



पूर्वोत्तर हस्तशिल्प एवं हथकरघा विकास निगम लिमिटेड
(भारत सरकार का उद्योग)
North Eastern Handicrafts & Handlooms Development Corporation Ltd.
(A Govt. of India Enterprise)

इष्ट पइन्ट टावर, बामुनीमैदान, गुवाहाटी-७८१ ०२१
East Point Tower, Bamunimaidam, Guwahati-781 021

दूरभाष / Tele : 91-361-2654830, 2654780-81, 2650030-31
Website : www.nehhdc.com/www.nehhdc.in

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Expression of Interest

**For Empanelment of Agencies for organizing large exhibitions, fashion shows
and Buyers-Sellers Meet etc. in metro cities in India**

The North Eastern Handicrafts & Handloom Development Corporation Limited, a central public sector enterprise under the Ministry of DoNER intends to empanel reputed and professionally-managed agencies with a good track record for organizing large exhibitions, fashion show and Buyers-Sellers Meet etc in various parts of India fulfilling the following qualifying criteria.

1. Experiences of organizing large exhibitions, fashion shows and Buyers-Sellers Meet in metro cities in India.
2. Turn Over must be above Rs. 50 Lakhs.

Interested agencies may submit their Expression of Interest in sealed cover, super scribing "Expression of Interest for Empanelment" up to 15.00 hours on or before 03/10/2017. Interested agencies may download the Expression of Interest document from the website www.nehhdc.com or collect the same during working hours on and before 03/10/2017.

Managing Director
NEHHDC,
Bamunimaidan,
Guwahati-21



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**EXPRESSION OF INTEREST (EOI)
FOR
EMPANELMENT OF AGENCIES FOR ORGANIZING LARGE EXHIBITIONS, FASHION SHOW
AND BUYERS-SELLERS MEET ETC.**

Ref No: HHDC/CO/P&D/181/2017

September 14, 2017

Empanelment of Agencies

The North Eastern Handicrafts & Handloom Development Corporation Limited, (NEHHDC) a central public sector enterprise under the Ministry of Development of North Eastern Region intends to empanel reputed and professionally-managed agencies with a good track record for organizing large exhibitions, fashion show etc. in various parts of India and abroad. The agency should have full good track record of delivering large exhibitions, Fashion Show and BSM etc. and have existence of minimum 4 years in the requisite field.

Detailed Procedure for empanelment, documents to be furnished, Duration of empanelment, Scope of work, Qualifying Criteria, Evaluation criteria, other Terms & Conditions and application for empanelment are displayed on our website www.nehhdc.com in Notice/Tender Section which may be downloaded from NEHHDC's website.

The last date for submission of application for empanelment along with supporting documents is 03/10/2017 **up to 15.00 hrs.** Documents are to be submitted at our Corporate office, East Point Tower, 5th & 6th Floors, Bamunimaidan, Guwahati-21. In case of any queries/ clarifications; you may please get in touch with the undersigned on any working day between 9.30 am to 5.30 p.m. The short-listed Agencies, on the basis of evaluation of offers, shall be subsequently intimated by way of a letter.

Thanking you,

Yours Faithfully

(Tapan Kr. Sarma)
Dy. General Manager
(M): 9954026499

Regd. Office : C/o Purbashree Emporium, Police Bazar, Shillong-793 001

Fax : 91-364-2223513, Ph. : 91-364-2224477

CIN:U56101ML1977GOI001696

Expression of Interest for Empanelment of Agencies

1. Introduction

Incorporated in 1977, North Eastern Handicrafts and Handloom Development Corporation (NEHHDC), as the name suggests is an organization that attempts to develop and promote the indigenous crafts of the region by connecting craftsmen to prospective markets and consumers and generating economic, cultural and social opportunities for creators while adding cultural value for consumers. The Corporation is under the administrative control of the Ministry of Development of North Eastern Region (DoNER), Government of India.

2. The Empanelled Agencies shall be primarily responsible for organizing large exhibitions, Fashion Show and BSM in various parts of India from time to time and to highlight major developments and achievements of NEHHDC. All the agencies are requested to go through our website www.nehhdc.com.

3. Procedure for Empanelment

- a. Complete documents duly super scribed as "Expression of Interest for Empanelment of reputed and professionally- managed agencies" with a good track record for undertaking large exhibitions, fashion and Byers -Sellers Meet show etc in various part of India is to be downloaded from the Website www.nehhdc.com and shall be submitted on or before **03/10/2017 up to 15.00hrs** at our Corporate office, East Point Tower, Bamunimaidan, Guwahati. In case the date fixed is declared a holiday, the application for empanelment along with supporting documents should be submitted on the next working day up to 15.00 hrs without any further notice. NEHHDC will not be responsible for any postal delay. Incomplete and conditional applications will be summarily rejected.
- b. The entire application for empanelment along with supporting documents should
Be properly spiral bound, pages duly numbered, and all the pages duly signed with company's seal. No loose / separate sheets will be accepted.
- c. All the documents as attached with application for empanelment must be signed, along with seal by Authorized signatory of Agency. The authorized person on behalf of the applicant Agency must fix seal and sign on each and every page of the application for empanelment along with supporting documents and attached copy of authorization letter.
- d. All the copies of documents attached must be attested by a gazetted officer with proper seal and date. All documents, data and other statements in the application for empanelment will be subjected to strict proof and verification by this office, if felt necessary. If the seal is illegible, the application will be rejected.

- e. NEHHDC reserves the right not to assign reasons for declining to consider any particular application or applications. NEHHDC also reserves the right to accept or reject any application or all applications without assigning reason.
- f. NEHHDC reserves the right to terminate the services of the agency any time Without assigning any reason, whatsoever. Such decision shall be binding on empanelled agencies.
- g. Incomplete and conditional applications will be summarily rejected.
- h. NEHHDC reserves right to seek performance report from the other clients of the Agency.
- i. The agencies are required to submit an undertaking certifying that their agency has not ever been blacklisted from any of the organization/government/PSUs etc for any reason at any point of time.

4. Documents to be furnished-

- a) The agency should have a minimum annual turnover of **Rs. 50.00 lakh** each of the three consecutive financial years i.e. 2014-15, 2015-2016 and 2016-17. **Complete set of Audited Annual accounts including Balance Sheet and Profit & Loss a/c duly certified by Chartered Accountant for the last 3 years is to be submitted.**
- b) Copy of the Memorandum and Articles of Association/Partnership Deed / trust deed /registration etc has to be submitted.
- c) The Agency must have a full- fledged office functional at Guwahati continuously for the last four years with sufficient numbers of man power.
- d) The list of the professionals on rolls with Agency mentioning their name, designation, academic and professional qualifications and length of service.
- e) List of clients, viz., PSU's, Govt. Sector/Undertaking presently servicing with dates from and to regarding period of engagement, must be attached.
- f) The authorized person on behalf of the applicant Agency must fix seal and sign on each and every page of the application, terms and conditions and all documents submitted (copy of authorization letter should be attached) .
- g) The agency should have proven experience in organizing large exhibitions, fashion show etc in various parts of India.
- h) Application for Empanelment of Advertising Agency

5. Duration of Empanelment

- a) The duration of the empanelment will be for a period of 3 years, extendable to one more year, subject to satisfactory performance from the date of issue of the letter of empanelment.

6. SCOPE OF WORK

1. Organizing Exhibition/ Fashion shows/BSM on behalf of NEHHDC
2. Arrangement of stage, sound, lights, models, choreographers, designers and models etc.
3. Organizing various folk music components wherever considered essential.
4. Transportation, logistics for the performers.
5. Observance of legal and statutory requirements from district administration etc

7. QUALIFYING CRITERIA - Total Marks: 50 (A + B)

A. (Marks: 30, each point 10 marks)

1. The agency should have a minimum annual turnover of **Rs. 50.00 lakh** each of the three consecutive financial years i.e. 2014-15, 2015-2016 and 2016-17. **Complete set of Audited Annual accounts including Balance Sheet and Profit & Loss a/c duly certified by Chartered Accountant for the last 3 years is to be submitted.**
2. The Agency must have a full- fledged office functional in Guwahati continuously for the last four years with sufficient numbers of man power for event organizing.
3. The agency should have proven experience in organizing large exhibitions across India. The Agency must have organized fashion show etc in various part of India, specially metro cities. Must have experience in working with designers from all North Eastern states.

B. Sub Parameters:

(Marks: 20. For a ,b-10 marks each)

- a) Details of National Exhibitions organized during 2013-14,2014-15 & 2015-16 (copy of the work order to be furnished).
- b) Details Fashion show organized in various parts of India 2013-14,2014-15 & 2015-16 (copy of the work order to be furnished)

EVALUATION CRITERIA:

All the proposals will be scrutinized to assess their eligibility based on the "minimum Qualifying Criteria" (refer to Para 7 (A+B)). The pattern of awarding marks will be as under:

7 (A) Total Marks:-30.

Point – (1) Average of last 3 years will be taken into account and accordingly marks will be awarded viz., for Rs.50 lakh. = 5 marks, above Rs.1.00 crore =10 marks.

Point (2) For compliance = 10 marks. For non compliance = zero

Point (3) For compliance = 10 marks. For non compliance = zero

7(B) Total Marks: 20.

Point (a) = For compliance 10 marks and for noncompliance = Zero.

Point-(b) = For compliance 10 marks and for noncompliance = Zero.

Agencies securing more than 40 marks are eligible for empanelment.

APPLICATION FOR EMPANELMENT OF AGENCY

Name of Agency:
Full Address:

Tel Nos:
Fax No:

Name of Contact Person:
Tel No:
Fax No-
E-mail:
Mobile No:

To,
Managing Director
NEHHDC
Guwahati

Dear Sir,

I/We have perused the attached "Expression of Interest for Empanelment of Agencies" documents and hereby agree to abide by all the said conditions. I/We have signed on each page, along with our seal, signifying our acceptance.

I/We attach all documents as mentioned failing which my/our application will be deemed incomplete and may be summarily rejected.

I/We have understood and agree that in case we indulge in canvassing or trying to influence the process of empanelment or the decision of NEHHDC before, during or after the empanelment process, our application will be summarily rejected.

The following documents are enclosed with this application for empanelment.

1. EOI document signed on each page, along with our seal, signifying our acceptance.
2. For minimum annual turn over of Rs.50 lakh Complete set of Audited Annual Accounts including Balance Sheet and Profit & Loss a/c duly certified by Chartered Accountant for the last 3 years.
4. Proven experience in similar field.
5. List of clients, names of PSUs, Government Sectors, Undertaking presently servicing with dates from and to regarding period of engagement,.

6. Details of National / International Exhibitions organized during 2014-15, 2015-16 & 2016-17 (copy of the work order enclosed)
7. Attested copy of the documentary proof that Agency's office in Guwahati
8. Copy of Memorandum and Articles of Association / Partnership Deed / Proprietorship Deed / Certificate of Incorporation (in case of Companies).
9. List of professionals on rolls, along with details of the professionals, such as their names, designation, academic & professional qualifications, length of service with the agency.
14. Attested copies of the documentary proof establishing that my/our agency's Office in Guwahati is functional for the last 4 years without any break.

All statements made and all documents and data enclosed are true to the best of my/our knowledge and belief, and liable to proof when asked by NEHHDC. All copies of documents enclosed are true to the originals which can be called for inspection and verification by NEHHDC Office at any time.

This application have also been signed by me/us.

Signature
Name of the Signatory
(In Block Letters)
Address of the Agency
With Official Seal
Place
Date