INVITES QUOTES FOR FASHION EVENT (HASTKALA SETU PROJECT) & B2B EXHIBITION

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA, AHMEDABAD

Tender No: EDII/ADMN/HSY/2022-2023/

ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA (EDII)
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat - India
Phone: +91-79-6910 4900/4999/5000; Fax: +91 79 23969164; Email: admin@ediindia.org
Website: www.ediindia.org
TENDER DOCUMENT FOR
FASHION SHOW EVENT & B2B EXHIBITION
(HASTKALA SETU PROJECT)

INTRODUCTION: Entrepreneurship Development Institute of India (EDII), Ahmedabad was set up in 1983 as an autonomous and not-for-profit Institute with support of apex financial institutions – the IDBI Bank Ltd., IFCI Ltd., ICICI Bank Ltd. and State Bank of India (SBI). The Government of Gujarat pledged twenty-three acres of land on which stands the majestic and sprawling EDII Campus. EDII has been recognized as the Centre of Excellence by the Ministry of Skill Development and Entrepreneurship, Govt. of India.

EDII MISSION
• To augment the supply of new entrepreneurs through education, training, and research.
• To increase the competitiveness of MSMEs
• To contribute to the dispersal of business ownership and thus expand the social base of the entrepreneurial class
• To institutionalize entrepreneurship development strategy at national and international level

About the Project:

As knowledge partner to the Commissionerate of Cottage Industries, Government of Gujarat, EDII is working on conceptualizing, developing, implementing and evaluating an integrated model to strengthen the cottage & rural entrepreneurship ecosystem in the state.

This is the first innovative project to transform rural entrepreneurship ecosystem which will help in reaching out to youths and artisans in the villages to get outcome-based results. To achieve the results, each district will have Gujarat Cottage Industries Development Centre (GCIDC) to fulfil various need-based support required for the project.

The project has commenced in all the districts of Gujarat namely Kutch, Surendranagar, Banaskantha, Rajkot, Jamnagar, Ahmedabad, Vadodara, Valsad, Narmada, Dahod, Mehsana, Patan, Junagadh, Anand, Vyara (Tapi), Gandhinagar, Aravalli, Baruch, Botad, Chota Udaipur, Dang, Dwarka, Gir Somanath, Kheda, Mahisagar, Morbi, Panchmahal, Porbandar, Sabarkanta, Amreli, Surat, Navsari, and Bhavnagar.
Terms of Reference (ToR)

EDII invites sealed quotations from reputed service providers for Conducting Fashion Show & B2B Exhibition Events. The last date for submission of tender is Friday, 23rd September 2022 by 16.00 hours. Tenders received after the last date of submission will not be considered. The tender document should be addressed to:-

Sr. Manager (Estate),
Entrepreneurship Development Institute Of India;
(Via Ahmedabad Airport & Indira Bridge); P.O. Bhat 382 428
Dist. Gandhinagar Gujarat – India

Guidelines on Bid submission:

1. All bids to be submitted in single envelopes containing Technical and Financial bid and super scribed with Tender No. and title of the tender i.e. “Conducting Fashion Show & B2B Event – Hastkala Setu Project” at EDII”.

   i)Technical Bid: - should be super scribed with Tender No., title of the tender i.e. “Tender for Conducting Fashion Show Event – Hastkala Setu Project” at EDII and word “TECHNICAL BID” (prescribed hereinafter).

   ii) Financial Bid: - should be super scribed with Tender No., title of the tender i.e. “Conducting Fashion Show Event – Hastkala Setu Project” at EDII and word “FINANCIAL BID” containing rate quoted by the party duly signed by authorized representative. For more details go through the Annexure – III.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Key Information</th>
<th>Details</th>
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<tbody>
<tr>
<td>1.</td>
<td>Bid document available to download</td>
<td>The bid document can be downloaded till 23/09/2022 from website: <a href="http://www.EDIIndia.org">www.EDIIndia.org</a></td>
</tr>
</tbody>
</table>
| 2.      | Last Date and Time for submission of the physical documents | 23/09/2022 by 04:00P:M
Submitted to:
Mr. Alok Prasad
Sr. Manager
Entrepreneurship Development Institute of India
(Via Ahmedabad Airport & Indira Bridge)
P.O. Bhat 382 428 - Dist. Gandhinagar Gujarat – India |
| 4.      | Submission of Bid | The bid must be submitted in two sealed envelopes as follows:
Envelope 1: Technical Bid and Design Concept. The Design Concept must be presented in form of sketches, 3D visualization images, photographs, etc. Envelope 2: The Financial Bid
Envelope 3: Keep envelope 1 and envelope 2 |
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<tr>
<td>5</td>
<td>Pre-Bid Meeting</td>
<td>Monday, 19th September 2022 at 11.00 am at EDII Campus</td>
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<tr>
<td>6.</td>
<td>Validity of the Bid</td>
<td>180 days from the bid submission date</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Event Dates</strong></td>
<td><strong>14th -15th October 2022</strong></td>
</tr>
<tr>
<td>8.</td>
<td>Event Venue</td>
<td>EDII Campus, Gandhinagar</td>
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**Event Brief**

Conceptualization, Curation, Production, and Execution of a high caliber fashion event of garments (and accessories) featuring languishing and/or lesser-known textile crafts of Gujarat.

The fashion event would comprise the following:

1. Fashion Show
2. Craft Display

**Objective:**

The objective of the fashion event is to celebrate and promote the languishing and lesser-known crafts of Gujarat.

Along with the promotion of the crafts, this event will also provide platform to generate business opportunities for the selected crafts by connecting prospective buyers to the practitioners of the craft.

**Scope of Work**

The scope of work for the event is as stated below:

**Common Scope of Work**

1. Creating an impressive branding which will be applied to all the required collaterals related to the event in print and digital media.
2. Event marketing, promotion and publicity in print and digital media which includes designing and execution for newspaper advertisements, outdoor banners, social and digital media.
3. Work out the layout planning of entire fashion event at the EDII campus.
4. Design, production and distribution of the event invites, follow-up by sending reminder to the invited guests a day prior to the event.
5. The guest list will be worked out in consultation with the EDII project team.
6. Adequate security arrangement at the event venue and guest management team.
7. Event documentation in form of photography and videography. Raw and edited footage of photographs and videos (short length and full length) to be submitted to EDII within a week after the event.
8. Designing and printing all the collateral materials regarding the event.

**Fashion Show**

The fashion show will be organized on the first day i.e. 14\textsuperscript{th} October 2022. The duration of the show will be 75 min-90 min. The designers and the garment collection will be arranged by EDII. The number of designers will be 8-9 and the approximately collection will of 8 to 9 ensembles (complete attires) per collection. The total number of invites will be 300-350.

**Scope of Work for Fashion Show**

1. Conceiving and visualising a creative theme for the show that positions traditional crafts in contemporary light which is high on quality and finesse, and has a global appeal. Fillers may be created which complement the theme of the fashion show.

2. Engaging highly reputed and leading choreographer and models (including super models), hair and make-up stylists, DJ, sound and lighting experts, tech and multimedia experts, photographer/s and videographer/s who have the experience of working on renowned national and/or international fashion shows/fashion weeks.

3. Make up materials, tools and equipment for make-up and hairstyling.

4. Engaging a compere with proficiency in English, Gujarati and Hindi with experience of compering fashion shows/weeks of national/international level.

5. Engaging all other required teams/experts/assistants (including back-stage assistants) for the production and execution of the Fashion Show.

6. Designing, production and execution of the ramp in tune with the thematic concept of the show. This would include the backdrop graphics, and multimedia projections, if required.

7. Creating the backstage infrastructure with green room/s for trials/fittings of garments/accessories; hangers, clothes racks, mirrors and ironing facility (including steam irons, tables, etc.); space for hair and make-up for the models/artists.

8. Creating well planned seating arrangement for the audience with comfortable chairs with drapes.

9. Hiring all the required equipment and the supporting peripherals for the fashion show such as the lighting system, sound system, AV system, multimedia projection system including screens, cordless micro phones walkie-talkie, etc.

10. Arrangement for the show inauguration by way of seating arrangement for dignitaries, lighting the metal lamp, and flower bouquets to welcome and/or felicitate the dignitaries, designers, artisans, etc.

11. Test fittings and one round of rehearsal to be conducted a day prior to the show.
12. The final rehearsal with garments, light, music, compere to be conducted on the day of the show.

13. Closely coordinating with the designers and EDII project team regarding all aspects of the show planning and execution. The list of participating designers will be shared by EDII project team.

Crafts Display

The Craft Display will be organized for two days (14th – 15th Oct)

Scope of Work for Crafts Display

1. Setting up a display of 25 stalls selected by the EDII project team in an outdoor /indoor space for Market Connect in which prospective buyers will be invited.

2. Each stall will require a display space admeasuring approximately 9 sq. mts. Each craft display should have the following:
   - Branding of the craft
   - Two tables with table cover
   - Two chairs
   - Display racks
   - Wooden/bamboo hangers
   - One dustbin
   - Spotlights
   - Power plug points

3. The outdoor and indoor space in which the Craft Display will be set up should have 6-8 round tables with chairs for discussion/meeting with the buyers. (Quote separately for indoor and outdoor exhibition)

4. Design and produce 200 kits comprising a brochure, catalogue, carry bag, note pad, and pen with Hastkala Setu branding to be given to the buyers.

Eligibility Criteria

1. The Bidder shall be a legally valid entity with GST no. and all requires all certifications for conducting the event.

2. The Bidder should not be blacklisted by any Government Department, Organization, Corporation, or any other body.

3. The Bidder shall have experience in organizing national and/or international level fashion shows/ for leading Indian designers along with reputed choreographers and experienced models and super models.
4. The lowest bid shall not be the sole criteria for selection of the bidder. The bid shall be evaluated on the basis of the creative theme (as stated in point no. 1 under the scope of work for the fashion show) along with the technical and financial bid.

Proposal Ownership

The bid and all supporting documentation submitted by the bidders shall become EDII property and it reserves the right to accept or reject any request made by any bidder to return or destroy the bid and accompanying documentation.

Indemnity

The selected Bidder shall indemnify, protect and save EDII and its personnel against all claims, losses, costs, damages, expenses, action suits, and other proceedings.

Force Majeure

“Force Majeure” means an event beyond the control of the select Bidder and not involving the vendor’s fault or negligence and not foreseeable. Such events may include but are not limited to, Acts of God or public enemy, acts of Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lock-outs, and freight embargoes.

If a Force Majeure situation arises, the select Bidder shall promptly notify EDII in writing of such conditions and the cause thereof within 30 calendar days. In such a case, the time for performance shall be extended by a period not less than the duration of such delay. If the duration of delay continues beyond a period of three months, EDII and the select Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

General Conditions:

1. The designers for developing the collections will be identified and onboarded by the EDII project team.

2. The crafts along with artisans for the Craft Display will be identified by the EDII project team.

3. Event Management company will be responsible for the complete execution of the fashion event based on the common scope of work, scope of work for the Fashion show, Craft Display.

Over and above, the event management company will also bear the following:

- Travel, stay and local conveyance of choreographer’s team, models, hair and make-up artists, light and sound experts, tech experts, videographers, photographers, and any other local/outstation individuals.
- Food charges for the entire crew of the fashion show.
- Any other expenses required to be incurred for successful execution of the event.
- Charges for the Gen Set.
4. The event management company must ensure strict adherence to fire, structural, and all other safety norms.
5. The event management company shall procure necessary permissions and NOCs required for conducting the show from competent authorities.
6. Use copy-righted music controlled by the Phonographic Performance Ltd. (PPL) for the fashion show.
7. The event schedule, date, and venue may be subjected to change under unforeseen circumstances.
8. Break-up of rates must be given per sub event i.e. fashion show, crafts display.
9. The competent authority of this Institute reserves the right of placing order for all work as per requirement to one or more contractor at the approved lowest rates.
10. No increase in quoted price will be allowed during the validity of the bid.
11. Taxes applicable will be deducted as per rules
12. The responsibility for delivering the photographs/videography on any other related jobs to the office within the required period will be that of the firm. No separate payment will be made for transport vehicle & materials. The deputed photographer/videographer of the firm has to reach of his/her own at the destination / place for photo/video coverage.
13. The competent authority of this office shall not be responsible for any loss/damage caused to cameras / operators
14. All the photographs, DVD, RAW files etc. will be the property of the Institute. The photographs are not allowed to use for anything other purpose without the knowledge of the Institute. Written approval is to be taken for usage of photographs for any other purpose.
15. Agencies would require delivering the photographs at the Head Office within given time of the assignment covered.
16. The rate is to be quoted including the transportation, lodging and boarding expenses for the photographers.
17. From the time the bids are opened and the contract is awarded, the bidders should not contact the employer on any matter related to its technical and/or financial Bid.
18. Any effort by the bidder to influence the employer in the examination, evaluation, ranking of Bids and recommendations of award of contract may result in the rejection of the bidders’ bid
19. Any bid received by EDII after the last date for bid submission will be rejected
20. The Bidder shall bear all costs associated with the preparation, submission of its bid at EDII.
21. Payment terms: One month after submission of the bill. The rates quoted should be all-inclusive including GST. Submit a copy of Goods and Services Tax Registration documents along with your offer. In the invoice the Institute’s GST number and the bifurcation of the amount needs to be incorporated specifically.
22. The Agency should sign all the pages of the tender documents before submission, as a token of having read & accepted the terms and conditions.
23. Any dispute, difference, or objection with regard to any matter relating to this contract shall be referred to the Sole Arbitration of any person appointed by the Director-General at the time of reference. The decision of the Arbitrator so appointed, shall be final and binding on both the parties.
24. Institute shall have the right to reject tender without assigning any reason and will have the discretion to award the work to more than one firm for the expediency of
work. Therefore, EDII reserves the right to choose one or more parties or cancel the tender at its sole discretion.

25. EDII reserves the right to terminate the contract if the services are not found satisfactory, by giving one months’ notice and if the Agency wants to terminate the contract they will be required to give one months’ notice in writing giving reasons thereof.

26. Jurisdiction for all legal matters will be at Gandhinagar, Gujarat State.

Sd/-
Authorized Signatory
## AGENCY INFORMATION SHEET

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<tbody>
<tr>
<td>1.</td>
<td>Name of the Agency</td>
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<tr>
<td>2.</td>
<td>Address of Registered Office/Head Office: (With telephone no.)</td>
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<tr>
<td>3.</td>
<td>Contact Person/Mobile No.</td>
</tr>
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<td>4.</td>
<td>Email address</td>
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<tr>
<td>5.</td>
<td>Year of Establishment</td>
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<tr>
<td>6.</td>
<td>Constitution of the Firm: (Public Ltd./Private Ltd./Partnership/Proprietorship, etc.)</td>
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<td>7.</td>
<td>Name of the Proprietor/Partners/Directors: (Strike out whichever is not applicable)</td>
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<td>8.</td>
<td>INS Accredited No.</td>
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<td>9.</td>
<td>PAN card No.</td>
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<td>10.</td>
<td>GST Registration No.</td>
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<td>11.</td>
<td>Experience in a number of years in handling various accounts</td>
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<td>12.</td>
<td>Is the Agency empanelled with Educational Institutions? If yes, name of the Institutes: (Attach separate sheet, if required)</td>
</tr>
<tr>
<td>13.</td>
<td>Annual Turnover of the firm during the last financial year. Attach a copy of the certified audited statement of accounts or a certificate of the agency’s Charted Accountants.</td>
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<td>14.</td>
<td>Details of EMD (amount, bank, demand draft/cheque no./date, etc.)</td>
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<td>15.</td>
<td>Infrastructure available in Ahmedabad and other cities in India</td>
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<td>16.</td>
<td>Attach a statement of employees, including technical and administrative staff, etc.</td>
</tr>
<tr>
<td>17.</td>
<td>Attach a statement showing list of clients (Names, address, contact person’s name and phone nos., etc.) (<em>please refer Annexure –II</em>)</td>
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# LIST OF CLIENTS

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name, Address, Contact Person &amp; Phone No. of the Client</th>
<th>Date of starting of the contract</th>
<th>Period of Contract</th>
<th>Amount of Contract (Rs.) p.m.</th>
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Undertaking by the Service Provider

I/We have gone through the tender terms and conditions and they are acceptable to us.

Place:………………………………….
Date:……………………………..

Name: …………………………………………………………………………………………………
Address:………………………………………………………………………………………………
…………………………………………………………………………………………………………
Signature:…………………………………………………………………………………………
(Signature of Authorized Person of Agency / Company with Official Seal)

Email:…………………………………….    Mobile:……………………………………..
### Financial Bid

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<tr>
<th>Sr. No</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Cost of designing branding plan including event marketing, promotion and publicity in print and digital media which includes designing and execution for newspaper advertisements, outdoor banners, social and digital media, prepare the guest list of the relevant industry dignitaries, design, production and distribution of the event invites, and follow-up by sending reminder to the invited guests a day prior to the event. Adequate security arrangement and guest management, Event documentation in the form of photography and videography, designing and printing of all the collateral material, highly reputed and leading choreographer and models, hair &amp; make-up stylist, DJ, sound and lighting experts, tech and multimedia experts, photographers, videographers, compere, all other required teams/experts/assistants, make-up tools and equipment for make-up and hair styling. Designing, production and execution of the ramp, backdrop graphics, multimedia projections, creating the backstage infrastructure with green rooms for trials/fittings of garments/accessories, hangers, clothes racks, mirror, ironing facility (including steam irons, tables), space for hair and make-up for the models/artists. Well planned seating arrangement for 300-350 guest, hiring all required equipment, supporting peripherals for the fashion show like lighting system, sound system, AV system, multimedia production system including screens, cordless micro phones, walkie-talkies etc., arrangement for lighting the metal lamp, flower bouquets to welcome the dignitaries, designers and artisans, test fitting and one round of rehearsal a day prior to the show, final rehearsal with garments, light, music, compere on the day of the show, closely coordinating with the designers and EDII project team regarding all aspect of the show planning and execution, setting up a craft display of 25 stalls, each stalls required : branding of the craft, two tables with table cover, two chairs, display racks, wooden/bamboo hangers, one dustbin, spotlights, power plug points. 6-8 round tables with chairs for meeting with buyers, design and produce 200 kits comprising brochure, catalogue, a carry bag, note pad and pen with Hastkala Setu branding to be given to the buyers, Travel, stay and local conveyance of the choreographer's team, models, hair and make-up artist, light and sound experts, tech experts, videographers, photographers and any other local/outstation individuals, food charges for the entire crew of the fashion show, Gen set for the event, any charges related to fire and safety or any other norms, necessary permissions, NOCs from competent authorities, charges for using copy-righted music controlled by the phonographic performance Ltd. (PPL), any other expenses required to be incurred for the successful execution of the event</td>
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<tr>
<td><strong>Total amount for conducting the fashion show &amp; B2B exhibition</strong></td>
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<td>---------------------------------------------------------------</td>
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<tr>
<td><strong>GST (bifurcation is compulsory)</strong></td>
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<tr>
<td><strong>Grand Total (Rs.)</strong></td>
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Signature:

Seal:

Name of the Company:...........................................................................................................

Email id:............................................................................................................................

Phone No.:..........................................................................................................................

Address:.............................................................................................................................
### VENDOR REGISTRATION FORM

**ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA**
(Via Ahmedabad Airport & Indira Bridge),
P.O. Bhat 382 428, Dist. Gandhinagar, Gujarat, India.

<p>| | |</p>
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<tbody>
<tr>
<td>1</td>
<td><strong>Name of the Vendor/Client (Please submit valid proof for the same)</strong></td>
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</table>
| 2 | **Type:**  
- Company  
- Firm  
- Proprietorship  
- Trust  
- Others Please Specify [ ] |
| 3 | **Status of Vendor:**  
- Manufacturer  
- Authorised Dealer  
- Service Provider  
- Stockist/Traders  
- Others Please Specify [ ] |
| 4 | **Registered Address:** |
| 5 | **State** |
| 6 | **Name Of Contact Person:** |
| 7 | **Designation Of Contact Person:** |
| 8 | **Contact Number:** |
| 9 | **Official E Mail Address:** |
| 10 | **PAN (Please attach copy for the same):** |
| 11 | **Status of Vendor under GST:**  
- Registered  
- Un-registered |
| 12 | **GST No./Provisional ID Number (Please attach copy for the same):** |
| 13 | **Payment Terms** |
| 14 | **Are you associated or having relationship with any of the EDII employee?**  
- Yes  
- No |
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<tr>
<td><strong>If YES, please provide the relationship details:</strong></td>
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<tr>
<td><strong>Have you ever worked with the EDII before:</strong></td>
<td>Yes [ ] No [ ]</td>
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<td><strong>If YES, please provide the reference of transaction done:</strong></td>
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<td><strong>Name of the Bank:</strong></td>
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<td><strong>Address of the Branch:</strong></td>
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<tr>
<td><strong>Beneficiary Name:</strong> (The Bank account to which any payment will be made, preferably, should not be on Individual's name. In case of proprietorship proper KYC should be submitted where name must match with the name provided in 1st row)</td>
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<tr>
<td><strong>Bank Account No.:</strong></td>
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<td><strong>Bank Account Type:</strong></td>
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<td><strong>IFSC Code for RTGS/NEFT:</strong></td>
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**List of Documents to be provided**

1. Copy of PAN
2. Copy of GST registration Certificate (All 3 pages) - If registered under GST
3. Cancelled Cheque / Bank Passbook 1st page containing Bank details
4. If Company, Certificate of Incorporation
5. If Partnership firm / LLP, List of Partners

---

Date:_____________________

Prepared by                   Approved by