



**Jammu & Kashmir
Academy of Art, Culture & Languages
Camp Office, Jammu**

Sub: Empanelment of Event Organisers.

- Ref. 1. Decision of the Central Committee dated 31st July, 2021 (Agenda Item no. 29).
2. Approval of the President JKAACL (HLG) conveyed vide letter No. LGS-08(JKAACL)ASP/2022/801, dated 11/02/2022.

**ACADEMY ORDER NO. 06 OF 2022
D A T E D :- 18 / 02 / 2022**

In pursuance of decision of the Central Committee as notified vide Academy Order No. 34 of 2021, dated 21/09/2021, sanction is hereby accorded to empanelment of Event Organisers by the Academy through expression of interest as per broader guidelines / norms contained in Annexure 'A' to this order.

**Sd/-
(Rahul Pandey), IAS
Secretary**

No. CA/2021-22/2499-2509

Dated : 18 / 02 / 2022

Copy to:

- 1) Additional Secretary, JKAACL, Divisional Office, Jammu.
- 2) Officer I/c, JKAACL, Divisional Office, Kashmir.
- 3) SOCA, Sub Office, JKAACL, Doda/Kathua/Rajouri.
- 4) Accounts Officer, JKAACL, Camp Office, Jammu.
- 5) Administrative Officer, JKAACL, Central Office, Srinagar.
- 6) I/c PS to Secretary JKAACL, Central Office, Srinagar.
- 7) Order file.

**(Sanjeev Rana), JKAS
Additional Secretary**

Annexure 'A' to Academy Order No. 06 of 2022 dated 18.02.22

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EOI FOR EMPANELMENT OF EVENT ORGANISERS

J&K ACADEMY OF ART, CULTURE AND LANGUAGES, LAL MANDI, SRINAGAR
art.uok.edu.in

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2/10

INVITATION FOR EMPANELMENT AS EVENT MANAGER / ORGANISER

1. INTRODUCTION – About JKAACL

JKAACL is a Society registered under the Societies Registration Act of 1860. The objectives of the Society are to promote cooperation among men of letters, artists, art, literary and cultural associations for holistic development of literature, art and culture in the Union territory of Jammu and Kashmir and to sponsor and/or organize cultural exchanges, mushairas, Kavi Sammelans, symposiums, seminars, lectures, meets, camps, conferences, exhibitions, film shows, music, dance and drama performances, and cultural festivals etc. on regional, all-UT or all-India basis.

JKAACL is tasked to promote cultural exchanges with Academies in other parts of the country and to establish relations with such organizations in the fields of letters, performing and fine arts and to encourage and foster the revival of folk literature, art, music, dance, drama, and to assist individuals and/or institutions to engage in such revival or preservation.

2. Invitation for Empanelment

JKAACL invites applications from eligible and reputed Event Management Firms/Entities for empanelment through this Expression of Interest (EOI).

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 JKAACL in any form.
- b) Empanelment shall in no way guarantee allotment of work to the shortlisted firms. JKAACL 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 EOI.
- d) JKAACL 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.

3. Application Submission:

To be filled up separately.

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4. Scope of Work:

JKAACL 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. Design & Development of Theme Areas, Complete Branding of the Exhibitions, events and other activities as are required to be held.
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 on event to event basis.
8. Designing, Printing & dispatching of invitations to addresses as provided by JKAACL.
9. Maintaining Public Relations with provision of advance publicity
10. Designing creative content for advertising and promotional activities
11. Promotion and publicity of the event through SMS, Bulk Whats-up, etc.
12. Execution of mass media campaigns through Social Media, etc.
13. Boarding and lodging arrangements for artists / participants and other important dignitaries befitting their standing

The above scope of work will vary and depend on the requirement of the venue of exhibition or cultural programme / event, as the case may be.

The applicant organisation must have full-fledged creative team. The organisation must be capable of conceptualising, designing, fabricating, executing and supervising various events and activities relating to organizing of mega cultural programmes, shows, and exhibitions etc.

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- 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.

5. Duration of Empanelment:

The duration of empanelment through this EOI 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 the JKAACL.

6. 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 are liable to be summarily rejected. JKAACL shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No.	Eligibility Criteria	Supporting Document Required	Yes/No
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	GST Registration Certificate PAN Card	

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	other administrative authorities.		
3.	Financial Turnover The firm/organization should have a minimum cumulative turnover of :- i) Rs. 150 lacs in the last 3 fiscal years for Group A Empanelment ii) Rs. 45 Lacs in the last 3 fiscal years for Group B empanelment	Audited Balance sheet certified by CA	
4.	Experience The firm/organization should have completed at-least 2 projects for any Govt. or semi Govt. institution / organization in last 7 years in the price slab of :- i) 50 Lacs and above for Group A Empanelment ii) 15 Lacs and Above for Group B Empanelment.	Work order and Completion Certificate of the same should be attached along with contact details for the concerned person on the client side	
5.	In-house Infrastructure Shall have capital cost of infrastructure related to event management as on date as :- i) 100 Lacs for Group A Empanelment	Work order and Completion Certificate of the same should be attached along with contact details for the concerned person on the client side	

9/2

	ii) 20 Lacs for Group B Empanelment		
6.	The applicant must have sufficient 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.	<p>Office in Srinagar / Jammu for Group B : Group B shall have its office and set-up in Srinagar /Jammu for supply of items at short notice.</p> <p>Office anywhere in North India for Group A : Group A shall have its office and set-up in North India preferably in Punjab, Haryana, HP or Delhi for supply of items at short notice.</p>	Substantial proof should be given i.e. Rental agreements or electricity bills stand 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	

NOTE: JKAACL reserves the right to relax any of the above conditions in deserving cases.

7. Other Terms and Conditions:

- Last date of submission: To be filled separately.

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- **Superscription:** The envelope containing the application must be sealed properly and must be super-scribed as “**Application for Empanelment of Event Managers/Organisers**”.
- **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. JKAACL shall in no way be responsible for any delay due to post/transit.
- **Empanelment Letter:** JKAACL shall issue an empanelment letter to the successfully qualified Applicants depending upon their prior adequate experience mentioned in the scope of work.

8. The empanelment letter shall not confer any right to engagement.

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

9. Blacklisting/debarring:

JKAACL 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.

10. 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.

11. Presentation

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

12. Amendment to EOI

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

9/12

13. 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

14. 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.

15. Disclaimer:

- a) The JKAACL 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 JKAACL 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 JKAACL 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.

16. Submission Details

To be filled separately.



Application

Date:

To,

Secretary
J&K Academy of Art, Culture and Languages
Lal Mandi, Srinagar

Subject: Empanelment as Event Manager / Organiser.

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 JKAACL as Event Managers / Organisers.

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 JKAACL 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:

**Annexure-II
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

