

EOI No. NER/ MKTG./25/WFI -2023-24/474

Date: 17.10.2023



NORTH EASTERN REGIONAL AGRICULTURAL MARKETING CORPORATION LTD. (NERAMAC)
(A GOVERNMENT OF INDIA ENTERPRISE)

EXPRESSION OF INTEREST
FOR DESIGNING/ BRANDING & FABRICATION OF STALLS WITH THE THEME OF NORTH EAST FOR
WORLD FOOD INDIA 2023, New Delhi

Signature
DGM/AS
17/10/2023

DISCLAIMER

This Expression of Interest (EOI) document for organizing “FOR DESIGNING/ BRANDING & FABRICATION OF STALLS WITH THE THEME OF NORTH EAST FOR WORLD FOOD INDIA 2023 contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder.

- I. Intimation of discrepancies in the EOI Document, if any, may be given, by the Bidders, to the office of NERAMAC within 72 hrs from the time of publishing of bid. If NERAMAC receives no written communication, it shall be deemed that the Bidders are satisfied with the information provided in the EOI document.
- II. This EOI document is not an agreement. The scope of work and other information as well as the right and obligations of the successful Bidder shall be set out in a separate agreement to be executed between NERAMAC and the successful Bidder.
- III. NERAMAC reserves the right to accept or reject any or all Bids without giving any reasons thereof.
- IV. NERAMAC shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this EOI Document.
- V. NERAMAC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
- VI. NERAMAC may include any other item in the Scope of work at any time after consultation with applicants or otherwise.
- VII. The NERAMAC reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NERAMAC without assigning any reasons thereof.

EXPRESSION OF INTEREST

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) invites Expression of Interest for organizing "FOR DESIGNING/ BRANDING & FABRICATION OF STALLS WITH THE THEME OF NORTH EAST FOR WORLD FOOD INDIA 2023" for World Food India at New Delhi from 03-05 November 2023. Interested party / Firm having relevant experience with sound financial condition may download the EOI document/Form from NERAMAC's portal

Important Dates:

Last date and time for the submission of Bid	: 27 th October'2023 at 12.00 hrs
Date of opening of Bids	: 27 th October'2023 at 15.00 hrs
Place of opening of Bids	: NERAMAC HEAD OFFICE 9, Rajbari Path, Ganeshguri, Guwahati- 781005, Assam

In case the date opening falls on a holiday, the bids shall be opened on next working day at the same time and it will be binding on the Tenderer / Bidders for acceptance.

1. INTRODUCTION

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) is a Government of India Enterprise, is set up to support farmers/producers of north east in getting remunerative prices for their produce and thereby bridge the gap between the farmers and the market and also to enhance the agricultural, procurement, processing and marketing infrastructure of the North Eastern Region of India.

NERAMAC is committed to promote Organic and Naturally grown / processed Agri- Horti Produce and allied products of North Eastern Region.

2. REQUIREMENT

North Eastern Regional Agricultural Marketing Corporation (NERAMAC) is participating in World Food India 2023, scheduled from 3rd - 5th Nov 2023 at Pragati Maidan New Delhi (hereinafter referred to as the "Event"). NERAMAC proposes to invite buyers, dignitaries, policy makers from international market to showcase and facilitate development and promotion of its scheduled products.

3. ELIGIBILITY CRITERIA

1. The applicant should have registration with GST Department.
2. The applicant should not have been blacklisted/banned by any of the State and Central Government Departments.
3. Joint Ventures are not allowed.
4. The applicant must have the experience of doing Government Exhibitions/Events.
5. The agency should have seemlier types Experiences for conducting such events last one years in Delhi.
6. Copies of the work orders must attach with the tender.
7. The applicant firm/company should have profit making P&L account and balance sheet.
8. Preference will be given to the applicant who had done similar exhibitions in Agri Horti sector of North Eastern States.
9. Applicants have to submit the turnover certificate signed by the chartered accountant.

4. SUBMISSION OF EXPRESSION OF INTEREST

Expression of Interest should be submitted in formats

Technical Bid and Financial Bid

5. Technical bid (following documents to be submitted)

- Profile of the company/firm.
- Detailed design and concept note etc for the exhibition.
- Proposed venue and accommodations details.
- Details of similar events done earlier along with the work order copies.
- Undertaking that the applicant have not been backlisted/banned by any of the state and central government.
- Certificate of turnover signed by the chartered accountant.
- GST registration certificate.
- Any other certificate if taken by the company/firm.

6. Financial bid

Financial bid will be inclusive of the following

7. Scope of work

- Overall Designing/branding and fabrication of stalls with the theme of North East
- Creation of 8 main stalls for NER states (having 20 sub stalls for a detailed showcase of NER resource and properly justified utilization of the allocated 300 sq. mtr. space).
- NER tea and Coffee tasting stall
- Arrangement of a tea tester (Travel and Logistic arrangement).
- Documentation (Videography and Photography) of the entire event.
- Local Conveyance arrangements.
- Accommodation for 40 NE exhibitors for 4 nights.

Details:

1. The agency has to design and fabricate exhibition stalls, conference area, and special stalls (NE Tea & coffee testing stalls) as per the allocated given to NERAMAC.
2. Construction of 8 main stalls for NER states (with about 20 sub stalls for a detailed showcase of NER resource customized stalls).
3. The agency has to do all branding work (designing and printing) as per the scope given.
4. Floral decoration and bouquet arrangements for the stalls.
5. Installation of LED display, sound, and lights for stalls.
6. Arrangements of photography and videography of the event (Especially the North East pavilion).
7. The agency has to prepare stay arrangements of farmers and exhibitors in a suitable hotel.
8. Coordination with entrepreneurs, farmers, and other state officials for participation in the events (when necessary).
9. Booking to and fro Economic Air Tickets of NERAMAC officials.
10. Accommodation in a suitable hotel for 4 nights for NERAMAC officials.

11. Arrangement of local transportation from the airport to the hotel for the exhibitor and NERAMAC officials.
12. The agency will also be required to coordinate with the NERAMAC officials with regard to their additional requirements if needed.
13. The agency shall organize any other activity required for the efficient execution of the event

The financial bid should include all expenses as per the scope of works given in the tender.

8. General

The selected bidder will be responsible to ensure that suitable manpower is present at the site for co-ordination. The selected bidder will settle all the applicable bills of the organizers by the end of the Event.

9. Terms and conditions

1. The approved bidder will work under the directions and guidance of NERAMAC. It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for NERAMAC are in accordance with the legal framework.
2. Bid value shall be quoted in Indian Rupees only excluding all applicable taxes.
3. It shall be responsibility of the agency to ensure applicability of local laws in respect of the manpower hired by them and tax related matters.
4. The agency is required to sign each page of the bid documents by the authorized signatory. Validity of the bid shall be for 30 days from last day of submission of bids.
5. NERAMAC requires that bidders under this contract observe the highest standard of ethics during the period of agreement and free from any vigilance enquiry. The bidders have to bear the cost associated with the preparation and submission of tender documents to NERAMAC.
6. NERAMAC will reject a proposal for award of work if it is determined that the agency recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
7. NERAMAC will declare an Applicant/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/ contracts, if it at any time determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
8. Agency will indemnify NERAMAC against any claim, loss, suit, liability incurred.
9. A self-certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.
10. Approval of drawings before the construction work is the responsibility of the selected applicant.

10. Selection process

Evaluation will be done on both Technical and Financial Bids (QCBS-Quality Cum Cost Based Selection)

Technical Evaluation will be done as per below format: -

<u>Ser</u>	<u>Criteria</u>	<u>Scoring</u>
1	Experience of the applicant for executing wooden work stall at Pragati Maidan, New Delhi in last 3 years	10 Marks
2	The applicant having office in Delhi/ NCR	5 Marks
3	Experience of the applicant in travel, boarding and lodging for similar type of exhibition in past	5 Marks
4	Experience of doing similar type of events /Exhibition related to Agri Horti sector of North Eastern States	10 Marks
5	Concept and layout of the exhibition along with venue suggestion and complete plan for smooth execution of the exhibition (include methodology for shortlisting of exhibitors etc)	70 Marks

Only those agencies which obtain a minimum 70 marks in technical evaluation will qualify and only their financial bid will be opened

11. Evaluation financial

The final evaluation will be done on composite score (70% weightage to technical score and 30% weightage to financial score) as per QCBS method.

The marking would be done on all the presentations. The vendors who secure minimum 70 marks in technical presentations will be short listed and only their financial bids shall then be opened.

After the financial marks are obtained the technical and financial marks will be added up and the bidder scoring highest aggregate marks will stand selected.

Date :

Signature:

Place :

Name & Designation

Company Seal