

RFP for a specialized agency for organising events during Kosmetika 2014, March 25-30, 2014, Pragati Maidan

India Trade Promotion Organisation is organising Kosmetika'2014, a trade show in beauty and wellness products in Pragati Miadan, New Delhi. It is proposed to have, besides the product exhibition, shows including live demonstrations by the participants and leading companies, lectures by experts in the industry, product launches, seminars, networking events, publishing of daily newsletters on the show etc. during the currency of the fair.

Scope of Work

Proposals are invited from event management agencies to undertake the job:

- Organizing events such as live demonstrations of products of known beauty and wellness brands, fashion shows on the product range, product launches of leading companies etc. ITPO will be providing the area for holding of the events with a stage, ramp, basic lighting, seating and audio-visual requirements.
- The agency would be responsible for contacting the known brands, planning the activities and implementation of those activities with known brands of the industry.
- The agency would also assist ITPO in procuring sponsorships for these events. The events would be organized subject to availability of sponsorship brought by the bidder.

Eligibility Criteria

1. The agency should be either a company or a firm. Relevant papers/copies of original documents, such as Service Tax registration certificate (any one) along with registration certificate, Memorandum and Articles of Association may be provided as a supporting document.
2. The agency should have a minimum annual average financial turnover of Rs.10,00,000/- (Rs. Ten Lakh Only) during last three financial years. Audited copy of balance sheet for last three financial years i.e. 2010-11 to 2012-13 are to be provided as supporting document duly certified by Chartered Accountant.
3. The agency must have an experience of minimum 5 years in the field of event organisation and have organized at least 3 jobs of the proposed nature done for leading companies in the last one year. Work for any government/ Public Sector Undertaking would be an added consideration. Please provide work orders from companies as a proof of jobs done.

4. The company/agency should not be black listed by any Govt./semi Govt. organization or PSU. Please provide a undertaking for the same.

Proposal Content:

- A brief description of proposed activities and expected assistance from ITPO.
- The cost estimates for the activities proposed may be clearly mentioned against each activity.

Basis for Selection

The agency would be selected on the basis of recommendations of an internal committee of ITPO and more than one agency could be selected for organising of different activities.

ITPO'S DECISION TO BE FINAL

The proposal shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. ITPO reserves the right to not to accept or reject any or all the bids without assigning any reason.

Decision of ITPO would be final.

SUBMISSION OF BIDS

The bids should be submitted in a sealed Envelope and marked "RFP for Specialized Agency for organizing events during Kosmetika' 2014"

Proposals may kindly be sent by 4.00 PM on March 12, 2014 . The lat date for submission of bids can be extended at ITPO's discretion.

The Proposal may be sent to

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Sr. Manager

India Trade Promotion Organisation

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