

Memo No: **951(1)/DDM/GEN/17**

Date: **01-12-2017**

INVITATION OF EXPRESSION OF INTEREST FOR EMPANELMENT OF EVENT MANAGERS / CONTRACTORS.

**OFFICE OF THE MUNICIPAL COUNCILLORS OF DUM DUM  
44, Dr. Sailen Das Sarani, Kolkata – 700028**

INVITATION FOR EXPRESSION OF INTEREST

Chairman on behalf of The Board of Councillors, Dum Dum Municipality invites Expression Of Interest (EOI) for Empanelment of Event Managers / Contractors from qualified, experienced, Competent and financially sound Agencies

for "DUM DUM UTSAV 2018". Eligibility

Criteria:

Event Managers/ Firms who will fulfil the following criteria supported by documentary proof shall be considered:

1. Should have experience in the field of Event management for at least 10years.
2. Experience of having successfully completed Event management on Industrial / Commercial /Educational Exhibition cum Trade fair especially under the Govt.of India / Govt.of W.B.
3. The Agency should have capability of bringing stalls from Govt, Semi govt and Trade organisation for such events.

**Application for Expression of Interest (EOI) consisting of the set of terms and conditions to be fulfilled by the Agency / Firm shall be received up to**

**14.12.2017 02:00 PM and shall be opened at 02:30 PM on the same day.**

The interested agencies are required to furnish the following documents along with "Expression of Interest Document" :( Annex I to V)

- 1) Proof of Constitution of the Organization & Year of incorporation:
- 2) Organizational Structure
- 3) PAN No:
- 4) Average annual Certified by Chartered Accountant
- 5) List of similar works carried out by them for the last three years indicating, the Organization for whom executed, indicating Value of work, Completion time (Stipulated and Actual)
- 6) List of similar works in hand indicating, the Organizations for whom the work is Executed, Value of work, Completion time: Stipulated and Actual present status of the work.
- 7) Performance Certificate issued by the client.

**Empanelment shall be done after verification of the credentials and visual presentation on such events carried out if necessary through an Expert Committee.**

  
Chairman  
Dum Dum Municipality

Expression of Interest ( E.O.I )

Annex-I

**1.Application for E.O.I :**

**Firm Information**

**2.1 Name and address**

Name of the firm:

Address:

Telephone No:

Email:

Fax:

Post Box no:

**2.2 Date of establishment:**

**2.3 Core Area of expertise of the firm**

**2.4 Contact person:**

Name:

Designation:

Telephone No:

Email:

**2.5 VAT/Pan registration:**

VAT No:

Pan No:

**2.6 Proposed lead person:**

Name:

Education:

Experience year:

Area of Expertise:

**2.7 Staff of the firm**

No of regular staff:

Total:

Professional staff with technical background:

Professional staff with other background:

Administrative/support staff

**3. Supporting documents:**

**3.1 Company Profile, if any**

**3.2 Legal documents**

Provide copy of the legal registration, VAT and PAN registration certificates of the firm; with their latest renewals where applicable



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Expression of Interest ( E.O.I )

**3.3 Work Experience certificate:**

*Provide supporting document for the completed contract assignment, especially indicating those which are relevant to proposed assignment and completed within **last five years***

**4. Experience of the Firm**

**4.1 General experience of the firm**

List all experiences of the firm during the last five years (Ref: Annex-II)

**4.2 Relevant experience of the firm that best fit with proposed assignment**

List relevant experiences related to this assignment of the firm during the last five years (Ref: Annex-III)

**4.3 Relevant experience of Firm's professional staff in reference to the proposed assignment**

Describe experience of professional staff relevant to the proposed assignment (Ref: Annex-IV)


**4.4 Pool of human resources available to the firm with relevant experience to the proposed assignment**

Describe experience of external professional staff relevant to the proposed assignment (Ref: Annex-V )

**5. Equipment**

**5.1 Available Equipment**

Provide list of equipment owned by the firm and relevant for the assignment



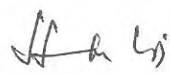
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Expression of Interest ( E.O.I )

Table-1: General experience of the Firm during the last 5 years

Annex-II

S.N	Name of the Assignment	Name of the Client	Address of the Client	Duration of the Assignment			Total Cost of the Assignment NRs('000)	Remarks
				From (Date)	To (Date)	Total Months		



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Expression of Interest ( E.O.I )

Table-2: Relevant experience of the Firm during the last 5 years

Annex-III

S.N	Name of the Assignment	Name of the Client	Address of the Client	Duration of the Assignment			Total Cost of the Assignment NRs('000)	Remarks
				From (Date)	To(Date)	Total Months		

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