

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi

No. 255/ECI/Tender/EM/2016/Prot

Dated : 17th August, 2016

INVITATION FOR EXPRESSION OF INTEREST (EOI)

Sub : Empanelment of event management Agency for providing event management services for seminar, Conference, Workshops and exhibition etc. organised by Election Commission of India at various venues.

The Election Commission of India invites Expression of Interest (EOI) from very well experienced and financially sound event management agencies for empanelment to provide complete event management and logistics services for seminars, Conferences, Workshops etc. being organised in the Commission and at various venues, for a period of two years from the date of signing of contract. Interested and experiences agencies may apply.

Scope of work:

1. Organization of Dias, seating arrangements, name plates etc
2. Designing, printing, and putting up backdrops, hoarding, sinages, badges, direction panels, registration counters etc.
3. Audio-visual systems – installation of projectors, screens sound systems, mikes, audio-video recording of the proceedings, videography, photography
4. Providing of services of compare, ushers (male/female), interpreter etc.
5. Supply of Queue manager sets, lap-tops, computers with laser printers, photocopier machines with operator.
6. 6. Documentation of event.

Short listing :

Agencies shall be evaluated for short listing, based on their past experience of handling similar type of projects, strength of their manpower and financial strength of the firm. The following weightage shall be used for evaluation:-

Sl. No.	Criteria	Weightage
1	Past Experience of the agency	60 Marks
	a. Number of years of experience	10
	b. Past experience of handling similar nature of work	30
	c. Past experience of handling similar nature of work with the government organization.	15
	d. Experience of team members.	5
2	Financial Strength of the agency	20 Marks
	a. Turnover figure for the last three years	10
	b. Net Profit figure for the last three years	10

The agencies securing 70% or above shall be shortlisted.

Conditions:

1. This is only an invitation of short listing the agencies, only selected agencies will be called to submit their Technical and financial bids after the evaluation of their status for empanelment.
2. The agencies may also be called for making presentation of profiles and major event covered by them during last 5 years.
3. Only such agencies who are registered in India and have an established office in New Delhi.
4. The application may be submitted to the undersigned superscribing "Empanelment of Agency for Event Management Services" by 30th August, 2016 at 3.00 pm.
5. ECI reserves the right to reject/cancel any or all the EOIs without assigning any reasons.



(Rahul Sharma)

Secretary

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