

GOVERNMENT OF ASSAM
PLANNING & DEVELOPMENT DEPARTMENT
PPP CELL, 3RD FLOOR, F BLOCK, SECRETARIAT, DISPUR-6

Expression of Interest
From
Event Management Companies

Planning & Development Department, Government of Assam is going to organize a **Regional Workshop on PPP** in June, 2011 at Guwahati. About 200 delegates and officials from all over the country will congregate for this Mega event. Offers are invited from the reputed firms/Event Management Companies for co-coordinating and managing the pre-publicity and other events during the course of 1 day program.

Eligibility Criteria

The company should meet the minimum eligibility criteria:

- A minimum experience of five years in the field of event management
- A minimum turn over of Rs. 150 lakhs in any of the last three years.
- Executed at least one event with delegate participation of more than 200 delegates with the following components in the event:
 - Registration and database management of delegates
 - Management of Transport logistics
 - Guest Hospitality Management at Airport, Railway Station, Hotels etc.
 - Providing volunteers for on site management and effective supervision
 - Planning and co-coordination with agencies for security, light and sound and infrastructure, signage and visibility, audio/video, caterers, transport, publicity etc.
 - Printing & publication of reports/souvenirs etc of workshop.

Issue and Receipt of Offer

The offers supported with relevant documents are to be submitted in soft/hard copy in sealed cover to the Principal Secretary, P & D Department, 4th Floor, 'D' Block, Assam Secretariat, Dispur – 781006, Assam on or before 3 PM on 29th April'2011.

Evaluation Criteria

The selection process of EMA will be as follows:

1. Short listing based on the eligibility criteria of receipt of EOI
2. Selected Agencies will be invited for technical presentation and pre-bid meeting
3. Price bid has to be submitted by the qualified short listed agencies after the pre-bid meeting on the requirement / bill of qualities set by the organizers.
4. Price bid with the lowest bid will be selected for award of assignment.

In case of any clarification, please contact:

Additional Director, PPP
Planning & Development Department
3rd Floor, F Block, Assam Secretariat,
Dispur – 781006, Assam
Email: jphukan@yahoo.com
Website: <http://www.assamppp.gov.in>
Ph: +91-3612237425, 09435307854(M)