



GAIL (INDIA) LIMITED
Corporate TQM Department
Jubilee Tower, Sector 1, Noida-201301

EXPRESSION OF INTEREST

INVITING TECHNICAL PROPOSALS FOR ENLISTMENT OF EVENT MANAGEMENT AGENCIES TO CONDUCT CYCLOTHON/ WALKATHON/ CNG CAR RALLY / SIMILAR EVENTS IN VARIOUS CITIES OF INDIA DURING SAKSHAM.

Interested event management agencies experienced in similar jobs are invited to submit application in prescribed format (Annexure –A), along with necessary documents in support for technical qualifications in order to be enlisted for the proposed job.

The completed Application form along with attachments in a sealed envelope super-scribed with “**ENLISTMENT OF EVENT MANAGEMENT AGENCIES TO CONDUCT CYCLOTHON/ WALKATHON/ CNG CAR RALLY / SIMILAR EVENTS IN VARIOUS CITIES OF INDIA DURING SAKSHAM**” may be forwarded to the address mentioned below within 15 days of publication of this EOI i.e. latest by 23rd November 2021. Application received after 23rd November 2021 will not be entertained.

Event management agency applying against the EOI will be screened based on the technical proposals submitted by them in the attached template along with supporting documents. Enlisted even management agency will only be eligible to participate in the subsequent Request for Proposal (RFP) process for engagement of **event management agencies to conduct Cyclothon/ Walkathon/ CNG Car Rally / Similar Events in various cities of India during Saksham**”.

Brief Scope of work, Special conditions are indicated in the following sections. Detailed Scope of Work, Schedule of Rates and Bid Evaluation Criteria etc. will be intimated during the subsequent RFP process.

Address for Submission of Proposal & Documents

Deputy General Manager (TQM)
GAIL (India) Ltd.,
Plot No. B, 35-36, Block B, Sector 1, Noida, Uttar Pradesh 201301

Email: basudebdas@gail.co.in
Contact no: +91-(120) 2446400/4862400 Extn. 13328/13329



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SCOPE OF WORK & SPECIAL CONDITIONS

1.0 BACKGROUND

- 1.1 GAIL (India) Ltd is one of the Maharatna PSUs engaged in the business of Natural Gas transmission, LPG transmission, distribution and marketing, Gas processing of LPG production, production of petrochemicals, City Gas distribution and has also diversified into Exploration and telecom business. GAIL's JVs operate gas based power generation facility RGPPL, LNG regasified terminals at Dabhol, Dahej and Kochi and also gas distribution businesses.

GAIL is having LPG/Gas processing plants at Vijaipur, Vaghodia, Usar, Gandhar and Petrochemical complex at Pata (U P), operating Natural gas pipelines, LPG pipelines and also having network of Zonal Marketing offices at Ahmedabad, Bengaluru, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai and Noida.

2.0 OBJECTIVE

- 2.1 GAIL (India) Limited , in association with PCRA & MoPNG has been organizing a nationwide campaign every year with the aim of making the citizens aware of the conservation of oil and natural gas. Earlier this program was known as Oil and Gas Conservation Fortnight, which was named as "Sanrakshan Kashamta Mahotsav" or "Saksham" from the year 2017 runs for a full month from 16th January to 15th February every year with the enthusiastic participation of the public all over the country.

GAIL organizes Cyclothon, Walkathon, CNG Car rally during Saksham. Cycling is the healthiest, most cost effective and environment friendly mode of short distance travel. With a view to spreading awareness about cycling and promoting it, GAIL organizes Cycle Day in various cities. Similarly GAIL organizes Walkathon, CNG Car Rally during Saksham.

2.0 SCOPE OF WORK

- 3.1 The scope of work is broad and not limited to the clauses given below. How ever the scope may get changed due to ongoing Covid pandemic .The Cyclothon/ Walkathon/ CNG Car Rally / Simillar events are generally organized by GAIL during Saksham in various cities of India. The date of event shall be communicated during RFP.
- 3.2 Arranging Manpower & resource for the event (Media/Event day etc.) is in the scope of Event Management Agency. Sufficient skilled / experienced manpower like supervisor / coordinators/ event managers, registration team, expo volunteers, event day volunteers, emcee for conducting the event on event day etc. to be deployed for conducting the event successfully.



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- 3.3 Marketing Plan to be finalized by Event Management Agency for publicity. It will include print media (Newspapers), audio-visual campaign (FM radio/television etc.), Digital & Social media (FB, Twitter etc.), Outdoor Hoardings / Standees / Banners / Pamphlets at OMC's Retail Outlets and at other public places etc.
- 3.4 Appropriate route for the Cyclothon/Walkathon/ CNG Car Rally etc. to be decided by Event Management Agency in consultation with concerned authorities / GAIL. Event Management Agency to liaise with concerned Authorities (Transport, Traffic, Police etc.) of the city for a dedicated route for Cyclothon/Walkathon/ CNG Car Rally for that day. Necessary approvals from District authority to be obtained by Event Management Agency.
- 3.4 The event & expo venue to be arranged for 2 days just before the event by Event Management Agency. This includes Indoor Venue, Octanorm stalls, Signage, Information boards, Event area, Barricading and Que managers, Tables/chairs, Beach flags, Security, Communications, Internet connections, Laptops, medical assistance/kit, Refreshments for organizing teams, Arranging covered meeting space with furniture for GAIL/PCRA/Oil companies, Arranging storage space for T-shirts/Kit etc. before the event.
- 3.5 Ground activation for event day by Event Management Agency will include flag off platform, VIP/VVIP grand stand, Holding Area, Recovery Zone, Start/Finish gates, Storage space /Go-down, Site office, Refreshment counters, Baggage counters, Parking Zone for cycles inside the venue, Housekeeping, Medical tent, Green room etc. Marquee/Lounge for VIP/VVIP to be arranged by Event Management Agency with Sofas, Decoration, Round tables with chairs, Signage, Refreshment etc. Branding activities for the event to be done by Event Management Agency at Start/finish gates, Flag off platform, Grand stand & en-route.
- 3.6 Refreshment for participants and invitees to be arranged by Event Management Agency. Lights and sound system including generators to be arranged by Event Management Agency for event day. Event Management Agency to arrange Video & Still photographer for expo (all days) & event day.
- 3.4 Medical Team to be arranged by Event Management Agency (Ambulances/ Doctors/ Physio/ Nurses / First Aid kits) Web Site & Registration by Event Management Agency - Making and maintaining website, online registration for the event, Registration Call Centre during the campaign period till holding of the event, Registration back office, Offline Registration for the event, Getting videos and photographs from Event photographer agency and displaying at web site.
- 3.5 Cyclothon/ Walkathon/ CNG Car Rally / Similar events kit to be distributed by Event Management Agency as per directive of GAIL which includes T-shirt, Cap & wrist band. Design for T- Shirts and caps for Participants/ VVIPs/ Medical teams/ Security to be done as per the guidelines of PCRA / GAIL. The guidelines and designs are to be as per PCRA.



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- 3.6 Chemical Toilets and Urinal by Event Management Agency - At venue for Male/Female and Dignitaries (Black Masking & enclosure / Water tanker / chemical toilets), En- Route for Male and Female(chemical toilets / water tankers).
- 3.7 Security Guards (Venue + Route), Male & Female Bouncers, Hand held Metal Detectors, Metal detectors, Baggage scanners, CCTV for in stadia, Walkie talkies, Fire Extinguishers, Fire tender etc. shall be arranged by event management agency.
- 3.8 Proper housekeeping shall be done by Event management agency and NOC must be obtained from authorities against the permission.

4.0 BEC:

A) TECHNICAL CRITERIA:

Bidder must have executed at least one similar services i.e. “Cyclathon” / “Walkathon” / “CNG Car Rally” / “Marathon” of value INR 7, 03,885.00 in any of the preceding 07 years.

B) FINANCIAL CRITERIA:

Turnover: The minimum Annual Turnover of the Bidder must not less than of value INR 7, 03,885.00 be as follows, as per their audited financial statement in any one of the three preceding financial years.

C) DOCUMENTATION

a) For Technical BEC

In compliance to the technical BEC, the bidder has to submit copy of Rate Contract/Work Order / Contract agreement along with its “Completion Certificate”/”Execution Certificate”/”Proof of Payment received against the executed work.

b) For Financial BEC

In compliance to Financial Criteria of the tender, Bidder must submit audited Balance Sheets and Profit & Loss Account for preceding three (03) financial years in support.

D) AUTHENTICATION OF DOCUMENTS REQUIRED IN SUPPORT OF BEC:

- i) All documents in support of Technical Criteria of BEC to be furnished by the Bidder shall necessarily be duly certified/ attested by Chartered Engineer and Notary Public with legible stamp.
- ii) Bidder shall submit audited Balance Sheets and Profit & Loss Account duly certified by chartered accountant / Certified Public Accountant (CPA).



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5.0 ANNEXURE – A (Forms & Format)

BIDDER'S GENERAL INFORMATION

To,
M/s GAIL (INDIA) LIMITED

1	Bidder Name	
2	Status of Firm	Proprietorship Firm/Partnership firm/ Limited Liability Partnership (LLP) firm/Public Limited/ Pvt. Limited/ Govt. Dept. / PSU/ Others If Others Specify: _____ [Enclose relevant certificates / partnership deed/certificate of Registration, as applicable]
3a	Name of Proprietor/Partners/Directors of the firm/company	
3b	Name of Power of Attorney holders of bidder	
4	Number of Years in Operation	
5	Address of Registered Office: *In case of Partnership firm, provide current address of the firm for ordering purpose	City: District: State: PIN/ZIP:
6	Bidder's address where contract is to be placed	City: District: State: PIN/ZIP:
7	Address from where Services are to be rendered along with GST no. * (In case Services are to be rendered from multiple locations, addresses and GST no. of all such locations are to be provided).	City: District: State: PIN/ZIP: GST No.:
8	Telephone Number/ Mobile no. of address where order is to be placed	_____ (Country Code) (Area Code) (Telephone No.)



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9	E-mail address	
10	Website	
11	Mobile Number:	_____
12	ISO Certification, if any	{ If yes, please furnish details }
13	PAN No.	
14	GST No. (refer sl. no. 7 above)	
15	EPF Registration No.	
16	ESI code No.	
17	Whether Micro or Small Enterprise	Yes / No <i>(If Yes, Bidder to submit requisite documents)</i>
	Whether MSE is owned by SC/ST Entrepreneur(s)	Yes / No <i>(If Yes, Bidder to submit requisite documents)</i>
	Whether MSE is owned by Women	Yes / No <i>(If Yes, Bidder to submit requisite documents)</i>
18	Whether Bidder is Startups or not	Yes / No <i>(If Yes, Bidder to submit requisite documents)</i>
	In case of Start-up confirm the following: (i) Date of its incorporation/ registration [The certificate shall only be valid for the entity up to ten years from the date of its incorporation/ registration] (ii) Whether turnover for any financial years since incorporation/ registration has exceed Rs.100 Crores.	

Note: *

GAIL intent to place the contract directly on the address from where Services are rendered. In case, bidder wants contract at some other address or Services are to rendered from multiple locations, bidder is required to provide in their bid, the address on which contract is to be placed.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



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Technical Criteria

Bidder must have executed at least one similar services i.e. “Cyclathon” / “Walkathon” / “CNG Car Rally” / “Marathon” of value INR 7, 03,885.00 in any of the preceding 07 years.

****The time period shall be reckoned from the date of bid submission.**

Sl. No	Description of the Services	LOA /WO No. / Contract Agreement and date	Full Postal Address & phone nos. of Client. <i>Name, designation and address of Engineer/ Officer-in-Charge (for cases other than purchase)</i>	Value of Contract /Order (Specify Currency Amount)	Date of Commencement of Services	Scheduled Completion date	Date of Actual Completion	Reasons for delay in execution, if any
(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)	(10)

Signature

Date	Name of CEO/ Authorized Signatory
Place	Seal

Note:

The Format is required to be filled completely and signed & certified by a CEO/Managing Partner/ (or authorized signatory) of the Bidding Entity. Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection during EOI stage.

Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. GAIL reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.



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Financial Criteria

**FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE/ CERTIFIED
PUBLIC ACCOUNTANT (CPA) FOR FINANCIAL CAPABILITY OF THE BIDDER**

We have verified the Audited Financial Statements and other relevant records of M/s..... (Name of the bidder) and certify the following:

A. AUDITED ANNUAL TURNOVER* OF PRECEDING THREE FINANCIAL YEARS:

Year	Amount (Currency)
Year 1:	
Year 2:	
Year 3:	

B. NET WORTH* AS PER AUDITED FINANCIAL STATEMENT OF PRECEDING FINANCIAL YEAR:

Description	Year _____
	Amount (Currency)
1. Net Worth	

C. WORKING CAPITAL* AS PER AUDITED FINANCIAL STATEMENT OF PRECEDING FINANCIAL YEAR:

Description	Year _____
	Amount (Currency)
1. Current Assets	
2. Current Liabilities	
3. Working Capital (Current Assets- Current liabilities)	

****Refer Instructions***

Notes:

- 1.0 It is further certified that the above mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]**
- 2.0 We confirm that above figures are after referring notes at instruction.**
- 3.0 Practicing Chartered Accountants shall generate Unique Document Identification Number (UDIN) for all certificates issued by them**

Name of Audit Firm:
Chartered Accountant/CPA
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership No.:
UDIN:



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Instructions:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non-responsive.
3. For the purpose of this Tender document:
 - (i) **Annual Turnover** shall be “Sale Value/ Operating Income”
 - (ii) **Working Capital** shall be “Current Assets less Current liabilities” and
 - (iii) **Net Worth** shall be Paid up share capital plus Free Reserves & Surplus less accumulated losses, deferred expenditure and miscellaneous expenditure not written off, if any.
4. **Above figures shall be calculated after considering the qualification, if any, made by the statutory auditor on the audited financial statements of the bidder including quantified financial implication.**
5. This certificate (Financial Criteria) is to be submitted on the letter head of Chartered Accountant/CPA.

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