered at least five programmes as Programme Management Projects from Government/ Government Departments or more in last three years.</td>
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<td>5</td>
<td>The Agency should have executed at least 3 Exhibitions of more than Rs.50.00 lakhs including One Exhibition of more than Rs.100.00 lacs for any government/PSU during last 3 F.Ys (2016-17, 2017-18, 2018-19).</td>
<td>Work Order and Completion Certificate of the same should be attached along with contact details for the concerned person on the client side</td>
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<td>6</td>
<td>The applicant must have at least 25 skilled manpower specialized in executing the various activities in the defined scope of work.</td>
<td>Certificate from the HR/ Head of the Firm and resumes of 5 Key resource persons with the relevant expertise.</td>
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<td>7</td>
<td>The applicant should have offices in at least 2 cities across India with One Office in at least One of the Metros/ Major cities (Delhi, Mumbai, Kolkata, Chennai &amp; Bangalore, Pune, Jaipur, Hyderabad)</td>
<td>Substantial proof should be given i.e. Rental agreements or electricity bills stands as valid proof</td>
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<td>8</td>
<td>The applicant should furnish an Affidavit to the effect that the firm has not been black listed in India during last 1 year period.</td>
<td>Format of Affidavit is placed at Annexure-IV</td>
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</table>

*Exceptions shall be made for Start-ups recognized by the Department of Industrial Policy & Promotion (DIPP) under the Start-up India Action Plan under the experience and turnover criteria.*
### 7. Evaluation Criteria:

The evaluation of the proposals found to meet eligibility criteria shall be carried out based on the following criteria:

<table>
<thead>
<tr>
<th>Sr Nos</th>
<th>Parameters</th>
<th>Maximum Marks</th>
</tr>
</thead>
</table>
| 1      | Business Turnover (in Rs) during each of last 3 F.Ys (2016-17, 2017-18, 2018-19) - Max 15 Marks  
   i. 25.00 crores to 30.00 crores - 05 marks  
   ii. 30.01 crores to 32.00 crores - 10 marks  
   iii. 32.01 crores and above - 15 marks | 15            |
| 2      | Experience of organising exhibition for any Government/PSU in last 3 F.Ys (2016-17, 2017-18, 2018-19) - Max 30 marks  
   i. Number of Exhibitions - Max 15 marks  
      a). Having organised 5 exhibitions with one exhibition of 50 stalls for a duration of 7 days during last 3 FYs - 05 marks  
      b). Additional 2 marks for each exhibition organised beyond above referred 5 exhibitions having 50 stalls or more for a duration of 7 days or more during last 3 FYs - Max 10 Marks.  
   ii. Number of Stalls in Exhibition - Max 15 Marks  
      a). Exhibition organised with 51-75 stalls during last 3 FYs - 7 marks  
      b). Additional 2 marks for each additional exhibition organised with 76 stalls or more during last 3 FYs - Max 8 Marks | 30            |
| 3      | Scale of Exhibition Organised for any Government/PSU in last 3 F.Ys (2016-17, 2017-18, 2018-19) - Max 15 Marks  
   i. Organised 3 Exhibitions of Rs.50.00 lacs or more, of which One Exhibition is of Rs.100.00 lacs or more - 7 Marks  
   ii. Additional 2 marks for each additional Exhibition organised with total cost of more than Rs.100.00 lacs - Max 8 Marks | 15            |
| 4      | Experience of Working (from date of incorporation/registration) as Event Management Agency - Max 10 Marks  
   I. Experience of upto 5 years - 5 Marks  
   II. Experience of 5 years to 10 years - 7 Marks  
   III. Experience of more than 10 years - 10 Marks | 10            |
| 5      | Presentation - Max 30 Marks  
   The agencies who meet the eligibility criteria shall be called for making a presentation before Evaluation Committee. The presentation should cover about the background of the agency, past experience in terms of qualitative work undertaken, creative ability, manpower their qualification/background, in-house capabilities, etc. | 30            |
|        | **Grand Total**                                                                                                                                                                                           | **100**       |

Applicant scoring overall 70 Marks or above shall be eligible for ranking. A merit list would be prepared of the eligible agencies in order of the marks obtained by them based on the Technical Scrutiny & Presentation before the evaluation committee in NMDFC. Maximum of first eight agencies appearing in the merit list would be shortlisted for empanelment by NMDFC.
8. Other Terms and Conditions:

- **Last date of submission**: last date of receipt of sealed applications is 30th October, 2019 upto 5.00 PM. No application shall be entertained after the expiry of the due date and time.

- **Superscription**: The envelope containing the application must be sealed properly and must be super scribed as “Application for Empanelment of Event Management Agency”.

- **Bid Processing Fees**: Bid Processing Fees of Rs. 5,000/- should be paid by way of demand draft in favour of ‘National Minorities Development & Finance Corporation’ payable at New Delhi. The same shall not be refundable.

- **Authorized Signatory**: The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.

- **Applications sent by post/courier**: The applications may be sent by post/ courier to reach before the scheduled date and time as indicated above. The application can also be submitted by hand in the corporate office of NMDFC. The NMDFC shall in no way be responsible for any delay due to post/transit.

- **Empanelment Letter**: NMDFC shall issue an empanelment letter to the successfully qualified Applicants depending upon their fulfilling required eligibility criteria, prior experience vis-a-vis broad parameters listed under scope of work and presentation before a committee constituted in NMDFC.

- **Any Clarification**: The applicant requiring any clarification or elucidation on any issue of the RFE Documents may take up the same with NMDFC in writing. The applicants may write to Asst. Gen Mgr. NMDFC for any clarification/query related to the RFE document. NMDFC will respond in writing to such request.

9. **The empanelment letter shall not confer any right to engagement for work.**

Mere Empanelment does not confer the right to the Event Management Agency (EMA) for getting work to organise Hunar Haat.

10. **Blacklisting/debarring:**

NMDFC reserves 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.

11. **Allocation of work post empanelment:**

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.

12. **Presentation**

As a part of Evaluation of proposals submitted by the applicants, NMDFC will seek presentation from the Agencies for evaluation purposes. The time and date for the presentation will be informed by NMDFC to applicants who meet the above mentioned basic pre-qualification criteria. NMDFC may call for the presentation at a short notice.
13. Amendment to RFE
At any time prior to the last date for receipt of applications, NMDFC may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, NMDFC may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE.

The applicant is required to visit the Tenders Section of NMDFC website for any changes or amendments in the RFE before submitting their Applications.

14. Rejection of Application
The application is liable to be rejected if:
   a) Not in prescribed format and not containing all required details.
   b) Not properly sealed, signed & numbered as per requirements.
   c) Received after the expiry of due date and time.
   d) Missing of any supporting document(s) with the Proposal

15. Documents required:
The proposal should contain the following self-attested information/documents:
   a) The Supporting documents mentioned above in the pre-qualification section along with the Annexures to this document.
   b) Any other details that the bidder may like to provide.

16. Disclaimer:
   a) The NMDFC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
   b) The NMDFC 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 NMDFC without assigning any reasons thereof.
      • To include any other item in the Scope of work at any time before the last date for submission of proposals.

17. Submission Details
Interested parties may send their applications along with the profile and other details inside a sealed envelope super-scribing ‘Application for Empanelment of Event Management Agencies’ to Assistant General Manager (Proj), NMDFC, Core-1, 1st Floor, Scope Minar, Laxmi Nagar, Delhi- 110 092. latest by 30th October, 2019, 5.00 PM.

For any further queries, you may please contact the below mentioned person:
Mr. Kumar Sudesh, Chief Manager (Fin), NMDFC: arch_sudesh@rediffmail.com
Application

Date:

To,
Assistant General Manager (Projs & Fin)
NMDFC
Core-1, 1st Floor,
Scope Minar, Laxmi Nagar – 110 092.

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

Dear Sir,

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 NMDFC as an Event Management Agency (EMA).

The proposal is made by me/us on behalf of.......................................................... (Company / Firm/ Association of individuals / Proprietorship) in the capacity of ......................... duly authorized to submit the proposal.

I/We understand that NMDFC reserves the right to reject any proposal without assigning any reasons thereof. 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.

**AUTHORISED SIGNATORY**

(Name and Designation)
Name of Firm:
Address:
E-mail id:
Contact details:
## Company Profile:

<p>| | |</p>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Applicant Firm</td>
</tr>
<tr>
<td>2</td>
<td>Ownership (Government/ PSU/ Private)</td>
</tr>
<tr>
<td>3</td>
<td>Type of Organization: Partnership firm/ Public Limited Company/ Pvt. Limited Company/ Limited Liability Partnership/Proprietorship/Others (please specify and attach proof)</td>
</tr>
</tbody>
</table>
| 4 | (i) PAN Number  
(ii) 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 of Event Management. |
| 9 | Core Competency |
| 10 | Any other important information about the organization |
| 11 | E-mail Id and contact details of the authorized person |

For and on behalf of:  
Signature of Authorized Representative/ Signatory:  
Name:  
Designation:  
(Seal)  
Date

*****
Dated :-

**Annual Business Turnover Certificate**

(On the Letter head of Chartered Accountant with date, Signature, Firm Registration No. & Seal in Original)

This is to certify that the M/s. ______________________ (Name of Agency) having its registered office at ______________________ (Address) has following Annual Business turnover during last three consecutive years (2016-17, 2017-18, 2018-19):

<table>
<thead>
<tr>
<th>Sr Nos</th>
<th>Year</th>
<th>Annual Business Turnover in Rs.</th>
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<tbody>
<tr>
<td>1</td>
<td>2016-17</td>
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<tr>
<td>2</td>
<td>2017-18</td>
<td></td>
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<tr>
<td>3</td>
<td>2018-19</td>
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</table>

The above has been certified based on the balance sheet/financial statements and true to the best of my knowledge.

(Audited Financial Statement of the agency for last three consecutive years are enclosed with this Certificate)

Name of the Chartered Accountant/Firm
Registration Number
Seal of the Chartered Accountant/Firm
(An affidavit on a non-judicial stamp paper of Rs.100/- by Authorized Representative of the Agency)

AFFIDAVIT for NON BLACKLISTED / NON BANNED PARTY

It is hereby certified that M/s______________________________ is not blacklisted/debarred by Govt. of India or its undertakings / any State Govt. or its undertaking or any other Govt. of India & State Govt. funding agencies / regulatory authorities / Statutory Body / Autonomous Body as on date.

☐ M/s______________________________ is not involved in any major litigation that may have an impact or affect that may compromise the delivery of services as required by National Minorities Development & Finance Corporation (NMDFC) for organizing Hunar Haat under USTTAD Scheme of the Ministry of Minority Affairs.

☐ M/s______________________________ would immediately inform NMDFC in case of any change in the situation any time hereinafter.

For and on behalf of:
Signature of Authorized Representative/ Signatory:
Name:
Designation:
(Seal)
Date

*****
Details of Key Employees (Chairman/ MD/Director/Creative Heads / Operations Head / Communication / Branding/ Publicity / Marketing Head / Social Media Head, etc.

<table>
<thead>
<tr>
<th>Sr Nos</th>
<th>Name</th>
<th>Designation</th>
<th>Educational Qualification</th>
<th>Total Relevant Work Experience in Years</th>
<th>Total Work Experience in Years</th>
<th>No. of Programme(s) Organized</th>
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For and on behalf of:
Signature of Authorized Representative/ Signatory:
Name:  
Designation:  
(Seal)  
Date

*****