

## Expression of Interest for empanelment of Exhibition Agencies

Gujarat is a leading Agriculture Producing State of India. To utilize abundant natural resource and facilitate hard working farmers of Gujarat, Government of Gujarat has always been keen to support the Agriculture and Allied sector through incentive policies, various exhibition, etc. Along with promotional exercises, Government of Gujarat has also been highlighting its industrial strength, and other factors which add to the attractiveness and comfort level of the investors.

Gujarat Agro Industries Corporation Ltd (GAIC) is a Government of Gujarat organization. GAIC works for the promotion of Agricultural & allied activities, Agro & Food Processing Industries and Agriculture Infra Structure Projects in the State of Gujarat.

For this purpose, Expression Of Interest (EOI) are invited from experienced and reputed Exhibition Agencies for empanelment for Gujarat Agro Industries Corporation Ltd for a period of one year.

The agency shall be required to conceptualize, design, execution at site, manage the conduct of events, exhibitions and conferences and others promotional activities in Gujarat, India and Abroad.

The agency's services shall be broadly classified as under:-

- i. Providing creative inputs in designing of State's pavilions and exhibitions including preparation of display material, models, stimulations, etc.
- ii. Taking up all the steps of mantling, erecting, setting up and dismantling of Pavilion at exhibitions.
- iii. Taking up necessary fabrication according to the designs and space layout at the exhibitions.
- iv. Decoration and maintenance of exhibition stalls and pavilions.
- v. Designing & Fabrication of translates, display boards and other signage.

- vi. Preparation of tableau, mobile exhibition units, road shows displays, etc.
- vii. Any other related services on mutually agreed terms.

**Pre qualification criteria:**

- i. The company must have work experience of at five years in exhibition/ event management.
- ii. Average annual turnover of the company should be at least ₹ 2.00 crore for the last three years.
- iii. The Agency must have organized/conducted at least three events/exhibitions of total cost more than ₹50,00,000/- each in last three years.
- iv. The Agency should have organized/conducted an event in the last five years, which was attended by Hon'ble Chief Minister.
- v. The Agency must have dedicated In-House designing studio with experienced team members.
- vi. The Agency which has organize/conduct events/exhibitions on Agriculture & Allied Activities theme will be given preference.

**Other terms**

- i. No consortium / joint venture shall be considered.
- ii. All costs incurred by the agency in respect of submission of offer and presentation shall be borne by the agency concerned.
- iii. GAIC reserves the right to accept or reject any application, without assigning any reasons thereof.

**Application Contents:**

Interested agencies will provide following information in a sealed cover/envelope.

- i. Name & Address of the Firm
- ii. Tel/Fax/e-mail details
- iii. Date of Establishment of company (enclose Evidence)
- iv. Brief details of Directors of the company
- v. Last 3 years Balance sheet
- vi. Work experience in Exhibition

- vii. Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate:
- viii. PAN no:
- ix. Service Tax Registration details:
- x. List of present clients & photographs of recently done works (enclose details)
- xi. CA certificate certifying turnover of similar activity of local office, and of whole company separately. CA certificate certifying the turnover of last three years is required to be attached. Copy of PAN card should be enclosed.
- xii. Any other information related to scope of EOI
- xiii. Presentation of the work done in the previous years, in form (a) Hard Binding (b) Spiral Binding (c) Portfolio.
- xiv. Work Order and completion certificate of the work done as per the requirement.

\*The agency will submit all of the above in one cover marking top portion of the cover/envelop as "Expression of Interest" for acting as Exhibition Participation and Coordination Agency must make stamp and seal of the respective company on all the documents so as to certify that all enclosed document and information provided by agency stands corrected to the best of the knowledge of the agency.

The agency will also submit the following in a separate cover/envelope marking it as "Tender Fees" / "Earnest Money Deposit" on top side and the name of the agency on the bottom side along with application.

1. A demand draft drawn/ Pay Order in favor of Gujarat Agro Industries Corporation Ltd, Payable at Ahmedabad for an amount of ₹10,000/- (Rupees Ten Thousand Only)
2. A Demand Draft in favor of Gujarat Agro Industries Corporation Ltd, Payable at Ahmedabad for an amount of Rs. 1,00,000/- (Rupees One Lacs Only) as Earnest Money Deposit (EMD). The EMD of the empanelled agency (ies) will be retained with GAIC as security

deposit, bearing no interest, whereas the EMD of remaining left out agencies will be refunded after completion of selection process.

Applications without EMD as prescribed above will lead to disqualification from the selection process.

**General Conditions:**

- i. Expression of Interest by the interested agency(ies) would be accepted till 17:00 Hrs. on 25/04/2017 at The Additional General Manager (M&P&A) office, Gujarat Agro Industries Corporation Ltd., Gujarat State Civil Corporation Bldg., 2nd Floor, B Wing, Sector 10 A, CH Road, Gandhinagar 382 010. The agencies, whose EOI will be received before mentioned date and time, have to present the technical strength of the company before the selection committee; showcasing their previous work done and on-going projects, if any, for private and government clients, along with the financial details of the completed and on-going projects.
- ii. The date for technical presentation will be intimated subsequently. The agency will have to be present for this presentation to qualify for further evaluation. Further agencies would have to bear all related cost incurred by it during the process of evaluation and empanelment including expense for travel, documentation, postage/ courier, presentation etc.
- iii. GAIC reserves the right to reject any/all applications without assigning any reasons thereof. GAIC would not be responsible for the non-receipt of the offers by the stipulated time due to transit delays including delay in postal department. No claims for submission of the offer after the stipulated time will be entertained.
- iv. Physical inspection of the local office and workshop may be undertaken if deemed fit for the process of empanelment. The empanelment is subject to immediate termination if at any given point of time the

information provided by the agency is found contradicting, violating, or misleading the facts.

- v. Empanelment will be done on the basis of presentation done by the interested eligible party.
- vi. The agency at the time of submitting their bill/s will have to provide the original artwork/CD/Positives, etc. The same would be considered to be the property of GAIC. Further, the material developed by the agency will not be utilized by the agency without obtaining written permission of GAIC.
- vii. GAIC would not be responsible in any way for violation of copyright/trademark/intellectual property rights for the materials used by the agency from their stock/ sources. In other words, agency(ies) will be solely responsible for any complications that may arise as a result of the usage of the above.

The Additional General Manager (M&P&A),  
Gujarat Agro Industries Corporation Ltd.,  
Gujarat State Civil Corporation Bldg., 2nd Floor, B Wing,  
Sector 10 A, CH Road,  
Gandhinagar 382 010.

### Application for Empanelment of Event Management Agencies

1.	Name & Address of the firm, Tel/Fax/Email Details	
2.	Local Office Address, if any in Ahmedabad/ Gandhinagar.	
3.	Details if any Date of Establishment of Company (enclose evidence)	
4.	Total work experience (In years) ( Enclose Work Order and completion certificate)	
5.	Annual Turn Over in the last year(enclose balance Sheet, CA's Certificate)	
6.	Proprietorship /Partnership or registered under the Companies Act. Please give details & enclose Certificate	
7.	Branches (Enclose details with address & Telephone No.)	
8.	Details of Income Tax Registration:	
9.	Service Tax Registration:	
10.	Agency currently listed in the panel for national/international events of Government of India by the concerned Administrative Ministry? If yes, enclose copy of letter.	Yes/No

This is to certify that I have read and understood the enclosed brief and other Terms & Conditions and all the supporting documents have been enclosed and the information given by me is true to the best of my knowledge.

Date:

Signature of Agency

(With Seal)