

GOVERNMENT OF ASSAM  
PLANNING & DEVELOPMENT DEPARTMENT  
PPP CELL, 3<sup>RD</sup> 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, 4<sup>th</sup> Floor, 'D' Block, Assam Secretariat, Dispur – 781006, Assam on or before 3 PM on 29<sup>th</sup> 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:

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Planning & Development Department  
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