

# **Lalit Kala Akademi**

## **Invitation for Expression of Interest (EOI) for empanelment of Event Management Companies**

### **1. Background and Objective:**

Lalit Kala Akademi, National Academy of Art, New Delhi was set up by the Government of India as an autonomous body, on 5th August, 1954. The Akademi was given statutory authority in 1957, under the Societies Registration Act 1860. Since its establishment it has been serving the entire country by promoting the creative endeavors of Indian artists and bringing their arts to bear upon a large number of people, thereby playing an important role in defining and redefining, the sensibility of an entire culture, falling under the visual arts spectrum.

Lalit Kala Akademi is an institution that has rendered service to the arts in the nation long before the world woke up to the global impact of Indian art. Through the leadership of its members and staff, the Lalit Kala Akademi manifests a commitment to the service of the visual arts by establishing, preserving and documenting visual art of the highest order that in turn reflects the vitality, complexity and unfolding patterns of ancient, modern and contemporary art in India.

As a cultural body that hovers above the entire Indian subcontinent, it plays a role in interlinking the diverse cultures of India to weave an aesthetic spread that is noted for its colourful threads of creative genius and brilliant designs that delineate fascinating features of Indian life. Perceiving Indian culture comprehensively with all its artistic impulses, conflicts, contradictions and limitations, the Akademi has been functioning with the panoramic view of involving all genres of creativity in its activities. It has a vision that takes care of the traditional art of India as well as of helping artists to imbibe many of the contemporary happenings in the international art scene.

Lalit Kala Akademi proposes to create a panel of Event Managing Companies who could professionally contribute towards managing these events and put up quality shows for which it invites Expression of Interest (EOI) from the interested experienced agencies/ firms/ companies involved in the area of event management, who would be primarily required to organise following events:

- A. Conferences
- B. Cultural Events
- C. Kala Mela
- D. Art Biennale & Triennale
- E. Exhibitions
- F. Festivals

### **2. Firms/ companies/ agencies are required to submit the following:**

**(A) Company's profile**

**(B) Information on company's capacities in following technical fields:**

(i) **Branding and Designing Solutions** such as creating a Brand Manual, act as brand gate keeper, and designing creative for all outdoor publicity ad platforms such as hoarding, banners, danglers, gates, Signages, Welcome Arches, Flags, Backdrops, Standees, Approach hangers. Designing creatives for all event publications such as Fliers, Brochure, Directory, Leaflet, Booklet, Carrybag, Certificates, Poster, Name badges, Stickers, Cups and merchandising items. etc.

(ii) **Printing:** including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing, printing of invitation cards for various functions and social occasions, conference note pads, information booklets about the conference, telephone directories, parking labels for various venues, mini booklets for programs, files/ folder covers, letter heads, delegate's bags/ folders, entry and parking passes, Branded T Shirt, Branded Packaging Paper, flex printing of Standees, Hoarding, Hangers, Backdrop etc..

(iii). Preparation of delegate-kits/ bags for delegates/ media-kit comprising notepad, conference labeled pen, mementoes, gifts, conference labeled pen drive, booklets on tourism, souvenirs, embossed business card holder, Event booklets etc.

(iii). **Venue erections and facilitation** would include raising of venue to approved design, Airport, Hotel and Railway Reception Desk, Money Exchange Desk, venue dressing including flower work, kiosks, pavilion, toilets, green room, VVIP enclosure, gate erection, supply of chairs, sofa, carpets, gifts, bouquet, usherers, master ceremony, Wallet Parking, First Aid Kit, Security Guards, Bollards and Ropes and all other furniture, carpets. Creating Help Desks and Media Centres including Photography Stand with English speaking trained receptionists, registration desk with laptops, country-wise mailboxes, Provision of Graduate English speaking Liaison Officers and Volunteers. Provision for ushers, escorts, qualified laptop operators, car hailers, messenger boys, and office boys, photocopy coordinators etc. Tie-up with Travel Agency and Fixing Hotel Bookings are possible deliverables too.

(iv). **Information & Publicity** dissemination: Setting up and running of various online and offline communication tools: (1) creating and running of online Content Platforms such as interactive Website (for all event related content, online registration, merchandise sale), Blog, YouTube Channels and Promotional platforms such as Facebook, Twitter, Instagram, Pinterest etc, (2) PR and Advocacy coverage in Print, TV, Radio media social media, and (3) Creating Promo-Films/ videos.

(v). **Facilitation Services:** Ensuring bookings, accreditation/ access control/ categorization of delegates/providing badges, provision of self-registration automated machines.

(vi). **Documentation:** Photography and videography of the Events including in digital form. Creating videos for promotions and documentation.

(vii). Mobilizing necessary **technology requirements** such as computers, with proportionate heavy duty printers/ photocopiers, scanners, laptops for PowerPoint presentations, Flash-drives, Data Card, Pen Drives, Laser pointers, Wi-Fi Connections PA Systems, Mikes, side back-lit screens, screens in the halls, plasma screen in the Plenary Hall, Public Address system in the Pre-Function areas, meeting display system (like in airports), fax machines, telephones, VHF transmitters to main officers inside venue (if mobile phone use is to be restricted).

(Viii). **Catering of food, beverages, and water** at the venue – on the spot kiosks for on the spot sale and packed supply of meals for lunch and dinner hours.

### **3. Eligibility Criteria:**

(i) The entity, in order to be eligible to provide the aforesaid services, must have in their own capacity successfully provided the entire event management facilities and services for an event held in the country/ at International events/ and Inter-Governmental Conference at Ministerial/ Senior official level/ corporate events/ private events anytime in the last three years. Work orders of event management related jobs such as branding, designing, PR, Social Media, Video production etc will substantiate the eligibility, but the main supporting document should be holding of entire event management job.

(ii) Entities should have requisite office space, financial & human resources for managing conferences and events.

(iii) As per Govt. of India policy to encourage start-up companies, the Council invites Expression of Interest (EOI) from start-up entities having at least experience of organizing (03) three cultural events/ conferences/ seminars etc. with a annual turnover of minimum Rs. 50 lakhs in the last three years.

(iv) Any entity in financial dispute with LKA/ MOC/GOI/State Govts. or which has not cleared its financial dues towards LKA/ MOC/GOI/State Govts., or which has been blacklisted by any government shall not be eligible to apply.

(v) Agency need to submit a presentation before the shortlisting/ empanelling committee and need be prepared to present it on demand.

### **4. Summary Rejection:**

It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such entity of being empanelled. Any EOI submitted by an entity, which fails to satisfy the eligibility requirements set out in the Clause No 3 above, is liable to be rejected summarily.

### **5. Preparation for submission of EOI:**

- (i) It shall be obligatory on the part of the Entity to furnish any further information as may be sought by Lalit Kala Akademi.
- (ii) They shall be under obligation to ensure that they fulfill the eligibility criteria.
- (iii) The validity period of the EOI shall be 6 months from the date of publication of shortlisted EOI.
- (iv) The EOI must contain essential information as per the format given below:
- a. Name & address of the Entity (ies).
  - b. Company and business profile including List of clients.
  - c. Date of Incorporation of the Company
  - d. E-mail ID. Fax No/Telephone No (s).
  - e. Experience/Past performance as desired at Para No. 2 above, particulars with supporting documents such as copies of order or certificates from client regarding Design Work, PR Work, Social Media Management Works, Publishing Works, Video Production Works, and

Brand Manual preparation jobs in Event Management Work.

- f. Turn over of last 3 years – duly certified by the CA.
- g. Photos of office and equipment.
- h. Undertaking regarding no dues, no blacklisting, and no financial dispute.
- i. Staff Strength.
- j. EoI – All pages need to be signed by the authorized signatures.

## **6. Submission of EOI:**

An EOI may only be made by the submission of three (3) copies (including an electronic copy, i.e. in CD) of:

- (i) An EOI Form described as at Para 12 in the document, complete in all respects.
- (ii) Self-attested documents to support the eligibility criteria as at Clause No. 3 above and for clause 5(iv) above are to be submitted along with the EOI.
- (iii) A refundable caution money of Rs. 5000 only should be deposited in the form of a Demand Draft (DD) in the name of Secretary, Lalit Kala Akademi, New Delhi. The caution money will be refunded to those Firms/ Companies/ Corporations which do not qualify in pre-selection round. However, it may be clarified beforehand that the Earnest Money Deposit shall not earn any interest.
- (iv) A copy of the invitation to Expression of Interest with each page duly attested by the entity submitting EOI as acknowledgement of having read terms & conditions as provided in EOI.

(v) Last date of receiving EOI is 15 days from issue of Advertisement.

(vi) EOIs may be submitted in sealed envelope at the following address:

The Secretary  
Lalit Kala Akademi  
Rabindra Bhavan,  
35, Ferezshah Raod  
New Delhi-110002

(vii) For any query or clarification, interested parties may contact, Programme Officer (Programme) from 1000 hrs to 1700 hours Tel- 011-23009223, 23009281 Email: art.lalitkala@gmail.com

### **7. EOI Opening:**

(i) The EOI shall be opened at Board Room, Lalit Kala Akademi, Rabindra Bhavan, New Delhi-110001.

(ii) An authorized representative of an Entity carrying a copy of the authorization letter submitted along with the EOI shall be entitled to be present at the time of EOI opening.

(iii) In case of an unscheduled holiday on the closing/ opening day of EOI, the next working day will be treated as the scheduled prescribed day of closing/opening of the EOI; the time notified remaining the same.

### **8. Evaluation/ Scrutiny of EOIs:**

Evaluation/ Scrutiny of EOIs shall be based on:

(i) Submission of the required documents, information by the entity alongwith the EOI.

(ii) Assessment of the capability of the entity based on the past experience as stated above.

(iii) Completed EOI in all respect including the caution deposit. LKA shall communicate receipt of an EOI by Fax/ E-mail.

#### *Stage Subsequent to EOI:*

RFP (Request for Proposal)/ Tender document stage: Empanelled entity (ies) (as determined at clause 8 above) will be required by LKA to submit the bids vide RFP/ Tender Documents under the "Two-Bid System" (Technical and Financial Bids) to RFP/ Tender document as per the requirement of each event.

### **9. General Considerations:**

- a. Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as any form of commitment or acknowledgement on the part of LKA to proceed with any EOI or any entity and LKA reserves the right to annul or terminate the process or reject any EOI at any time or stage without assigning any reason.
- b. LKA reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/ or modify any or all of the terms and conditions of this Invitation for EOI without assigning any reason whatsoever or prior notice being provided to any entity.
- c. LKA shall in no circumstance whatsoever, be held responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by entity, in connection with or in consequence of the preparation or delivery of any EOI, or compliance with any of the requirements of the Invitation for EOI or in any other manner.
- d. Any concealment of a material fact or a misrepresentation shall lead to disqualification of the Entity(ies).
- e. In case any clarification is sought by LKA after opening of EOI, the reply of the Entity should be restricted to the clarification sought.
- f. Canvassing in any form shall render the EOI liable to be rejected.
- g. The Entity shall be deemed to have duly considered all terms of this Invitation for EOI document and acknowledge that it intends to submit an EOI offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by LKA through any Addenda.
- h. Each Entity irrevocably and unconditionally accepts and agrees that by submitting an EOI:
- (i) It agrees to be bound by the terms, conditions and obligations set out in this invitation for EOI document together with such other terms and conditions as LKA may, in its sole discretion, require; and
  - (ii) It has read, understood, agrees and accepts, the provisions and procedures, terms and conditions (including the outcome) of this invitation for EOI.
  - (iii) It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI.
- i. The decision of LKA shall be final while short listing the EOI entities.
- j. The Entity(ies) should not directly or indirectly relate to any employee of LKA.
- k. The Entity(ies) has not been declared blacklisted/ debarred/ defaulter in making payments by LKA at any stage. An individual entity who is in financial dispute with LKA or have not cleared their financial dues towards LKA, shall not be eligible to apply. The Entity (ies) would be fully responsible to follow all labour welfare legislations in India and LKA will not be responsible for any default/ violation of labour welfare legislations by the party.

## **10. Arbitration:**

Disputes or differences arising from this invitation for EOI document or in any manner connected therewith shall be subject to the following dispute resolution mechanism:

(i) Any dispute shall initially be referred to the designated Senior Management of both sides for amicable settlement. Both sides shall nominate two persons each from their Senior Management within ten days of a dispute arising.

(ii) If no amicable settlement is arrived at within 30 days then any party may refer the dispute to a Sole Arbitrator to be nominated by Secretary (LKA), the Sole Arbitrator as the case may be, shall be retired Judge/Judges of the Supreme Court of India, or any of the High Courts. The place of arbitration shall be New Delhi. All arbitration proceedings shall be conducted in English and in accordance with the provisions of the Arbitration and Conciliation Act 1996 as amended from time to time.

(iii) The Arbitration award will be final and binding upon the parties, and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal unless the arbitral tribunal decides otherwise.

(iv) All disputes shall be subject to the exclusive jurisdiction of Courts at New Delhi only.

**11. Governing Law:** Indian laws, both substantive and procedural, shall govern.

**12. EOI Form:** Having examined the details given above in Invitation to EOI and terms set out above, I/we hereby submit the relevant information for considering my/our EOI:

i. I/ We accept all the terms and conditions of EOI as set out above.

ii. I/ We hereby certify that all the statements made and information supplied in the enclosed documents and accompanying statements are true and correct.

iii. I/ We have furnished all information and details necessary for EOI. My/our EOI is complete in all respects.

iv. I/ We submit all necessary documents in support of our eligibility, experience and capability.

Signature of the Authorized representative

Seal of applicant