

RFP for Selection Of Agency to
Conduct & Organize Chief Executive
Officers(CxO) Meet & Job Fairs
Under DDU-GKY

TRIPURA RURAL LIVELIHOOD MISSION (TRLM) SOCIETY,
BHOLANANDA PALLI, OPP. OF EPF OFFICE, AGARTALA,
TRIPURA 799010



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REQUEST FOR PROPOSAL FOR SELECTION OF EVENT MANAGEMENT AGENCY

INTRODUCTION

Tripura Rural Livelihood Mission (TRLM) Society is a registered Society under Society Registration Act 1860 and established by the Rural Development Department, Government of Tripura for implementation of National Rural Livelihood Mission in the State. Tripura Rural Livelihood Mission aims to social and economic empowerment of the rural poor and women of the State. The Mission is having two-pronged approach -

- Social Empowerment through Self sustained community institution.
- Economic Empowerment through gainful and sustainable livelihoods to poor and women.
- The TRLM is implementing two flagship program of GoI
 1. NRLM
 2. DDU-GKY

OBJECTIVE OF THE MISSION

- Create sustainable community institution of women i.e. Self-Help Group (SHG) and their Village and Cluster/ Block level federations.
- Provide trainings to community Institutions for democratic functioning and participatory bottom up planning.
- Ensuring savings, credit and insurance services for poor and women.
- Increase livelihood opportunities by enhancing existing livelihoods in farm and non-farm sectors.
- Establishing market linkage.
- Skill development and placement for unemployed youths through DDU-GKY.

OBJECTIVE

TRLM invites applications from eligible and reputed Event Management Firms/Companies for Selection of Agency/Firm/Company to conduct & organize CxO Meet & Job Fairs for TRLM.

Applicants may note the following:

- a) The Applicants must submit their applications in accordance with the requirements contained in this RFP.
- b) Only Successful Firm/Agency/Company who fulfils all the criteria listed in the RFP will be awarded the work as per the evaluation criteria.
- c) TRLM 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.

APPLICATION SUBMISSION

Sl. No.	Information	Details
1.	Addresseeandtheaddressat whichthe application is tobesubmitted	To, CEO-TRLM, BholanandaPalli, Opp. Of EPF Office, V.I.P Road, Agartala, Tripura. Pin:- 799006
2.	Date of issue of this Request forProposal (RFP)	31st August 2019
3.	Last Date and time for submission of applications	8th September 2019, 5:00 PM
4.	Duration of selection	One time
5.	Validity of the Application	180 days
6.	EMD	2% of total cost (EMD should submit at the time of submission of bid). Bid not accompanied by EMD shall be rejected. EMD Should be submitted through Bank Draft drawn in favour of "Tripura Rural Livelihood Mission Society DDU-GKY)" payable at Agartala from any Nationalised bank/ Tripura Gramin Bank/ Tripura State Co-operative Bank shall be submitted along with the sealed quotation. The said earnest money will be converted to security money for successful bidder who would be offered the work. For others the earnest money would be refunded.
7.	Contact Person for clarification	CEO TRLM

SCOPE OF WORK

TRLM intends to select capable Event Management Firms/Companies who shall be responsible for organizing and managing CxO Meets & Job fairs from conception to completion stage. The scope of activities would include and not limited to the following:

- Conceptualization of the Event
- Complete Solution to the various aspects of the event such as obtaining various permissions/approvals from TRLM.
- Facilitating Corporates / Employers/ Training Partners/ Candidates depending upon the nature of Event.
- Designing & layout of the Stalls, Branding of Pavilion & VIP lounge, Designing & Developing Theme Areas, Complete Branding of the Exhibition, etc.
- Assessment of requirement of various logistics and arranging the same.
- Hospitality, Protocol & Transportation & liaison support for delegator.
- Travel arrangements for delegates as per requirement of the event.
- Booking & Accommodation arrangements for Delegates/Employer.
- Fooding & Refreshment Arrangement for Delegates/Employers & candidates.
- Hiring and arranging required equipment for the respective event.

- Complete Branding of the Event.
- Audio-Video recording arrangements of whole programme including Cultural Programs during the CXO meet..
- Photography and videography of the events
- Event's kits for delegates/participants of various events and Mementos for selected personalities and other dignitaries.
- Construction of stalls, VIP Lounge, Gates, etc.
- Designing, Printing & dispatching of invitations to addresses as provided by TRLM.
- Maintaining Public Relations
- Designing creative advertising and promotional activities in consultation with designated media team of TRLM.
- Mass Promotion and publicity of the event through various medium like SMS, WhatsApp, etc.

The above-mentioned activities are not exhaustive. Depending upon circumstances additions/modifications in the activities to be carried out will be decided by TRLM and the selected agency has to deliver the same. And all the cost will be paid by department on approval.

PRE-QUALIFICATION CRITERIA

Bidders are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/ documentary evidence is liable to be summarily rejected. TRLM shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

Sl. No.	Eligibility Criteria	Supporting Document
1.	The applicant shall be a single entity/ consortium 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 & Should have been in existence in India for the last five years.	Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association / Partnership Deed.
2.	The agency must be registered in India with appropriate tax and other administrative authorities.	GST Registration Certificate & PAN Card
3.	The organization should have had an average annual business turnover of at least Rs. 1.5 crores in the last 3 financial years, 2016-17, 2017-18, 2018-19.	Copy of Company's Audited/Certified Balance sheet & copy of Turnover Certificate from the reputed Chartered Accountant
4.	Must have completed similar 5(five) projects in last 5(five) years. 3(three) out of which be Job fair/ CxO Meet. Conducted atleast one CxO meet/ Job fair in any SRLM.	Work Order/ Completion Certificate/ Satisfactory letter or any supporting document of the same should be attached along with contact details for the concerned person on the client side.
5.	The Agency/ Company/ Firm/ Society/	Certificate from the HR/ Head of the

	Organisation should be equipped with adequate, qualified & experienced manpower of minimum 50 (fifty) on rolls and infrastructure.	Firm and resumes of 5 Key resources with the relevant expertise.
6.	The applicant should have offices in 2 cities across India.	Substantial proof should be given i.e. Rental agreements or electricity bills stands as valid proof.
7.	The applicant should furnish a notarised affidavit undertaking to the effect that the firm has not been blacklisted in India during last 1 year period.	Copy of Notarised Affidavit.
8.	The applicant should have valid ISO 9000 series certificate.	Copy of ISO Certificate.

EVALUATION OF BID

Bid Proposals of the qualified Bidders, as evaluated according to the abovementioned Pre-Qualification criteria, shall be opened by the appropriate Committee in the presence of the representative of the Bidders, who choose to attend opening of bids.

OTHER TERMS & CONDITIONS

SUBMISSION DETAILS

1. The agencies fulfilling the eligibility criteria may submit the Application for Selection along with the supporting documents as mentioned in the application format (Annexure) as hardcopy to the below address on or before <Time> on <Date>.
2. **To,**
CEO TRLM, Bholananda Palli, Opp. Of EPF Office, V.I.P Road, Agartala, Tripura.
Pin:-799006
3. The envelope containing the application must be sealed properly and must be super scribed as "Application for Selection of Event Management Agencies 2019-20" For TRLM.
4. The applications may be sent by post/ courier to reach before the scheduled date and time as indicated above. TRLM shall in no way be responsible for any delay due to post/transit.

REJECTION OF APPLICATIONS

The application is liable to be rejected if:

1. Not submitted in prescribed format and not containing all required details.
2. Not properly sealed and signed as per requirements.
3. Received after the last date and time.
4. Missing of any supporting document(s) with the Proposal
5. Not accompanied by required amount of EMD.

DISCLAIMER

The TRLM shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and retained unopened.

The TRLM reserves the right:

1. To reject any/all applications without assigning any reasons thereof.
2. To relax or waive any of the conditions stipulated in this document as deemed necessary in best interest of TRLM without assigning any reasons thereof.
3. To include/modify any other item in the Scope of work at any time before the last date for submission of proposals.

GENERAL CONSIDERATIONS

- i. Neither the issue of this Invitation for RFP nor any part of its contents is to be taken as either a commitment or an acknowledgment on the part of TRLM to proceed further with this RFP. TRLM reserves the right to annul/terminate the process and revoke the RFP at any stage without assigning any reason.
- ii. TRLM 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 RFP without assigning any reason whatsoever or prior notice being provided to any entity.
- iii. TRLM 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 RFP, or compliance with any of the requirements of the Invitation for RFP or in any other manner.
- iv. Any concealment of a material fact or a misrepresentation shall lead to disqualification of the Entity (ies) from participating in the bid and shall be liable to indemnify the losses incurred to TRLM.
- v. In case any clarification is sought by TRLM after opening of RFP response, the reply of the Entity should be restricted to the clarification sought.
- vi. Canvassing in any form shall render the RFP liable to be rejected.
- vii. The Entity shall be deemed to have duly considered all terms of this Invitation for RFP document and acknowledge that it intends to submit an RFP offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by TRLM through any Addendum (s).
- viii. Each Entity irrevocably and unconditionally accepts and agrees that by submitting an RFP:
 - a. It agrees to be bound by the terms, conditions and obligations set out in this Invitation for RFP document together with such other terms and conditions as TRLM may, in its sole discretion, require and
 - b. It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for RFP.
- ix. The decision of TRLM shall be final while short listing the RFP entities.
- x. Vendor who gets selected with TRLM as a result of this RFP process are not allowed to use the name of TRLM, its logo, service marks or any document for any purpose without prior written approval of TRLM.
- xi. TRLM reserves the right to cancel the Award 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.

ANNEXURES & ENCLOSURES

ANNEXURE – 1 APPLICATION

Date:

To,

<Designation of Concerned Authority>

<Address>

Subject: Selection Event Management Agency (EMA) for DDU-GKY Tripura

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 selecting us with TRLM 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 TRLM 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 Selected Firm.

Authorized Signatory

(Name of Designation)

ANNEXURE – 2 COMPANY PROFILE

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

Signature of Authorized Signatory with Seal.

FORMAT FOR FINANCIAL BID

Tender Inviting Authority :

Tender ID :

Bidder Name :

Sl. No.	Description	Financial Proposal (In Percentage of estimated tender value for the event)
1.	Event: CxO Meet & Job fair	

Sign & Stamp of Authorized Signatory

ENCLOSURES

1. Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association/Partnership Deed.
2. GST Registration Certificate
3. PAN issued by the IT department in favor of the Agency/Company/Firm/ Society/ Organization.
4. Certificate issued by Chartered Accountant stating the details of annual turnover during the financial years 2016-17, 2017-18 & 2018-19 along with audited financial statements.
5. List of major clients with billing amount.
6. Work Order and Completion Certificate or supporting document of at least 3 events executed by the firm along with contact details for the concerned person on the client side.
7. Undertaking to the effect that the firm has not been blacklisted in India.
8. Photographs/Visual Documents of the events executed, if any.

Particular of participants, required items and quantity

Annexure-3

Sl. No.	Particulars of expenditure	22.09.2019	23.09.2019 (Job Fair)	24.09.2019 (CXO meet)	25.09.2019
1	No. of participant	50 Employer from outside the state	50 Employer from outside the state 50 Employer from within the state Candidates of DDU-GKY- 200 Candidates of PMKVY- 50 TRLM, TSA& CTSA, PIA, TP and Skill Director-15+ 5+35+10+10=70 Extra=25 Total participant= 450	50 Employer from outside the state 50 Employer from within the state Candidates of DDU-GKY- 200 Candidates of PMKVY- 50 TRLM, TSA& CTSA, PIA, Skill Director-15+ 5+30+10=70 MoRD officials=5 CEO different states= 10 Extra=25 Total participant= 450	50 Employer from outside the state
2	Flight fare	For 50 Employers from outside the state	Nil	Nil	For 50 Employers from outside the state
3	Logistic (fooding and lodging)	Logistic for 50 person	Lunch and Snacks & Breakfast for 450 participant Logistic for 50 person (Only dinner)	Lunch and Snacks & Breakfast for 450 participant Logistic for 50 Employers dinner Logistic for 5 no.s of MoRD officials Logistic for 10 no.s of CEO from different SRLM.	Logistic for 50 Employers dinner Logistic for 5 no.s of MoRD officials Logistic for 10 no.s of CEO from different SRLM.
4	Vehicle required	15 no.s Bolero car with A/C	15 no.s Bolero car with A/C Bus- 8 No.s	20 no.s Bolero car with A/C Bus- 8 No.s	15 no.s Bolero car with A/C
5	Hall Booking	Nil	1 Hall with 500 capacity	1 Hall with 500 capacity	Nil
6	Arrangement of stall for PIAs for interview and counselling of the candidates	Nil	15 No.s of PIAs and TPs	Nil	Nil
7	Hall Decoration	Nil	1	1	Nil
8	Purchase of Kits for participants (good quality jute bag, folder etc.	Nil	Nil	150 No.s	Nil

9	IEC campaign(Flex, Banner, Leaflet, Brochure, Hand bill, Pocket Diary, Notepad, Diary, calendar, TV ad, Radio ad etc)	LED Giant Screen- 4 No.s, Hoarding- 20 No.s, Designing of flex(100 No.s) and advertisement Newspaper and TV ad (before 7 days of the program)
10	Video and photography	For 4 (Four) days with HD quality
11	Other Contingencies	As per requirement