

BIDS FOR PRE-QUALIFICATION

The Council for Advancement of People's Action and Rural Technology (CAPART) invites pre-qualification bids from experienced and reputed agencies for providing **Event Management services during IITF SARAS 2010** and other events.

The last date for receipt of pre-qualification bids will be **Monday, the 18th October, 2010**.

Revised pre requisite qualification for empanelment of event management agencies for

IITF SARAS 2010 and other events

1. The firm should have handled at least two major events worth of at least Rs. 1 crore during the previous 3 years.
2. The firm should have access to as well as have a core team of technical/professional manpower trained in event management. The firm should provide the details of the same.
3. The firm should have at least one office in NCR region.
4. Reference and appointment letters/copies of work orders of projects handled in the last three years should be available.
5. The firm should have the technical capacity to prepare a product brochure of SHG products. The firm should be able to handle the photography, content writing etc. for the preparation of the said brochure.
6. The size of the panel of agencies will be restricted to a maximum of 10 agencies. Other things being equal, preference will be given to agencies that have worked with India Trade Promotion Organization (ITPO).
7. In case more than 10 agencies qualify the above criteria, the selection out of qualifying agencies will be made on the basis of their billing in the year 2008-09 and 2009-10.

Questionnaire

1. Name of the firm:-
2. Address:-
3. Telephone No:-
4. Fax No:-
5. Email:-
6. Name & Address of Proprietor/Partners:-
7. Date of establishment of the firm:-
8. Whether Registered under Sales Tax/VAT/ Service Tax(Please attach necessary documents):-
9. PAN No. of the firm:-
10. Copy of the Income Tax Clearance Certificate of the firm:-
11. Copy of the Income Tax Returns of the firm for previous three years:-

12. Give a brief description of the 2 major assignments done by the firm during the last three financial years(Please attach photographs and other relevant documents:_)

Sl. No.	Details of the Order/Job	Value of assignment	Place	Period for Completion

13. Details of skilled workers accessed by the firm with category:-

14. Type of skilled workers permanently employed by the firm with category:-

a) On regular strength:-

b) On adhoc basis:-