

पुणे छावनी परिषद
PUNE CANTONMENT BOARD
गोलीबार मैदान, पुणे – 411 001, दूरभाष 26440827 26452159
Golibar Maidan, Pune – 411 001. Tel 26440827/26452159

No. Sy. No. 42B Mundhwa, 'Lien-Sacre'/2019

Date : 22/02/2019

Notice inviting Expression of Interest (EOI) from Event Management Agencies for registration in the office of Pune Cantonment Board, Golibar Maidan, Camp, Pune-1.

Expression of Interest (EOI) is hereby invited by the office of Pune Cantonment Board, Golibar Maidan, Camp, Pune from interested bidders for registration as Event Management Agencies/Service Provider Agencies. The detailed scope of work and conditions are available on the Authority's web site (www.punecantonmentboard.org) from 26-02-2019.

Interested bidders are required to submit their applications to the Board in lieu of getting chance to provide services viz. Catering, Decoration, Tents, Lighting etc at the MarriageLawn '**LIEN SACRE**' Sy. No. 42-B Mundhwa. The Bidders are requested to submit their proposal in hard copy on or before 18/03/2019.

Date: 22nd February, 2019

Chief Executive Officer,
Pune Cantonment Board
(Dr. D. N. Yadav)

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No. Sy. No. 42B Mundhwa, 'Lien-Sacre'/2019

Date : 26th February, 2019

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FROM EVENT
MANAGEMENT AGENCIES FOR REGISTRATION IN THE OFFICE OF PUNE
CANTONMENT BOARD, GOLIBAR MAIDAN, CAMP, PUNE-1.**

- 1) **Introduction** - Pune Cantonment Board has developed a Marriage lawn named '**Lien Sacre**' at Sy. No. 42-B Mundhwa with following -
- A stage measuring 15m X 10m.
 - An lawn measuring 72m X 65m approx 1.15acres.
 - A Kitchen built in shed measuring 15ft X 25ft.
 - Toilets for Male and Female.
 - Three rooms with attached toilets.
 - Proper parking space.

2) **Application Submission -**

| Sr. No. | Description | Details |
|---------|---|---|
| 1 | Addressee and address at which the application is to be submitted | The Chief Executive Officer Pune Cantonment Board Golibar maidan, Camp, Pune. |
| 2 | Last date and time for submission of applications | 18/03/2019 |
| 3 | Duration/validity of Registration | One year from the date of registration |
| 4 | Validity of application | 180 days |

3) **Scope of work :**

A) Event Management Agency would organize events such as -

- | | |
|-----------------------|-------------------------|
| a) Product launching | b) Theme parties |
| c) Birthday parties | d) Wedding celebrations |
| e) Exhibitions | f) Workshops |
| g) Corporate Seminars | h) Company conferences |
| i) Musical concerts | j) Cultural programs |

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B) The agency has to provide following services –

- a) Catering, decoration, lighting, theme development, entertainment etc
- b) Booking min 15 to max 100 events per annum.
- c) Hiring and arranging required equipments.
- d) Audio-Video recording arrangements during events.
- e) Construction of temporary stage, stalls, staircase, VIP lounge, Gates etc.
- f) Promotion and Publicity of the event through SMS, bulk Whatsapp etc

The above scope of work will vary and depend on the requirement of the event and the party booking the venue.

While the above mentioned activities are to give an idea on the nature and type of work involved however, there can be any additional activities of similar nature, which the agency /company would be required to undertake, based on the requirement from time to time.

Disciplined adherence to the quality of services and timely execution of the work shall abide.

The agency shall be responsible for cleanliness of entire space provided as well as surroundings after the event, if not found up to the satisfactory level a fine of Rs 5000/- (Rs Five thousand only) may be imposed on that agency.

The agency shall be bound to execute an agreement on a stamp paper of Rs 500/-

The interested firms are to conduct their own independent survey, assessment, analysis and check the reliability, accuracy, feasibility and completeness before submission of their interest/proposal.

The agency should be equipped with all the permits, Licenses etc required for the operation of any events.

The agency should adhere to all the safety guidelines and norms in running an event.

The agency will ensure proper safety of the property/structure/equipments and will pay any loss or damage caused to this office.

Pune Cantonment Board office shall not be responsible/party in case if any dispute takes place between the agency and his employees.

The agency will ensure complete solution to various aspects of the event such as obtaining various permissions/approvals from various Government Departments etc.

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4) Accounting & Payment :

- a) The agency will have to deposit a security deposit of Rs 5.0 lakhs (Rs Five Lakhs only) in the form of Demand Draft in favour of The Chief Executive Officer, Pune Cantonment Board.
- b) Security deposit will be refunded after expiry/termination of the agreement.
- c) Agency has to provide booking of min 15 to max 100 events per annum and to pay **Royalty** per event to the office of Pune Cantonment Board. The amount shall be fixed by the Board.
- d) This office is at liberty to provide booking to the parties directly approaching the office. The said parties will be at liberty to involve the Service providers/Event Management agencies other than the **registered**, however the **Royalty** in that case will be fixed by the Board.
- f) Agency shall deposit the electricity charges per event as per units consumed.
- g) The agency has to clear the dues of his own staff. This office shall not be responsible for the same.

5) **Eligibility criteria** : The firms are expected to meet the following eligibility criteria and submit the requisite supporting documents in this regard-

a)

| Sr. No. | Eligibility Criteria | Supporting document required |
|---------|--|--|
| 1 | The applicant shall be registered as a single entity, a Company, Partnership firm etc and should have been in existence in India for last Two years. | Certificate of Registration/ incorporation under the respective Acts in India and the respective Memorandum of Association / Partnership Deed. |
| 2 | The agency must be registered in India with appropriate tax and other administrative authorities. | GST registration certificate, PAN card |
| 3 | The organisation should have executed at least 5 events for any government/PSU in last Two years. | Certificate of the same should be attached |

Date: 26th February, 2019

Sd/-
Chief Executive Officer,
Pune Cantonment Board
(Dr. D. N. Yadav)