

**INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF EVENT MANAGEMENT AGENCY FOR
ORGANISING CULTURAL EVENTS FOR EDII**

**ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA (EDII),
AHMEDABAD**



Tender No: EDII/ADMN/PGP/2024/01

**ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA (EDII)
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat - India
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Website: www.ediindia.org**

INVITING EXPRESSION OF INTEREST (EOIS) FOR EMPANELMENT OF EVENT MANAGEMENT ORGANISING CULTURAL EVENTS

INTRODUCTION: Entrepreneurship Development Institute of India (EDII), Ahmedabad was set up in 1983 as an autonomous and not-for-profit Institute with support of apex financial institutions – the IDBI Bank Ltd., IFCI Ltd., ICICI Bank Ltd. and State Bank of India (SBI). The Government of Gujarat pledged twenty-three acres of land on which stands the majestic and sprawling EDII Campus. EDII has been recognized as the Centre of Excellence by the Ministry of Skill Development and Entrepreneurship, Govt. of India.

EDII MISSION

- To augment the supply of new entrepreneurs through education, training, and research.
- To increase the competitiveness of MSMEs
- To contribute to the dispersal of business ownership and thus expand the social base of the entrepreneurial class
- To institutionalize entrepreneurship development strategy at national and international level

About the Project:

EDII (Entrepreneurship Development Institute of India) hosts a range of vibrant cultural events that celebrate diversity, creativity, and community. These events are essential in fostering a balanced academic and social life, allowing artisans and community to showcase their talents, explore different cultures, and build lifelong connections.

Objective:

The Entrepreneurship Development Institute of India (EDII) invites Expressions of Interest (EOI) from experienced event management agencies to join its empaneled group responsible for delivering high-quality cultural events on campus and other location. EDII's events showcase the institute's vibrant community, innovative spirit, and commitment to academic excellence. EDII seeks agencies skilled in managing large-scale events with exceptional production quality, creative design, and strategic promotion to elevate EDII's brand. Selected agencies will handle end-to-end event execution, including conceptualization, set design, AV production, and social media campaigns, ensuring each event reflects the caliber and professionalism expected from a leading institution and also coordinate with potential partners.

Event Brief

Conceptualization, Production, and Execution of high caliber events. These events will be organized in the academic year 2025-26 with different target audience and size of the event.

The event would comprise the following:

1.	Freshers Night
2.	Jhankaar Garba Night
3.	Ecstasy Cultural event
4.	Freshers Night
5.	Fashion Show

Common Scope of Work for Event Management at EDII

1. Branding and Collateral: Conceptualize and design cohesive event branding to be applied across all required print and digital media collaterals.
2. Venue Layout Planning: Develop detailed layout plans for the event venue, whether on-campus at EDII or off-site.
3. Invitations and Guest Reminders: Design, produce, and distribute event invitations; manage follow-up reminders for invited guests.
4. Guest List Management: Coordinate with EDII to compile a comprehensive guest list.
5. Security and Guest Management: Arrange adequate security and provide a dedicated guest management team at the event.
6. Event Documentation: Capture the event through professional photography and videography. Deliver raw and edited footage within a week, with selected highlights submitted within 36 hours for social media posting.
7. Permits and Licenses: Obtain all necessary permits, including those related to intellectual property rights, as required for the event.
8. Artist Engagement: Identify and onboard cultural performers, musicians, or bands per the event requirements.
9. Artist Coordination: Manage and coordinate requirements of reputed artists, bands, or performers as required for the event.
10. The event management company is encouraged to procure sponsorships to enrich the event further and cover additional production expenses.
11. Production and Support Teams: Engage necessary support teams, including backstage and production assistants.
12. Stage Design and Execution: Design, produce, and execute a thematic stage setup, including backdrop graphics, multimedia projections, screens, and other elements as needed.
13. Backstage and Green Room Setup: Set up necessary backstage infrastructure, including green rooms for performers.
14. Seating Arrangement: Organize well-planned seating for the audience, ensuring comfort and aesthetics.
15. Technical Equipment: Arrange and set up essential equipment, including lighting, sound, AV systems, multimedia projection, screens, and communication devices (cordless mics, walkie-talkies).
16. Rehearsal and Soundcheck: Conduct sound checks and a rehearsal the day prior for larger events like Jhankaar and Ecstasy, with final checks on the event day.
17. Artist and Crew Accommodation: Arrange accommodation and transportation for performers, technical staff, and other essential personnel.
18. Catering: Organize food and refreshments for the crew and performers before and after the event.
19. Coordination with EDII: Coordinate with concerned EDII committees and performers to ensure seamless event execution.
20. Safety Compliance: Adhere to all necessary safety measures for temporary event infrastructure.

Submission Instructions

Format: All documents will be submitted in single envelopes titled "Expression of Interest (EOIs) for Empanelment of Event Management Agency under Entrepreneurship Development Institute of India (EDII)." Loose papers shall not be accepted or outright rejected. Hard-bound copies only shall be accepted.

Deadline: 6th December 2024

Address: Sr. Manager (Estate).

Entrepreneurship Development Institute Of India:

(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 Dist. Gandhinagar Gujarat India

Inquiries: For any questions regarding the EOI submission process, please contact:

Name: Dr. Kirtika Chetia

Email: kirtika@ediindia.org Phone: 8980628616

Eligibility Criteria

1. Technical criteria

- The Bidder shall have experience in organizing state/national/institute level events of minimum 1 year.
- The Bidder shall be a legally valid entity with GST number and must have requisite certifications for conducting the event.
- The Bidder should not be blacklisted by any Government Department, Organization, Corporation, or any other body.
- In the event of any breach of scope of work specified in the tender, the Bidder assumes responsibility for legal proceedings.
- Brief profile and background of the agency's team associated with the event.

Proposal Ownership

The bid and all supporting documentation submitted by the bidders shall become EDII property and it reserves the right to accept or reject any request made by any bidder to return or destroy the bid and accompanying documentation.

Indemnity

The selected Bidder shall indemnify, protect and save EDII and its personnel against all claims, losses, costs, damages, expenses, action suits, and other proceedings.

Force Majeure

"Force Majeure" means an event beyond the control of the select Bidder and not involving the vendor's fault or negligence and not foreseeable. Such events may include but are not limited to, Acts of God or public enemy, acts of Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lockouts, and freight embargoes.

If a Force Majeure situation arises, the select Bidder shall promptly notify EDII in writing of such conditions and the cause thereof within 30 calendar days. In such a case, the time for performance

shall be extended by a period not less than the duration of such delay. If the duration of delay continues beyond a period of three months, EDII and the select Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

General Conditions:

1. The final decision on the selection of the artist(s)/singer/talent/model will be made by the concerned EDII committee.
2. Event Management company will be responsible for the complete execution of the event based on the scope of work for cultural events.
Over and above, the event management company will bear the following:
 - a. Travel, stay, and local conveyance of artist(s) team, hair, and make-up artists, light and sound experts, tech experts, videographers, photographers, and any other local/outstation individuals.
 - a. Food charges for the entire crew of the event.
 - b. Any other expenses required to be incurred for the successful execution of the event.
3. The event management company must ensure strict adherence to fire, structural, and all other safety norms required by law.
4. The event management company shall procure necessary permissions and NOCs required for conducting the event from competent authorities.
5. Use copy-righted music controlled by the Phonographic Performance Ltd. (PPL) for the event and submit the copyright document at EDII to avoid any discrepancy
6. The vendor should agree to indemnify and hold harmless Customer (EDII) from all damages, costs, and expenses, including reasonable attorneys' fees arising out of any infringement or claim of infringement of patents, trademarks, or copyrights arising out of the use of any Products that are the subject of this Agreement.
7. The vendor shall be solely responsible for any breach of IPR if arising thereto. The Vendor shall indemnify and hold the Customer harmless of any and all breach of IPR and/or any claims arising thereto.
8. The event schedule, date, and venue may be subjected to change due to unforeseen circumstances.
9. Break-up of rates must be given for each of the expenses as per expense head i.e. Artist(s) fee, production, design etc.
10. The competent authority of this Institute reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
11. No increase in quoted price will be allowed during the validity of the bid.
12. Taxes applicable will be deducted as per rules
13. The responsibility for delivering all the photographs/ videography related to the event should be submitted to the EDII within seven days by the agency. The agency will have to submitted a few photos and videos as per requirement within 36 hours of the event for social media posting.
14. The deputed photographer/videographer of the agency has to reach on his/her own at the destination / place for photo/video coverage. No separate payment will be made for transport vehicle & materials.

15. All the photographs, DVD, RAW files, etc. will be the property of the Institute. The photographs/video footage are strictly not allowed to be used for any other purpose without the knowledge and written approval of EDII.
16. The competent authority of this office shall not be responsible for any loss/damage caused to cameras/operators.
17. From the time the bids are opened, and the contract is awarded, the bidders should not contact the employer on any matter related to its technical and/or financial Bid.
18. Any effort by the bidder to influence the employer in the examination, evaluation, ranking of Bids and recommendations of award of contract may result in the rejection of the bidders' bid
19. Any bid received by EDII after the last date for bid submission will be rejected.
20. The Bidder shall bear all costs associated with the preparation, submission of its bid at EDII.
21. Payment terms:
 - i. 40% advance on confirming the work order issued by EDII. Balance 60% after the conclusion of the Event, and submission of all the deliverables to EDII, One month after submission of the bill.
 - ii. The rates quoted should be all-inclusive including GST. Submit a copy of Goods and Services Tax Registration documents along with your offer.
 - iii. The original invoice is to be submitted for release of payment. The invoice should contain invoice no., date, and GST number of both parties along with GST bifurcation, seal, and sign
22. The Agency should sign all the pages of the tender documents before submission, as a token of having read & accepted the terms and conditions.
23. Any effort by the bidder to influence the employer in the examination, evaluation, ranking of Bids, and recommendations of award of contract may result in the rejection of the bidders' bid
24. The Tenderer shall not sub-contract the work to any sub-contractor without the prior approval of the Institute. In case the contractor is found engaging the subcontractor without prior approval, the Institute reserves the right to terminate the contract.
25. The Contract rates shall remain firm for the entire duration of the Contract. No revision of the rate or adjustment of the Contract price shall be allowed on any account. The Contract rates are deemed to include the effect of all fluctuations in the cost of execution of Works during the duration of the Contract and completion of Works
26. The tenderer who has downloaded the tender from the Institute's website www.ediindia.org shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case the same is found to be tempered/ modified in any manner, the tender will be completely rejected and EMD/Bid Security would be forfeited
27. Amendments to Notice Inviting Tender (NIT), if any, would be published on the website only, and not in the newspaper.
28. Intending tenderers are advised to visit again the Institute's website <https://www.ediindia.org/the-institute/tenders/> at least 3 days prior to the closing date of submission of tender for any corrigendum/addendum/ amendment
29. The Tenderer shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, and expenses associated with any demonstrations or presentations which may be required by the Institute or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Tenderer and the Institute shall not be liable in any manner whatsoever for the same or any other costs or other expenses incurred by a Tenderer in

preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.

30. Interested Tenderers should carry out an independent assessment and analysis of the requirements of the information, facts, and observations
31. Not more than one tender shall be submitted by one contractor or contractor having a business relationship. Under no circumstance will the father and his son(s) or other close relations who have a business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
32. **The Institute will NOT ACCEPT ANY TENDERS THROUGH EMAIL.**
33. Persons tendering are informed that no erasures or alterations by them in the text of the document sent herewith shall be allowed and any such erasures or alterations shall be disregarded. If there is an error in writing, no overwriting should be done, the wrong word or figure should be struck out and the correct one written above or neat it in an unambiguous way.
34. Any dispute, difference, or objection about any matter relating to this contract shall be referred to the Sole Arbitration of any person appointed by the Director-General at the time of reference. The decision of the Arbitrator so appointed, shall be final and binding on both the parties.
35. Institute shall have the right to reject tender without assigning any reason and will have the discretion to award the work to more than one firm for the expediency of work. Therefore, EDII reserves the right to choose one or more parties or cancel the tender at its sole discretion.
36. EDII reserves the right to terminate the contract if the services are not found satisfactory, by giving one months' notice and if the Agency wants to terminate the contract, they will be required to give one months' notice in writing giving reasons thereof.
37. Jurisdiction for all legal matters will be at Gandhinagar, Gujarat State.

Sd/-
Authorized Signatory

Annexure – I
AGENCY INFORMATION SHEET

1.	Name of the Agency	:	
2.	Address of Registered Office/Head Office: (With telephone no.)	:	
3.	Contact Person/Mobile No.	:	
4.	Email address	:	
5.	Year of Establishment	:	
6.	Constitution of the Firm: (Public Ltd./Private Ltd./Partnership/ Proprietorship, etc.)	:	
7.	Name of the Proprietor/Partners/ Directors: (Strike out whichever is not applicable)	:	
8.	PAN card No.	:	
9	GST Registration No.	:	
10.	Experience in a number of years in handling various accounts	:	
11.	Is the Agency empanelled with Educational Institutions? If yes, name of the Institutes: (Attach separate sheet, if required)	:	
11.	Annual Turnover of the firm during the last financial year. Attach a copy of the certified audited statement of accounts or a certificate of the agency's Chartered Accountants.	:	
12.	Infrastructure available in Ahmedabad and other cities in India	:	
13.	Attach a statement and resumes of employees, including technical and administrative staff, etc.	:	
14.	Attach a statement showing list of clients (Names, address, contact person's name and phone nos., etc.) (please refer Annexure –II)	:	

Annexure – II

DETAILS OF WORK EXPERIENCE CERTIFICATES

Sr. No.	Name, Address, Contact Person & Phone No. of the Client	Date and No. of Completion Certificate	Date of Start	Date of Completion	Cost of Work on Completion	Reference and Page No. of Documentary Proof of the detail missing in completion certificate

Annexure – III

FINANCIAL DETAILS

Sr. No.		1 st FY	2 nd FY	3 rd FY	4 th FY	5 th FY
		Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)	Rs. (In Lacs)
		a	b	c	d	e
1	Profit / Loss					
2	Gross Annual Turnover of Previous 5 Financial Years ending as on 31st March of last FY					
3	Average Annual Turnover for previous 5 financial years(Rs in Lacs) = $(a+b+c+d+e) / 5$					
4	Net Worth (paid up capital + reserves) as on 31st March of last FY					

Signature of Tenderer with Seal

Annexure-IV

Undertaking by the Service Provider

I/We have gone through the tender terms and conditions, and they are acceptable to us.

Place:.....

Date:.....

Name:

Address:.....

.....

Signature:.....

(Signature of Authorized Person of Agency / Company with Official Seal)

Email:..... Mobile:.....



VENDOR REGISTRATION FORM

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA

(Via Ahmedabad Airport & Indira Bridge),
P.O. Bhat 382 428, Dist. Gandhinagar, Gujarat, India.

1	Name of the Vendor/Client (Please submit valid proof for the same)	
2	Type :	<input type="radio"/> Company <input type="radio"/> Firm <input type="radio"/> Proprietorship <input type="radio"/> Trust Others Please Specify _____
3	Status of Vendor :	<input type="radio"/> Manufacturer <input type="radio"/> Authorised Dealer <input type="radio"/> Service Provider <input type="radio"/> Stockist/Traders Others Please Specify _____
4	Registered Address :	
5	State	
6	Name Of Contact Person :	
7	Designation Of Contact Person :	
8	Contact Number:	
9	Official E Mail Address :	
10	PAN (Please attach copy for the same) :	
11	Status of Vendor under GST :	<input type="radio"/> Registered <input type="radio"/> Un-registered
12	GST No./Provisional ID Number : (Please attach copy for the same)	
13	Payment Terms	
14	Are you associated or having relationship with any of the EDII employee?	<input type="radio"/> Yes <input type="radio"/> No
15	If YES, please provide the relationship details :	
16	Have you ever worked with the EDII before :	<input type="radio"/> Yes <input type="radio"/> No

17	If YES, please provide the reference of transaction done :	
18	Name of the Bank :	
19	Address of the Branch :	
20	Beneficiary Name : (The Bank account to which any payment will be made, preferably, should not be on Individual's name. In case of proprietorship proper KYC should be submitted where name must match with the name provided in 1st row)	
21	Bank Account No. :	
22	Bank Account Type :	
23	IFSC Code for RTGS/NEFT :	
	List of Documents to be provided	
	1. Copy of PAN	
	2. Copy of GST registration Certificate (All 3 pages) - If registered under GST	
	3. Cancelled Cheque / Bank Passbook 1st page containing Bank details	
	4. If Company, Certificate of Incorporation	
	5. If Partnership firm / LLP, List of Partners	

Date: _____

Approved by