



WOMEN AND CHILD DEVELOPMENT CORPORATION

Road No.-2, Daroga Rai Path, R Block, Patna 800 001

Web: www.wdc.bih.nic.in

Invitation for Submission of Expression of interest

The Women & Child Development Corporation invites EOI from eligible firms, agencies for empanelment as Event Management firm for the Corporation. The proposed empanelment is for 2 years, extendable by one year.

The detailed Scope of Work, Term & Condition and the eligibility criteria may be downloaded from the website of the Corporation.

The proposal along with all enclosures and an application processing fees (non refundable) of Rs.5000 plus GST @ 18% must be submitted by hand/post upto 17.05.2022, 12 noon.

The undersigned reserves the right to reject one or all the applications without assigning any reason.

PR- 001576 (Ni.Ni.) 2022-23

PROJECT DIRECTOR

नशे से बचने का है एक ही उपचार, दृढ़ संकल्प और परिवार से प्यार।

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES



WOMEN AND CHILD DEVELOPMENT CORPORATION

Road No.-2, Daroga Rai Path, R Block, Patna 800 001

Web: www.wdc.bih.nic.in

Email: support.wdc@bihar.gov.in

Ph No. 0612 2506068/2506078

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT AS EVENT MANAGEMENT AGENCY (EMA)

1. INTRODUCTION – About WCDC

The Women & Child Development Corporation Bihar has the mandate to implement women empowerment policy 2015 along with formulating & implementing programmes for empowerment of women & children in the state and to formulate, promote and implement various schemes aimed at the development of women & children in Bihar. Its vision is to ensure the development, protection and participation of women and adolescent girls in the state. It is committed to bring gender parity with equal opportunity for women and adolescent girls.

WCDC invites Expression of Interest (EOI) for empanelment of agencies to conceptualize and organize Women's Entrepreneurship *Mela* (to be conducted both within and outside the state), film festivals, State level conclaves etc. and any other event as deemed fit as per the scope of work defined in the EOI.

2. Invitation for Empanelment

WCDC invites applications from eligible and reputed Event Management Firms / Companies for empanelment through this Expression of Interest (EOI).

Applicant Firms may note the following:

- a) This Expression of Interest (EOI) is not a Request For Proposal (RFP) in any form and would not be binding on WCDC in any form.
- b) Empanelment shall in no way guarantee allotment of work, it is mere empanelment purpose under which Agency may be empanelled for the Designated work and it will be the prerogative of WCDC to adopt any procedures deemed fit for allotment of work as and when it is required.
- c) The Applicants must submit their applications in accordance with the requirements contained in this EOI.
- d) WCDC 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.

3. Application Submission:

Fact Sheet

Particulars	Description
Addressee and the address at which the application is to be submitted	Project Director Women & Child Development Corporation Road No.2, Daroga Prasad Rai Path, R Block Patna 800 001 Ph No. 0612 2506068 / 2506078
Availability of EOI documents	To be available online till 17/05/2022, 11:00 AM at www.wdc.bih.nic.in All further communications and notifications shall be issued on the website of WCDC.
Last Date of Submission of Application	17/05/ 2022, 12 noon
Application processing Fee (Non- refundable and Not exempted)	The Processing fee is Rs 5,000/- plus GST @ 18% in the form of Demand Draft in favor of Managing Director Women Development Corporation, Bihar Note: The bid submitted without the Application Processing Fee, the bid shall not be entertained and shall be rejected without assigning any reason.
Bid validity period	Proposal must remain valid up to 180 (One Hundred & Eighty) days from the last date of submission of the Bid.
Empanelment Period	Two Year (extendable by one more year based on need and performance)
Contact person for Clarification	Sri Avinash Ujjwal, Senior Consultant, Women & Child Development Corporation support.wdc@bihar.gov.in
Language	Proposal should be submitted in English only.
Submission Mode	By hand / Post

4. Scope of Work:

WCDC intends to empanel capable Event Management Firms / Companies who shall be responsible for organizing and managing events from conception to completion stage. The scope of activities would include the following:

1. Conceptualization of the Event.
2. Complete Solution to the various aspects of the event such as obtaining various permissions/approvals from various local Govt. Departments / Municipal Bodies and others as applicable / needed.
3. Designing, layout, development and construction of the Stalls, Pavilions, Thematic Areas, Stage & other mounted areas, VIP lounge etc. Complete Branding of the event.
4. Assessment of requirement of various logistics and arranging the same.
5. Hiring and arranging required equipments.
6. Audio visual setup with live projection
7. Light and sound design with operation
8. Photo and HD videography
9. Provide other event related support i.e provide customized momentos, gifts for guest, Venue branding, provide event support crew or any other requirement related to events.
10. Designing creative for advertising and promotional activities for the events.
11. Professional compering / catering.

The above scope of work will vary and depend on the requirement of the venue and place of the event. The detailed scope of work will be indicated in the Limited Tender to be floated for seeking proposals from EMAs to be empanelled by WCDC by following the current process.

➤ The applicant agency must have full-fledged creative team. The agency must be capable of conceptualizing, designing, fabricating, executing and supervising the various events and activities relating to organizing of mega events.

➤ While the above-mentioned activities are to give an idea on the nature and type of work involved, however, there can be any additional activities of similar nature, which the

empanelled firms/companies would be required to undertake, based on the requirements from time to time.

➤ The quality of the services is extremely critical and as part of their proposal the applicant should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

5. Duration of Empanelment:

The duration of empanelment through this RFE shall be for a period of two years. The period may be extended further by one more year based on the requirement and performance and other reasons as deemed fit by WCDC.

6. 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 are liable to be summarily rejected. WCDC shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No	Eligibility Criteria*	Supporting Documents Required	Pg Nos
1	The applicant shall be a single entity, 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 or a Trust registered under the Indian Trust Act, 1882 & 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, IT return of 2020-21, 2019-20, 2018-19	
3	The organization should have an average annual business turnover of at least Rs. 3.00 crores in the	Audited Financial Statements along with audit reports duly audited	

	last 3 financial years (2020-21, 2019-20, 2018-19)	and certified by CA	
4	The organization should have executed at least 5 similar events for government/PSU agencies in last 3 years as on the date of this RFE, work order / payment order value of each shall be minimum Rs. 25 lks.	Copy of work order/ Job order /Contract / payment order clearly mentioning the value of the assignment should be attached. Further, contact details for the concerned person on the client side shall also be provided in the applicant firm's letter head.	
5	The applicant must have at least 25 skilled manpower specializing in executing the various activities as defined in the scope of work.	Certificate from the Head of the Firm/ Power of Attorney holder.	
6	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India by any Govt. authority/State Govt / Central Govt / Govt Organisation / State PSUs / PSUs	Letter of undertaking by Head of the firm / Power of Attorney holder	

Other Terms and Conditions:

- **Superscription:** The envelope containing the application must be sealed properly and must be super scribed as “**Application for Empanelment of Event Management Agency**”.
- **Authorized Signatory:** The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
- **Applications sent by hand/post/courier:** The applications may be submitted by hand/post/ courier before the scheduled date and time as mentioned in the fact sheet. Application received after scheduled date and time shall not be entertained.
- **Empanelment Letter:** WCDC shall issue an empanelment letter to the successfully qualified Applicants depending upon their prior adequate experience mentioned in the scope of work.

7. The empanelment letter shall not confer any right to engagement.

The Vendor who get empanelled with WCDC as a result of this empanelment process are not allowed to use the name of WCDC, its logo, service marks or any document for any purpose without prior written approval of WCDC.

8. Blacklisting/debarring:

WCDC reserves the right to cancel the empanelment 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.

9. Allocation of work post empanelment:

The allocation of work post empanelment among all the empanelled agencies will be made by floating limited tender enquiries to the empanelled Agencies on need basis.

10. Presentation

As a part of Evaluation of proposals submitted by the applicants, WCDC at its discretion may seek presentation from the Organizations for evaluation purposes. The time and date for the presentation will be informed by WCDC to applicants who meet the above mentioned basic pre-qualification criteria. WCDC may call for the presentation at a short notice.

11. Amendment to EoI

At any time prior to the last date for receipt of applications, WCDC may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant may modify the EOI documents by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, WCDC may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI.

The applicant is required to visit the Tenders Section of WCDC website for any changes or amendments in the EOI before submitting their Applications.

12. Rejection of Application

The application is liable to be rejected if:

- a) It is not in the prescribed format and not containing all required details.
- b) It is not properly sealed, page numbered and signed as per requirements.
- c) It is received after the expiry of due date and time.
- d) Any supporting document(s) is missing with the Proposal
- e) Any other grounds the WCDC deem fit.

13. Documents required:

The proposal should contain the following information:

- a) The Supporting documents mentioned above in the pre-qualification section along with the annexure to this document.
- b) Any other details that the bidder may like to provide.

14. Disclaimer:

- a) The WCDC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and will be returned unopened to the applicant.
- b) WCDC reserves the right :
 - To reject any / all applications without assigning any reasons thereof.
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of WCDC without assigning any reasons thereof.
 - To include any other item in the Scope of work at any time before the last date for

submission of proposals.

15. Submission Details

Interested agencies may submit their applications along with the profile and other details in a sealed envelop by hand/ post/ courier before the due date & time as mentioned in the fact sheet.

For any further queries, you may please contact Sri Avinash Ujjwal, Senior Consultant, WCDC at :- support.wdc@bihar.gov.in

Application

Date:

To,
Chairperson cum Managing Director
Women and Child Development Corporation
Road No.2, Daroga Rai Path, R Block
Patna 800001

Subject: **Empanelment as Event Management Agency (EMA)**

Madam,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal with all the necessary information and relevant documents for empanelling us with WCDC 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 WCDC 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 empanelled Firms.

AUTHORISED SIGNATORY

(Name and Designation)

Name of Firm:

Address:

E-mail id:

Contact details:

Company Profile:

1	Name of the Applicant Firm	
2	Ownership (PSU/ Private)	
3	Type of Organization: Partnership firm/ Public Limited Company/ Pvt. Limited Company/ Limited Liability Partnership/Proprietorship/Society/ Trust (please specify and attach proof)	
4	(i) PAN Number (Attach Self Attested Copy) (ii) GST Number (Attach Self Attested Copy)	
5	Name and Designation of Key Management Person(s)(Attach Proof)	
6	Date & Year of establishment of firm(Attach Proof)	
7	Number of years of experience in the relevant field	
8	a. Number of Permanent Employees (Attach Details viz Name of the Employee, Designation, Qualification, Date of Joining and Experience)	
	b. Number of Permanent Employees engaged in the relevant field (Attach Details viz Name of the Employee, Designation, Qualification, Date of Joining and Relevant Experience)	
9	Core Competency(Attach details providing Name of the Work, Nature of the Work, Name of the Organisations, Time Taken to Complete the Work, Value of Work)(Please attach Work Order, Appointment Letter, etc).	
10	Turnover of the Firm for (Attach Audited Financial Statement). FY 2018-2019 FY 2019-2020 FY 2020-2021 Average Annual Turnover	
11	Any other important information about the organization	
12	E-mail Id and contact details of the authorized person	

Signature of Authorised Signatory with Seal