

Government of India  
Ministry of Communications and I. T.  
Department of Posts  
World Philatelic Exhibition Secretariat  
Dak Bhawan, NewDelhi-110001

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**Expression of Interest- Hiring of Event Manager for World Philatelic Exhibition INDIPEX 2011**

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File No: INDIPEX-14/WPE-2011	
Last Date of Submission:	15 / 06 /2010
EOI to be sent to:	The Assistant Director, World Philatelic Exhibition Secretariat, Room No.523-B, Dak Bhawan, Sansad Marg, New Delhi-110001 Telephone Number:011-23096160 FAX:011-23753993
Authority to be contacted for further details	The Assistant Director, World Philatelic Exhibition Secretariat, Room No.523-B, Dak Bhawan, Sansad Marg, New Delhi-110001 Telephone Number:011-23096160 FAX:011-23753993
Document available on web site	<a href="http://www.indiapost.gov.in">http://www.indiapost.gov.in</a> <a href="http://www.indipex2011.com">http://www.indipex2011.com</a>

### 1. Highlights:

India Post is organizing a World Philatelic Exhibition INDIPEX 2011 from 12<sup>th</sup> to 18<sup>th</sup> of February, 2011 at Pragati Maidan, New Delhi. The exhibition involves participation of about 70 countries. A number of functions would be held at the venue during the conduct of the exhibition.

India Post calls for Expression of Interest for working as "Event Manager" to help in organizing the World Philatelic Exhibition at par with international standards.

### 2. Purpose of the EOI

The Department of Posts (DOP) seeks Expression of Interest (EOI) to shortlist appropriate solution providers who satisfy the Pre-Qualification (PQ) criteria and express interest to offer a one stop service for conducting the World Stamp Exhibition covering a number of activities in the lead up to the exhibition, preparing the venue, organizing inaugural/ closing/award ceremonies, obtaining mandatory and necessary approvals and clearances from concerned agencies and departments and other related activities.

### **3. Presentation**

The shortlisted bidders, if required, would be called for presentation at the date, time and venue to be decided later.

### **4. Request for Proposal (RFP)**

Request for proposal (RFP) will be issued to short-listed Turnkey Solution Providers (TSPs). The response to this EOI should contain details mentioned in the annexure along with the undertaking. DOP will shortlist, for further processing, such companies/firms who fulfill the eligibility criteria, for issue of RFP. DOP's technical requirements are not exhaustively covered in this request for EOI. Full details of technical specifications will be stated in RFP made to the short-listed TSPs. These TSPs will be required to submit complete proposals with financial component.

### **5. Activities:**

Some of the activities for which services would be required are detailed below.

- 5.1 Organizing inaugural and closing / award ceremonies, stamp/special release functions both in forenoon and afternoon every day during the exhibition, meetings, seminars and workshops at the venue.
- 5.2 Arrangement of audio visual equipment, photography, arranging of badges, labels, stickers, signages, floral arrangement etc.
- 5.3 Liaising with schools in the NCR and arranging transport of school children to the venue during the duration of exhibition, arranging for Comperes, Ushers, Escorts, printing and issuing invitation cards, providing Guides at the venue to explain about different categories of exhibits to the visitors etc.
- 5.4 Preparing the venue:
  - (i) For construction of approximately 100 exhibition stalls/ booths each covering a ground area of 80 square feet (8 feet x10 feet), furnishing with a sales counter/table, three chairs and carpeting on the floor. The stall/booth will be fabricated with aluminum and laminated sheets and a provision to display the name of the booth holder with locking arrangement in the counter. Additional equipment like safe, steel cup board, filing cabinet, table, sitting room furniture to be furnished if there is any special request.
- 5.5 Providing office equipments like photocopier, fax, computer, telephone, calculator etc at the venue.
- 5.6 Arranging Sight óSeeing, shopping tours in Delhi and nearby places for approximately 100 persons.
- 5.7 Facilitating ticketing, travel, hotel bookings, currency exchange.
- 5.8 Catering to the guests/volunteers at the venue.

## **6. Eligibility Criteria:**

- 6.1 The Event management firm should be in the business of organizing significant international events and should have at least a minimum experience of two years in the field.
- 6.2 The firm's annual turnover in the last three years should not be less than Rs. three crores per year.
- 6.3 The firm should not have been black listed by any Central Govt/State Govt/ PSU.
- 6.4 Firms with previous experience of organizing an International/World Stamp Exhibition in any country would be given due preference.

## **7. Documents to be submitted in support of Eligibility and Qualification:**

The firm should be registered/incorporated in India and is required to furnish the following documents along with the EOI (including details in the Annexure):

- 7.1 Company Profile details.
- 7.2 List of important clients in India or abroad.
- 7.3 List of important national/international events organized.
- 7.4 Proof of such association.
- 7.5 Annual Reports for last two years.
- 7.6 Minimum Annual Turnover of Rs 3 crore in the last two years
- 7.7 Income Tax Clearance certificate for last three years.

## **8. Instructions to Bidder:**

- 8.1 The application for EOI must be submitted in sealed envelope, super scribed "Expression of Interest for Event Manager" and should be addressed to The Assistant Director, World Philatelic Exhibition Secretariat, Room No.523-B, Dak Bhawan, Sansad Marg, New Delhi-110001.
- 8.2 The bid shall not contain any financial offer or any revenue share percentage etc. Bids containing such information will be summarily rejected. EOI Documents shall be submitted either in person or through Speed Post only.
- 8.3 Bids received after the scheduled date and time of submission will not be entertained.

## **9. Amendment of EOI:-**

- 9.1 At any time prior to the last date of receipt of EOI, the DOP may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EOI Document by an amendment. In order to provide the prospective bidders reasonable time in which to take the amendment into account in preparing the bids, the DOP may, at its discretion, extend the last date for receipt of EOI.

## **10. Evaluation of proposals:-**

- 10.1 The experience and expertise of the bidder, viability and appropriateness of the solutions offered, fulfillment of the pre-qualification criteria and record of satisfactory service will be the critical factors in shortlisting the bidder by the Committee mentioned in para 1.2.2. The shortlisted bidders should be in position to meet the scope of work and service level commitments in full.
  - 10.2 The DOP shall consider proposals for EOI only from those bidders whose offers have been found to fulfill all requirements laid down in this request for EOI.
  - 10.3 The evaluations of the bid would be done by a Committee which may seek clarifications from bidders and the bidders shall clarify such aspects.
  - 10.4 Proposals fulfilling partial requirements would be summarily rejected.
  - 10.5 The department of Posts reserves the right to engage one or more bidders.
- 11.** This request for Expression of Interest is not an offer by the DOP, but an invitation to receive response from eligible interested bidders for Event Management of WPE INDIPEX-2011.
- 12.** No contractual obligation whatsoever shall arise from the EOI process unless and until formal contract is signed and executed by the DOP with the bidders.
- 13.** This document should be read in its entirety.

**Details about the Firm**

**A. ORGANISATIONAL PROFILE**

- i) Name of the Organization.
- ii) Name and Designation of contact person.
- iii) Postal Address of the Organization (with PIN CODE).
- iv) Telephone with STD Code.
- v) FAX No. with STD Code.
- vi) Mobile no. of contact person.
- vii) E-mail Address of contact person.

**UNDERTAKING**

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Department of Posts and shall abide by them.
2. I/We further undertake that the information given in this E.O.I. are true and correct in all respect and I/We hold the responsibility for the same.

Date :  
Place :

Signature  
Name  
Seal of the Organization.