

**Short Notice Inviting Expression of Interest (Eoi)
cum Proposal, December,2017**

**Expression of Interest cum Proposal for Selection of Agency for Organizing
Theme Based Event in Naya Raipur**



**Issued by:
Naya Raipur Development Authority, North Block, Paryavas Bhawan,
Sector 19, Naya Raipur - 492002**

Press Note

Important Dates

1	Date of Issue of Eol cum Proposal	23 rd December,2017 at 12:30 pm in NRDA Office
2.	Last Date for Submission of Eol cum Proposal	30 th December, 2017 up to 3:00 PM
3.	Date of Opening of Eol cum Proposal	30 th December,2017 at 3:30 PM
4.	Date of Opening of Financial Proposal	Shall be intimated later to qualified Applicants

TABLE OF CONTENTS

No.	Particulars	Page No.
EoI cum Proposal Document		
	Disclaimer	4-5
	Important Information	6
1.	Introduction	8
2.	Eligibility Criteria	9
3.	About Proposed Event & Scope of Work	9
4.	Selection of Applicant	10-11
5.	Validity of EoI	11
6.	Payment Terms	12
7.	Submission of Proposal	12
8.	Rights of Chief Executive Officer	12
9.	Confidentiality	13
10.	Cancellation of Tender	13
Technical Bid Submission Forms (To be put in Envelope B)		
	Form I	15-16
	Form II	18
	Form III	19
	Form IV	20
	Form V	21
Financial Proposal (To be put in Envelope C)		
	Form VI	23

DISCLAIMER

1. The Expression of Interest cum proposal contain EoI cum Proposal Document.
2. The information contained in this Short Notice Inviting Expression of Interest cum Proposal (the "EoI") or subsequently provided to Applicant(s), verbally or whether in documentary or any other form by or on behalf of the Authority or any of their employees or advisors, is provided to Applicants(s) on the terms and conditions set out in this EOI and such other terms and conditions subject to which such information is provided.
3. This EoI document is not an agreement and is neither an offer nor invitation by Naya Raipur Development Authority (the "Authority" or NRDA) to the prospective Applicants or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in making their proposal and financial offers pursuant to this EoI (the "Bid" or "Proposal"). This EOI includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicants may require. This EOI may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI, may not be complete, accurate, adequate or correct. Each Applicants should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI and obtain independent advice from appropriate sources.
4. Information provided in this EOI to the Applicants (s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
5. The Authority and its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicants under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Bid Stage.
6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicants upon the statements contained in this EOI.

7. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI.
8. The issue of this EOI does not imply that the Authority is bound to select a Applicants or to appoint the Preferred Applicants, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Applicants or Bids without assigning any reason whatsoever.
9. The Applicants shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicants and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Applicants in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

IMPORTANT INFORMATION

S.No	Particulars	Description
1.	Name of the project	EOI cum Proposal for selection of Event Coordination and Management Agency (ECMA) for organization of Theme based Events in Naya Raipur
2.	EOI issued by	Naya Raipur Development Authority (NRDA)
3.	Event Brief	NRDA wants to organize one Event each for one day in month of January, February and March, 2017
4.	Cost of EOI Documents	INR. 5,900.00 (Five thousand nine hundred only) including GST in form of DD drawn in the favor of “CEO, Naya Raipur Development Authority”, payable at Raipur/Naya Raipur.
5.	Last date and time of Submission of bid	30 th December 2017 up to 3:00 PM
6.	Opening of Technical Bid	30 th December 2017 at 3:30 PM
7.	Opening of Financial Bid	Time & Date will be intimated later after to qualified applicants
8.	Place of obtaining EOI Documents	The EOI can also be downloaded from NRDA Website: www.nayaraipur.gov.in/ . For such downloaded document the Applicants has to enclose DD amounting to INR. 5,900.00 drawn in the favor of “CEO, Naya Raipur Development Authority”, payable at Raipur/Naya Raipur.
9.	Email for Correspondence	psc1@nayaraipur.com , ceo@nayaraiur.com ,

EXPRESSION OF INTEREST CUM PROPOSAL DOCUMENT

EXPRESSION OF INTEREST



EOI cum Proposal for selection of Agency for organization of Theme based Events in Naya Raipur

NIT No: 10199/R-46/JSV/NRDA/2017 Naya Raipur Dated: 23.12.2017

Sealed tenders are invited from eligible bidders in NRDA or in appropriate class in other depts. for the above work. **Cost of EOI Documents is INR 5,900.00** including GST in form of DD drawn in the favor of "CEO, Naya Raipur Development Authority", payable at Raipur/Naya Raipur. Eligibility and qualification criteria are available in the detailed EOI. Detailed EOI & tender document can be downloaded from the website www.nayaraipur.gov.in. **last date of submission** is by **15.00hrs on 30.12.2017**. Modification/Amendment if any, shall be published in the website only.

Naya Raipur Development Authority

Paryavas Bhawan, North Block, Sector – 19, Naya Raipur

492 002 Chhattisgarh T: +91.771.251.2500

Chief Executive Officer

8cm (w) x 6cm (h)

NAYA RAIPUR DEVELOPMENT AUTHORITY

Invites Expression of Interest cum Proposal for appointment of Event Coordination and Management Agency (ECMA) for organization of Theme based Event in Naya Raipur

1. Introduction:

- 1.1 As a dream destination to come...Live ...Invest....Enjoy.....NRDA is planning to organize events in Naya Raipur so that people could come and feel the uniqueness of the city. Events would promote maximum footfall which will help in the promotion and branding of Naya Raipur. Through events NRDA will promote all the investment areas in Naya Raipur. People will get to know about investments in almost every sector (Residential, Commercial, IT / ITes etc.). Through these events Naya Raipur will become LIVELY and VIBRANT.
- 1.2 NRDA intends to appoint a technical agency to act as an Event Coordination and Management Agency (ECMA) for successful or organization of Event finalized and approved by NRDA.
- 1.3 The ECMA is required to do following but not limited to activities:
 - Entire event management for finalized theme based event
 - Events marketing and promotion for participants generation
 - Culture programme or activities for events
 - Event Catering if required
 - Transportation and hospitality, if required and finalized for identified event
- 1.4 The Expression of Interest (Eol) cum Proposal are invited from capable applicants having sufficient experience of organization and handling of such events and interested to provide their services for Organisation of One day Theme Based Events in Naya Raipur each in month of January, February and March, 2018.
- 1.5 Sealed proposals are invited as per the EOI cum Proposal document issued by NRDA for selection of ECMA for organization of Event in Naya Raipur (the Project) as per the terms and criteria given in this Eol cum Proposal Document.
- 1.6 Interested applicants are required to submit their response as per the terms and condition given in Eol cum Proposal Document.

2. Eligibility Criteria for Applicant (To form part of technical bid):

- 2.1 The Applicants should be a single entity. Consortium is not allowed.
- 2.2 An Applicants may be a natural person, Private Entity, Register Society or Trust such as trade promotion bodies, associations etc.
- 2.3 The applicant should have received minimum fee of INR 5,00,000.00 (Rupees Five Lakh only) towards event management or event coordination fee in last financial year (2016-17) The applicant should submit details of such completed events as per the **Form II** with brief description and photographs of events if possible.
- 2.4 The applicant should submit the references, appointment letters / work orders, payment receipts / completion certificate or any other relevant documents as a proof to showcase the experience of organizing similar events.

3. Event Brief and Scope of Work

- 3.1 NRDA has decided to organize one day Theme Based Event in month of January, February and March 2017 to showcase the completed and ongoing infrastructure and investment works of the Naya Raipur City and also to provide information on investment opportunities and other facilities for end users in India's first Greenfield Smart City of 21st Century.
- 3.2 The scope of work of ECMA for each event will include but not limited to following activities:
 - Event and exhibition management
 - Strategy for event marketing and promotion for maximizing the participation of citizens for the event: NRDA will bear the cost of marketing and promotion of the event as per the available budget per event.
 - Cultures programmers and other activities during the event as per the requirement
 - Appointed applicant is free to generate additional revenue from other commercial activities such as food stalls etc. However ne needs to take prior approval of authority by giving information of all such stalls which he is planning to put during the event.
 - Transportation and Hospitality, if required
 - Event catering, if required
- 3.3 The applicant(s) has to submit three different proposals separately as per the format of Form III for each event which NRDA intends to organize in month of January, February and March, 2018.

4. Selection of Applicant:

- 4.1 The Authority shall open the Proposals at 3.30 pm on bid submission date, at NRDA office and in the presence of the Applicants who choose to attend. The Envelope B - "Technical Proposal" shall be opened first. The Envelope C - "Financial Proposal" shall be kept sealed for opening at a later date
- 4.2 Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the EOI
- 4.3 The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 4.4 The evaluation committee will evaluate the submitted proposal by applicants as per the terms and condition of EoI separately for each event proposed by the applicant for the month of January, February and March, 2017 as per the form III. The detail technical and financial evaluation is mentioned in clause 4.5 and clause 4.6.

4.5 Technical Evaluation:

The Submitted Proposal from the applicant for each project shall be evaluated separately by the evaluation committee formed by the NRDA on following Criteria:

S.#	Criteria	Maximum Marks	Scored Marks
Technical Evaluation			
1	Strength and experience of applicant of organizing the such similar event	30	
2	Proposed Theme and expected footfall for event	30	
3	Proposed Activities	20	
4	Understanding of proposed concept, its planning outline, time scheduling of event, campaign approach and proposed budget for the event	20	
Total Marks of Technical Evaluation (S_T)		100	

Note: The Applicant who will score minimum 50 marks in technical evaluation will only be consider for further evaluation.

4.6 Financial Evaluation:

- After the technical evaluation, the Authority shall shortlist qualified Applicants as per the clause 4.5 who are eligible for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals. The opening of Financial Proposals shall be done in presence of respective representatives of Applicants

who choose to be present. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Technical Selection Process.

- The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Applicants to be compensated and the liability to fulfil its obligations as per the Scope of Work within the total quoted price shall be that of the Consultant. The **Lowest Financial Proposal (F_M)** will be given a financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

S_F = 100 x F_M/F (where F = amount of Financial Proposal under consideration and F_M is lowest financial proposal)

4.7 Combined and Final Evaluation:

- Proposals will finally be ranked according to their combined **Technical (S_T)** and **Financial (S_F)** scores as follows:

$$S = S_T \times T + S_F \times F$$

Where, T and F are weights assigned to Technical Proposal and Financial Proposal that shall be 0.7 and 0.3 respectively.

- The Preferred Applicant shall be the Applicant having the highest combined score. The second highest Applicant shall be kept in reserve and may be invited in its discretion for negotiations in case the first-ranked Applicant withdraws, or fails to comply with the requirements specified in Clauses 4.7

4.8 Appointment of Preferred Applicant as ECMA

- The Preferred Applicant may, if necessary, be invited for negotiations. The negotiations shall generally will be for re-confirming the obligations of the applicant under this EoI. Issues such as finalization of theme, scheduling, activity planning and role and responsibly etc shall be discussed during negotiations with respect to financial proposal
- After selection, a Notice of Award (the “NOA”) shall be issued, in duplicate, by the Authority to the Selected Applicants and the Selected Applicants shall, within 7 (seven) days of the receipt of the NOA, sign and return the duplicate copy of the NOA in acknowledgement thereof. In the event the duplicate copy of the NOA duly signed by the Selected Applicants is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the selection and the next eligible Applicants may be considered.
- After acknowledgement of the NOA as aforesaid by the Selected Applicants, it shall cause the Authority to issue the work order to the selected applicant as ECMA for selected event.

5. Validity of EOI

EOI shall remain valid for a period of sixty (60) days from the Proposal Due date.

6. Payment Schedule-

After approval of the Event Proposal with Budget and ECMA fee the NRDA will pay the Fee of ECMA as per following timelines:

S.#	Deliverable	Percentage of total fee
1	Approval of Event date, budget and time	20%
2	For purchase of event related materials, marketing and other requirements (7 days prior to event)	30%
3	After completion of event	50%

7. Submission of Proposal

- The EOI shall be typed or written in indelible ink and each page shall be signed by the authorized signatory of the applicant. All the alterations, omissions, additions, or any other amendments made to the EOI shall also be signed by the applicant.
- Each of the envelopes, both outer and inner, must be super scribed with the following information:
 - a. Name & address of Applicants
 - b. Contact person name & phone number
 - c. EOI Name & its Due Date
- All envelopes shall be addressed to:

Chief Executive Officer
Naya Raipur Development Authority,
Paryavas Bhawan,
North Block, Sector 19 Naya Raipur,
Pin Code- 492002, Naya Raipur (C.G.)
Phone: (0771) – 2511500
Fax: (0771) – 2511400
E-mail: - ceo@nayaraipur.com, psc1@nayaraipur.com
- **Envelope “A” (Outer Envelope)** -It will contain **Envelop “B” (Technical Proposal)** & **Envelop “C” (Financial Proposal)**.
- **Envelope “B” (Technical Proposal)**-It will contain following
 - i. Cover Letter (Form I)
 - ii. Undertaking for downloading the Eoi cum Proposal document from the website (Form II)
 - iii. Signed copy of Information of Applicant (Form III)
 - iv. Signed copy of Experience (Form IV)
 - v. Signed copy of Event Proposal (Form V): Separate sheet for each event for month of January, February and March, 2017.
 - vi. Support document for experience as per clause 2.0 of Eoi Document.

- **Envelope C : Signed copy of Financial Proposal as per Form V (Financial Proposal)**

8. Rights of the Chief Executive Officer

The Applicants that are found responsive in Terms of the EOI document shall only be considered. The Chief Executive Officer, NRDA reserves the right to call for clarification or additional document as deemed fit.

9. Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to or matters arising out of, or concerning the EOI Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority or as may be required by law or in connection with any legal process.

10. Cancellation of Tender

The NRDA reserves the right to reject any or all EOI without assigning any reasons what so ever. NRDA may, in its absolute discretion, but without being under any obligation to do so, update, amend, modify or supplement the information in this document by uploading in its website www.nayaraipur.gov.in and which shall not be published in newspaper/s.

Chief Executive Officer
Naya Raipur Development Authority

Eoi SUBMISSION FORMS

Cover Letter for Proposal Submission
(To be kept in Envelop B-on Applicant's Letter Head)

Dated:

To

The Chief Executive Officer,
Paryavas Bhawan,
North Block, Sector 19
Naya Raipur - 492002

(Subject: Notice inviting Eoi cum Proposal for appointment of Event Coordination and Management Agency (ECMA) for event organization in Naya Raipur)

Dear Sir,

1. With reference to your EOI document dated, I/we, having examined the EOI Documents and understood their contents, hereby submit my/our EOI for the aforesaid Project. The EOI is unconditional and unqualified.
2. All information provided in by **me/us is/are** true and correct. I/We undertake and confirm that, if any information is found to be false / misrepresented comes to the notice of NRDA at any stage, then it may take suitable action against as deemed fit by the NRDA. In such case the EMD or BG, if any shall stand forfeited and I/we, will have no claim whatsoever.
3. I/ We acknowledge the right of the Authority to cancel the EOI process at any time or to reject any Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/ We certify that, I/We have not been barred or blacklisted by any Central and/or State Government in India **nor on defaulter list of any bank registered in India.**
5. I/ We declare that:
 - i. I/We do not have any conflict of interest.
 - ii. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any EOI or Tender issued by or any agreement entered into with the NRDA or any other public sector enterprise or any government, Central or State department; and
 - iii. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the EOI document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/ We shall make available to the NRDA any additional information it may find necessary or require to supplement or authenticate the EOI.
7. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or

- arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
8. I/ We declare that we are not a Member or partner of a/ any other firm submitting a EOI for the Project
 9. In the event of my/ our being declared as the Preferred Applicant, I/We agree to perform the services in accordance with the Work Order and as per the terms and condition of Eol cum Proposal Document.
 10. The **Financial Proposal** has been quoted by me/us (**Envelope-C**) after taking into consideration all the terms and conditions stated in the EOI and the Draft License Agreement.
 11. I/We agree to keep this offer valid as per clause 5 from the Proposal Due Date specified in the EOI.
 12. I/ We further certify that in regard to matters relating to Proposal and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
 13. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
 14. I/We agree and undertake to abide by all the terms and conditions of the EOI document.
 15. For Applicants who have **downloaded the documents directly from website--** I/we am/are enclosing the declaration (Form 2) along with EOI cost in the form of DD.
 16. I/we submit technical Proposal (Envelope-B) and financial Proposal (Envelope-C) under and in accordance with the terms of the EOI.

Date:

Place:

(Signature of the Autorised Signatory)
Name & Designation

Enclosure: (Envelope-B)

1. Power of attorney of signing of proposal(**Appendix-I**)
2. Cash receipt of EOI sell (in case of Downloaded EOI, EOI cost in form of DD along with **declaration as per Form 2**).
3. All forms asked in the Eligibility Criteria and proposal as per **Form-III and Form IV Form-III, Form- IV**
4. EOI document duly signed.

IMPORTANT INSTRUCTIONS TO APPLICANTS WHO HAVE DOWNLOADED THE EOI DOCUMENT FROM WEBSITE

The Applicants who have downloaded the EOI from the web, should read the following important instructions carefully before actually quoting the rates and submitting the EOI documents:-

1. The Applicants should see carefully and ensure that the complete EOI document as per the index given.
2. The printout of EOI document should be taken on A4 paper only and the printer settings etc are such that document is printed as appearing in the web and there is no change in formatting, number of pages etc.
3. The Applicants should ensure that no page in the downloaded EOI document is missing.
4. The Applicants should ensure that all pages in the downloaded EOI document are legible and clear and are printed on a good quality paper.
5. The Applicants should ensure that every page of the downloaded EOI document is signed by Applicants with stamp (seal).
6. The Applicants should ensure that the downloaded EOI document is properly bound and sealed before submitting the same.
7. The Applicants shall furnish a declaration to this effect that no addition / deletion / corrections have been made in the EOI document submitted and it is identical to the EOI document appearing on Website.
8. The Applicants should read carefully and sign the declaration given on the next page before submitting the EOI.
9. The cost of EOI should be submitted along with the EMD as detailed in EOI.

CEO, NRDA

DECLARATION FOR DOWNLOADED EOI

(TO BE GIVEN BY THE APPLICANTS WHO HAVE DOWNLOADED THE EOI
DOCUMENT FROM THE WEBSITE)

It is to certify that:

1. I / We have submitted the EOI in the Performa as downloaded directly from the Website and there is no change in formatting, page numbering etc.
2. I / We have submitted EOI document which are same / identical as available in the website.
3. I / We have not made any modifications / corrections / additions /deletions etc. in the EOI documents downloaded from web by me / us.
4. I / We have checked that no page is missing and all pages as per the index are available & that all pages of EOI document submitted by us are clear and legible.
5. I / We have signed (with stamp) all the pages of the EOI document before submitting the same.
6. I / We have sealed the EOI documents by Wax /Adhesive tape properly before submitting the same.
7. I / We have submitted the cost of EOI along with the EMD and all Credentials.
8. I / We have read carefully and understood the important instructions to all Applicantss who have downloaded the EOI from the web.
9. In case at any stage later, it is found that there is difference in my/our downloaded EOI documents from the original, NRDA shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.
10. In case at any stage later, it is found that there is difference in my/our downloaded EOI documents from the original, the EOI / work will be cancelled and Earnest Money / Performance guarantee/ Security Deposit will be forfeited at any stage whenever it is so noticed. NRDA will not pay any damages to me / us on this account.

Dated:

Address:

Phone No:

(Applicants)
Sign with seal

FORM - III

INFORMATION OF APPLICANT

1. (a) Name:
(b) Country of incorporation/Registration:
(c) Address of the corporate headquarters and its branch office(s), if any, in India:
(d) Date of incorporation/Registration and/ or commencement of business:

1. Brief description of the entity including details of its main lines of business and proposed role and responsibilities in this Project:

3. Details of individual(s) who will serve as the point of contact/ communication for the Authority:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:

4. Particulars of the Authorized Signatory of the Applicants:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) Fax Number:

Yours faithfully

Date: (Signature, name and designation of the Authorized Signatory)

Place: Name and seal of the Applicants/ Lead
Member

EXPERIENCE OF THE APPLICANT
[Refer to Clauses 2 (Technical Capacity)]

Name of the Applicants:

Parameters	Particulars of the Project
Title of the Project / Event	
Purpose of Event	
Brief description of event	
Client (Self/client name)	
Location	
Duration of Event	
Proposed Role and responsibilities of NRDA and Applicant	
Received Fee for Event (in INR)	

Note: Use separate sheet to showcase the experience of each event

Enclosures –

1. Supporting documents as per the clause 2 of EoI document

Yours faithfully,

Date:

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)

Place:

Name and seal of Applicants

Form V

Proposal for Event

(Refer to Clause 3 of EoI cum Proposal document)

Proposal for Theme Based Event in Month of, 2018

S.No.	Particulars	Description
1	Proposed Them for Event	
2	Target population and age group and relevance of Event	
3	Expected Foot Fall during the event	
4	Proposal marketing and proportional strategy for the event	
5	Benefits of Event	
6	Proposed Budget of Event	
7	Suggested date for event	

Signature_____

Name & Designation of Authorized Person

Company Seal

Company:

Date:

Envelope - C Financial Proposal

Financial Proposal

Expression of Interest cum Proposal for appointment of Event Coordination and Management Agency (ECMA) for organization of Theme Based Event in Naya Raipur

1. I Shri/Smt/Ms_____S/D/W/o_____duly authorized by _____ Partnership Firm/ Private / Public Limited Company to submit this EOI, here by submit the financial proposal in the form of the Event Organization Fee specified in the table below for the services as Event Management and Coordination Agency (EMCA).
- 2.

Particulars	Offered Event Origination Fee (in INR)	
	INR In Figure	INR. In Words
Event Fee for the Proposed Event in month of January, 2017		
Event Fee for the Proposed Event in month of February, 2017		
Event Fee for the Proposed Event in month of February, 2017		

3. If this EOI be accepted by authority, I/We hereby agree to abide by and fulfill all terms and provisions of the said condition of the allotment set forth in the EOI document.
4. The financial bid for each event includes the cost of entire management, coordination, manpower for concept of the event and to perform all the services as per the scope of work mention in Eoi document.

Signature of the Authorized Signatory

Dated - / /2018

Name:

Designation:

NAYA RAIPUR DEVELOPMENT AUTHORITY
ParyavasBhawan, North Block, Sector 19
Naya Raipur, 492002 (C.G.)
T: 0771-2511500 , F: 0771-2511400
Website: www.nayaraipur.gov.in