

# EOI FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES

GREATER HYDERABAD MUNICIPAL CORPORATION, KHAIRATABAD  
ZONE, GHMC  
[www.ghmc.gov.in](http://www.ghmc.gov.in)

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Last Date for Submission of Proposal 5.00 P.M on 29.01.2025

# **INVITATION FOR EMPANELMENT AS EVENT MANAGEMENT AGENCY (EMA)**

## **1. Invitation for Empanelment**

GHMC invites applications from eligible and reputed Event Management Firms/Companies for empanelment through this Request for Empanelment (RFE).

Applicant Firms may note the following:

- a) This request for empanelment is not a request for proposal (RFP) in any form and would not be binding on GHMC in any form.
- b) Empanelment shall in no way guarantee allotment of work to the shortlisted firms. GHMC reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
- c) The Applicants must submit their applications in accordance with the requirements contained in this RFE.
- d) GHMC 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.

## **2. Application Submission:**

<b>Sr. No</b>	<b>Information</b>	<b>Details</b>
1	Addressee and the address at which the application is to be submitted	O/o. the Executive Engineer, Jubilee Hills, Cir-18, KZ, GHMC, Khairatabad, Hyderabad-500004 Ph no.9989930414
2	Date of issue of this Request for Empanelment (RFE)	22 <sup>nd</sup> JAN, 2025
3	Last date and time for submission of Applications	29 <sup>th</sup> JAN, 2025, 5.00 PM.
4	Duration of Empanelment	1 Year (Extendable upto 3 years)
5	Validity of the Application	180 days
6	Bid Processing Fee	Rs. 3,000/- (Non-refundable)
7	Contact Person for clarification	P. ANAND, ASST. ENGINEER PH NO.7995009101

## **3. Scope of Work:**

GHMC 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 Govt. Departments, etc.
3. Designing & layout of the Stalls, Branding of Ministry Pavilion & VIP lounge, Designing & Developing Theme Areas, Complete Branding of the Exhibition, etc.
4. Assessment of requirement of various logistics and arranging the same.
5. Hiring and arranging required equipment.
6. Construction of Stage for the cultural program,
7. Audio-Video recording arrangements of Cultural Programs during the exhibition.

8. Construction of stalls, Ministry Pavilion, VIP Lounge, Gates, etc.
9. Designing, Printing & dispatching of invitations to addresses as provided by GHMC. .
10. Maintaining Public Relations
11. Designing creative for advertising and promotional activities
12. Promotion and publicity of the event through SMS, Bulk Whats-up, etc.
13. Execution of 360-degree mass media campaigns through Social Media, etc.

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

- The applicant organisation must have full-fledged creative team. The organisation must be capable of conceptualising, designing, fabricating, executing and supervising the various events and activities relating to organising of mega exhibitions.
- 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 bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

#### **4. Duration of Empanelment:**

The duration of empanelment through this RFE shall be for a period of one year. The period may be extended further in case of ongoing projects, good performance and other reasons as deemed fit by GHMC.

#### **5. 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 is liable to be summarily rejected. GHMC shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No	Eligibility Criteria*	Supporting Document Required	Yes / No and Deviation, if any	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 & 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		
3	The organization should have had a business turnover of at least Rs. 25.00 crores in each of the last 3 financial years	Audited Balance sheet certified by CA		
4	The organization should have executed at least 5 events for any government/PSU in last 3 F.Ys. Out of this, at least One Event should comprise of organising exhibition by putting up 50 stalls or more for a duration of at least 7 days.	Work Order and Completion Certificate of the same should be attached along with contact details for the concerned person on the client side		
5	The organization should have executed at least 3 Events of more than Rs.50.00 lakhs including One Event of more than Rs.100.00 lacs for any government/PSU during last 3 F.Ys.	Work Order and Completion Certificate of the same should be attached along with contact details for the concerned person on the client side		
6	The applicant must have at least 25 skilled manpower specializing in executing the various activities in the defined scope of work.	Certificate from the HR/ Head of the Firm and resumes of 5 Key resources with the relevant expertise.		
7	The applicant should have offices in 2 cities across India with an Office in at least One of the Metros. (Delhi, Mumbai, Kolkata, Chennai & Bangalore)	Substantial proof should be given i.e. Rental agreements or electricity bills stands as valid proof		
8	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India during last 1 year period.	Letter of undertaking		

\*Exceptions shall be made for Start-ups recognized by the Department of Industrial Policy & Promotion (DIPP) under the Start-up India Action Plan under the experience and turnover criteria.

## **6. Other Terms and Conditions:**

- **Last date of submission:** last date of receipt of sealed applications is 29<sup>th</sup> jan, 2025 upto 5.00 PM. No application shall be entertained after the expiry of the due date **and** time.
- **Superscription:** The envelope containing the application must be sealed properly and must be super scribed as “**Application for Empanelment of Event Management Organizations**”.
- **Bid Processing Fees:** Bid Processing Fees of Rs. 3,000/- should be paid by way of demand draft in favour of ‘National Minorities Development & Finance Corporation’ payable at New Delhi. The same shall not be refundable.
- **Validity of the Bids:** The applications submitted shall be valid for a period of 180 days subject to increase in the period by mutual consent.
- **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 post/courier:** The applications may be sent by post/ courier to reach before the scheduled date and time as indicated above. GHMC shall in no way be responsible for any delay due to post/transit.
- **Empanelment Letter:** GHMC 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.**

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

## **8. Blacklisting/debarring:**

**GHMC** 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 as and when the requirements arise.

## **10. Presentation**

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

## **11. Amendment to RFE**

At any time prior to the last date for receipt of applications, GHMC may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, GHMC 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 RFE.

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

## **12. Rejection of Application**

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Not properly sealed and signed as per requirements.
- c) Received after the expiry of due date and time.
- d) Missing of any supporting document(s) with the Proposal

## **13. Documents required:**

The proposal should contain the following information:

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

## **14. Disclaimer:**

- a) The GHMC shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b) The GHMC 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 best interest of GHMC 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 parties may send their applications along with the profile and other details inside a sealed envelope super-scribing 'Application for Empanelment of Event Management Agencies' to The Executive Engineer, Jubilee Hills, Cir-18, KZ, GHMC, Khairatabad, Hyderabad-500004. latest by 27<sup>th</sup> Jan, 2025, 5.00 PM.

For any further queries, you may please contact the below mentioned person: P. Anand, HD (AE), Jubilee Hills, Cir-18, KZ, GHMC, PH NO.7995009101, EMAIL ID : eec18.ghmc@gmail.com

## Application

Date:

To,  
The Executive Engineer,  
Jubilee Hills Cir-18, KZ.,  
GHMC, Khairatabad,  
Hyderabad-500004

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

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with GHMC 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 GHMC 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 (Government/ PSU/ Private)	
3	Type of Organization: Partnership firm/ Public Limited Company/ Pvt. Limited Company/ Limited Liability Partnership/Proprietorship/Others (please specify and attach proof)	
4	(i) PAN Number (ii) GST Number	
5	Name and Designation of Key Management Person(s)	
6	Date & Year of establishment of firm	
7	Number of years of experience in the relevant field	
8	a. Number of Permanent Employees	
	b. Number of Permanent Employees engaged in the relevant field	
9	Core Competency	
10	Any other important information about the organization	
11	E-mail Id and contact details of the authorized person	

**Signature of Authorised Signatory with Seal**

The agency should also quote the rates for the following items while submitting RFE.

**ANNEXURE-I**

S No	Item/description	Unit	Duration	Rate (in Rs.)
<b>Meeting Area</b>				
1	German Hangar for Meeting Area and Green Rooms 100'x100'	Sft	Per day	
2	Stage for Meeting Area with 8' ft Height with Cloth wrapped railing stairs and 1' Cloth Wrapped railing around the main stage 60'x40'x5'(H)	Sft	Per day	
3	Themed cloth décor for Meeting Area Hangar - Ceiling Draping	Sft	Per day	
4	Backdrop structure with iron frames and themed cloth on double side.	Sft	Per day	
5	Raiser for Meeting Area Stage LED Screen	Sft	Per day	

6	VVIP Chairs on Dias	Each	Per day	
7	CM Lounge (Green Room) with provision for Mobile toilets - Behind Meeting Area Stage - CM room .	Each	Per day	
8	Leather Sofas with cover at CM Lounge (Green Room) - Behind Meeting Area Stage	Each	Per day	
9	Wooden Coffee Tables at CM Lounge (Green Room) - Behind Meeting Area Stage	Each	Per day	
10	Podiums with Branding for Meeting Area Stage	Each	Per day	
11	Wooden Coffee Tables for Meeting Area Stage	Each	Per day	
12	Super Structure for Public area	Sft	Per day	
13	White Ceiling for Super Structure	Sft	Per day	
14	Pagodas for PCR Room	Each	Per day	
15	Carpet in the PCR Room	Sft	Per day	
16	Platform Raisers with Carpet for the PCR Setup	Sft	Per day	
17	Pagodas for Command Control Room	Each	Per day	
18	Carpet in the Command Control Room	Sft	Per day	
19	Fiber Chairs in the Command Control Room	Sft	Per day	
20	Carpet in Passage for CM Sir	Sft	Per day	
21	Carpet for the public Seating	Sft	Per day	
22	Fibre Chairs	Each	Per day	
23	Banquet chairs cloth cover & bow	Each	Per day	
24	Leather Sofas with cover - Meeting Area Stage	Each	Per day	
25	Single Leather Sofas with cover Meeting Area Stage	Each	Per day	
26	Steel Sofas - 3 seater	Each	Per day	
27	Media Raisers, Console Raisers and LED Screen Raisers	1 Job	Per day	
28	View Cutter right around the planned venue at different heights and for partitions @ 15'(H)	Rft	Per day	
29	Mojo Barricading,metal structure with erection	Each	Per day	
30	Q Managers (golden with red rope)	Rft	Per day	
31	Entrance Arches at three main gates as per the theme or Box Type	Each	Per day	

#### Public Addressing System System

32	Main PA System Vertec V4888 Tops & V4880A Subs / equivalent suspended from scaffoldings/Truss using motorized chain pulleys (1 Main PA - 4 Line Arrays). As per SPG norms the 4 nos flying line array per setup in a line.	Each	Per day	
33	Delay PA Systems for every 150' Distance - JBL VRX/Equivalent Tops suspended from Truss (Delay - 4 tops of 4 line arrays for each delay line in each Public German Hangar ), System Engineers.	Each	Per day	
34	Podium Mics	Each	Per day	
35	Lapel Mics	Each	Per day	
36	Handheld Cordless Mics	Each	Per day	
37	Stage Monitors	Each	Per day	
38	Side Fill for Main Stage	Each	Per day	
39	Main Stage LED Screen.	Sft	Per day	

#### Audio Visula System

40	Down Stage Monitors - LED TV's on L-Stands	Each	Per day	
41	Delay LED Screens	Sft	Per day	
<b>Venue Lighting &amp; Electrical</b>				
42	Inteligent lighting for the main stage which includes LED Warm, LED RGB and blinders for face lighting	Each	Per day	
43	LED Daylamps with Cabling & Wiring	Each	Per day	
44	Gensets 125 KVA - With Diesel	Each	Per day	
45	Gensets 62.5KVA - With Diesel	Each	Per day	
46	Genset Transit charges	1 Job	Per day	
47	Air conditioners on the Main Stage	Each	Per day	
48	Air conditioners	Each	Per day	
49	Mist Fans in the PCR Room	Each	Per day	
50	Mist Fans in the Command Control Room	Each	Per day	
<b>Safety &amp; Security &amp; Amenities</b>				
51	Fire Extinguishers - 6Kg Cylinders	Each	Per day	
52	Fire Buckets with Stand and filled with sand near the main stage	Set	Per day	
53	Fire Retardant Spray for the Main Stage, Passage,for cables	Each	Per day	
<b>Decor &amp; Others</b>				
54	Floral for the Main Dias, Podiums and Bouquets on the Center Tables	Sft	Per day	
55	Working Lights Diesel Genset for Production & Post Production -	Each	Per day	
<b>Stage &amp; Lighting</b>				
56	Flying Sound 4+4 Tops,2+2 Subs, 4 moniters,2 mics	Each	Per day	
57	VJ player with mixer for sound & Light	Each	Per day	
58	Aluminium Box Truss	Each	Per day	
59	RGB LED lights	Each	Per day	
60	Sharpies	Each	Per day	
61	Blinders	Each	Per day	
62	LED Daylights with cabling	Each	Per day	
63	Stage with Plywood finish along with required supports.	Sft	Per day	
64	Stage Masking with brand new white cloth	Sft	Per day	
65	Steps with 5ft height with masking & railing	Each	Per day	
66	Brand new grey carpet on stage	Sft	Per day	
67	Genset 125 kva with Diesel for Stage lighting & green rooms	Each	Per day	
68	Genset 250 kva with Diesel for sound	Each	Per day	

**Signature of Authorised Signatory with Seal**

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