

Eligibility and Evaluation criteria

Eligibility Criteria

The companies which fulfill the following qualification criteria should be considered as eligible Bidders. Failure to comply with the Eligibility Criteria shall render the Bidder ineligible. The financial proposal of in-eligible Bidders shall not be considered and shall be returned unopened.

- a. The Agency should have a work experience of minimum 10 years as an Event Management agency.**
- b. The Agency should have an Average Annual Turnover equivalent to INR 50 crore or above for the last three financial years (2014-15, 2015-16 & 2016-17).**
- c. The Agency should have executed at least 5 events of minimum value of INR 1 crore for large business houses, conglomerates, State/Central Government Departments in India in the last five years.**
- d. The agency should not have been debarred by any Department of State or Central Government for the last 3 years.**

Note:

Bidders should submit the following supporting documents to prove their claims:

- Certificate of incorporation and an undertaking on company letterhead stating experience of 10 or more years as an Event Management Agency. Details of Bidder are also to be submitted as per Appendix B to support point a above.
- A certificate from a Chartered Accountant for average annual turnover for the last three years (2014-15, 2015-16 & 2016-17) as per Appendix C for point b above.
- Dully filled project data sheet as per Appendix D along with work orders to substantiate the claims for point c. Please note that the events covered under point c have to be of a min. value of INR 1 crore, hence bill of payments and invoices are to be attached as a proof. Pictures of the event along with their details should also be submitted
- An affidavit on Stamp Paper stating non-debarment to support point d.

Evaluation Criteria

The bid will be evaluated on the LEAST COST SELECTION (LCS) method.

- The technical proposal comprising of scanned copies of EMD and cost of RFP, dully filled Appendices A (Cover letter), B,C and D and all other required documents as stated in the Tender document, shall be opened on the date and time mentioned in the Schedule of Bidding Process
- If the bidding Agencies qualify each of the qualification criteria set under the Eligibility criteria, they would be considered as Eligible bidders.
- The financial bids (submitted as per the BOQ format provided as Appendix E) of eligible bidders would only be opened.
- The bidder quoting the least value (L1 Bidder) for carrying out the tasks set under the Scope of work shall be considered as the Successful Bidder.