

Invitation of Expression of Interest (EOI)

Sub: Engagement of Event Management Agency for providing complete event management services for Matdaata Mahotsav event of Election Commission of India.

Election Commission of India invites Expression of Interest (EOI) from experienced and reputed Event Management Agencies, registered in India and with established office in New Delhi to provide complete event management & logistics Services for **Matdaata Mahotsav** event scheduled to be held in January 2016 at New Delhi. Interested agencies are requested to submit their formal application along with their status and Company profile etc.

Scope of Work

With an aim to carry forward the good practice of extending the celebrations of the National Voters' Day (25th January) to the main stakeholders - the masses - a series of events are proposed ahead of National Voters' Day.

What: A string of events, targeted to reach out to different groups of the populace. These events would include myriad activities ranging from discussions and debates to cultural performances and contests.

Why: To celebrate the power and participation of the voter and create a spirit of festivity for NVD. The event would be focussed at involving citizens for enhanced sense of inclusion, greater awareness about the electoral process and strengthening the message of SVEEP.

When: A number of events and activities beginning in the first week of January 2016 in the run up to NVD function on 25th January, 2016. The events could be planned in a way that it would lend appropriate time for the organisers to prepare and coordinate. Days/ festivals of international and national importance could be used strategically as a platform for holding SVEEP events, for example Pravasi Bhartiya Divas- 9 January, National Youth Day- 12 January, Army Day- 15 January.

Where: Multiple venues are suggested for different events with the objective of reaching out to different target groups. **Pragati Maidan, Central Park** in Connaught Place, **Purana Quila, Red Fort, India Habitat Centre** may be among the venues for competitions, cultural events and exhibitions keeping in mind the popularity and good footfall, while **Siri Fort Auditorium** and college campuses of University of Delhi/ Jawaharlal Nehru University/ South Asian University in Chanakypuri would make appropriate locations for holding discussions and debates.

For & With Whom- Individual events could be organised to spread the message of SVEEP to specific target groups like Women, Youth, Service Voters, NRIs, Persons with Disabilities, school students, other marginalised sections. Ministry of Defence for Service Voters, Ministry of External Affairs for NRIs, Kendriya Vidyalaya, Ryan International, Delhi Public School or similar chain of schools for school students, UNDP, United Nations Volunteer (and their partnership with NSS/NYKS), are some probable partnerships that could be explored. These could also be conducted in collaboration with CSOs working with these specific groups and communities.

Following are **the probable list of events:**

- I. **Exhibition-** An exhibition showcasing the educational tools, best practices, photographs, publications on voter education of **international Election Management Bodies**. In addition to this, the good work done in the different States and UTs of India would also be on display with the help of the Chief Electoral Officers.
- II. **Cultural Evenings-** Music concerts, cultural performances, games, debates and ADDA/ CHARCHA discussions could be a part of a gala festival for youth. UNV along with Ministry of Youth Affairs and Sports, college unions and CSOs could provide support in organising the fest. Exhibition venue or University of Delhi are potential venues for the same.
- III. **TedEx-** Ted Talk by a specialist on voter participation followed by a panel discussion of eminent journalists, social workers, election managers and interaction with the audiences. This could be organised in collaboration with media agencies who have prior experience in organising the same and college unions, with Siri Fort Auditorium or the campus of one of the Universities in Delhi as the venue.
- IV. **Competitions-**Drawing, quizzes, extempore and slogan writing contests could be hosted on a large scale in collaboration with a chain of schools.
 - One mobile Model Polling Station shall be set-up for the venue/venues with all features of a Model Polling Station.
 - Facebook page for Voters’ Fest / Matdata Mahotsav with updates and alerts can be launched in November and live till 25th January 2016.

Short Listing

Agencies shall be evaluated for shortlisting, based on their past experience of handing similar types of projects, strength of their man power and financial strength of the firm. The following weightages shall be used for evaluation:

Sr. No	Criteria	Weightage
--------	----------	-----------

1	Past Experience of The firm 1. Number of years experience 2. Past Experience of similarnature 3. Past experience of similar work with Government Agencies	60 marks 12 30 18
2	Experience of Key Personnel. 1. Qualifications 2. Relevant Experience	24 marks 6 18
3	Financial Strength of the Consultant. 1. Turnover figure for Last three Years. 2. Net Profit Figure for Last three years	16 marks 8 8

Agencies securing 70 marks and above shall be shortlisted.

Conditions:

1. This is only an invitation for shortlisting of Agency, only selected agencies will be called to submit their Technical and Financial bids after the evaluation of their status.
2. The Agencies may also be called for making presentation of profiles and major event covered by them during the last 8-10.
3. Only such agencies, who are registered in India and have an established office in New Delhi and have past experience in providing these services for Govt. Sector will be considered as eligible.
4. Application can be submitted to Shri Suman Kumar Das, Under Secretary, Room No.308, Nirvachan Sadan, Ashoka Road, New Delhi superscribing "Empanelment of Agency for event management services"
5. Last date for submission of Applications is 23rd October, 2015.
6. ECI reserves the right to reject / cancel any or all of the EOIs without assigning any reasons therefore. The Document can also be downloaded from the website http://eci.nic.in/eci_main1/tender.aspx

(Suman K Das)
 Under Secretary