

Request for Proposal
For Empanelment of Event Management cum
Advertisement Agencies

RFP Ref No: 4/397/DDT/2017-18/30

Dated: 18 /01/2022

Issued by:

Society for Promotion of Tourism Art & Culture
U.T. Administration of Dadra & Nagar Haveli and
Daman & Diu

Paryatan Bhawan, Nani Daman – 396 210

Phone: 0260 2250002

Email: dnhddtourism@gmail.com

IMPORTANT DATES

Last Date of Submission (Online): 09/02/2022 by 11.00 AM

Last Date of Submission: 09/02/2022 by 11.00 AM

Date of opening of applications: 09/02/2022 at 11.30 AM

Presentation before committee: to be communicated later

Pre Bid Meeting Date: 27/01/2022 at 11.00 AM

(Above mentioned dates are tentative)

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CHAPTER 1 INTRODUCTION
1.1 EMPANELMENT OF AGENCIES FOR ORGANIZING
VARIOUS EVENTS, ROADSHOWS, EXHIBITIONS,
ADVERTISING AND PUBLICITY, ETC

The Society for Promotion of Tourism Art & Culture, U.T. Administration of Dadra & Nagar Haveli and Daman-Diu, invites applications for empanelment for a period of one (01) year and further extendable for two (02) years, from eligible and reputed marketing/advertising/event management agencies as per the terms and conditions described in the tender document, capable of providing facilities & services for, providing marketing and promotional services, organizing road shows, stall decor, advertisement and publicity, event management etc. as per details enclosed in the tender document.

Agencies interested in applying for the empanelment may submit their duly filled applications with complete information as required as per the document.

- **Note:** - It is duly informed that the agencies already empanelled with the Society for Promotion of Tourism Art & Culture, U.T. Administration of Dadra & Nagar Haveli and Daman & Diu vide RFP Ref. No. 4/397/DDT/2017-18/533 dated 03/11/2021 should not apply for this tender again.

CHAPTER - 2 SCOPE OF WORK
2.1 SCOPE OF WORK FOR THE EMPANELLED AGENCIES
SHALL BE AS BELOW:

The Society for Promotion of Tourism Art & Culture, Dadra & Nagar Haveli and Daman & Diu is the nodal agency for all marketing and promotion activities for the U.T. Administration of Dadra & Nagar Haveli and Daman & Diu. The empanelled agencies will work as per the brand strategy approved by the Tender Inviting Authority. The empanelled agencies will be responsible for designing creative elements and execution of the marketing campaigns, media buying, organizing various events, etc. at the most competitive rates.

The selected agency shall deal with the following scope of work.

- a. Maximum of Five (05) best agencies shall be empanelled by the Tender Inviting Authority through this tender in addition to the four agencies already empanelled in the previous tender. The scope of work for the empanelled agencies shall be, but not limited to the following items in India and overseas:
- b. Designing and Execution of creative campaigns for brand reinforcement, extension, enhancement and promotion of tourism in Dadra & Nagar Haveli and Daman & Diu. Implementing layouts and printing for the following items
 - i. Brochures/Leaflets
 - ii. Posters/Bulletins/Newsletters
 - iii. Stage Backdrops/ Outdoor Hoarding/ Indoor Hoardings/ Billboards/Gates
 - iv. Annual Reports/Press Booklets etc
 - v. Sales brochures, pamphlets, coffee table books, calendars and other related material for the brand, products and events etc.
- c. Designing and creation of Ads and Media buying and release of advertisements in Print, electronic, social media and outdoor media.
- d. Development of TV Commercials and Radio Jingles.
- e. Execution of a cost effective Multi Media Campaign for “Dadra & Nagar Haveli and Daman & Diu Tourism”.
- f. Release of advertisements in Print, social media and Electronic channels.
- g. Event Management Support for organizing various events/festivals, food festival, and support in attending various tourism and trade fairs.
- h. Any other work related to media campaign, social media, out of home media campaigns etc.
- i. Complete management and organization of international events and road shows.
- j. Implementing advertising campaign and media plan for Print

Media and Electronic Media including production of commercials/films/ documentaries on Dadra & Nagar Haveli and Daman & Diu of various time durations in English and in various other languages as per the brief and creative sanction given by Tender Inviting Authority.

- k. To implement advertisement campaign for Society for Promotion of Tourism Art & Culture, DNH & DD.
- l. To negotiate with various media houses and obtain the most competitive rates for various media campaigns to be undertaken by Society for Promotion of Tourism Art & Culture, DNH & DD in print, audio and visual media and to liaise with the media organizations on behalf of the Department while finalizing such campaigns.
- m. To assist Society for Promotion of Tourism Art & Culture, DNH & DD in handling event management of various press conferences, road shows etc. in Dadra & Nagar Haveli and Daman & Diu and in other places of the country and abroad.
- n. To execute the design, decor of the exhibition, set up highlighting beaches, churches, cultural heritage, cuisine, tourist places, etc. and printing and supply of multi color brochures in different languages.
- o. Making of films, Interactive, Website, CD Rom and other media applications.
- p. The Agency will develop necessary Creatives, artwork and script for TVCs, radio jingles online and digital advertising, promotional materials, in-branch display utilities, contests, customer loyalty programs, BTL activities, etc. and implement the same.
- q. Conceptualization and visualization of various events and cultural festivals as per brief received by the Society for Promotion of Tourism Art & Culture, U.T. Administration of Dadra & Nagar Haveli and Daman & Diu and plan on Concept, Layout, Thematic understanding
- r. Quality of visual Appeal, Quality of Artists, Blend of Cultural Experiences, Overall Project Management Capabilities, Development & Execution of events.
- s. Complete Stagecraft, Green Rooms, Sound, AV, Relay, Lighting, Public Seating, Barricading, Public Lighting, Refreshments Stalls, Waste Management, Security, etc.
- t. Proposing Artists, Artists Bookings, Artist Coordination, Artists Management, Artists Security, F&B, Travel & Transport, TBL, etc. Complete show management during the events and Complete Photography, Videography, AV Production and related activities for all the events/festivals
- u. Designing and preparation of national/state level tableaux for the UT of DNH & DD.

**2.2 DURATION OF EMPANELMENT OF EVENT
MANAGEMENT CUM ADVERTISING/MARKETING AGENCIES**

- a. The empanelment of selected agencies shall be for a period of one (01) year, from the date of empanelment which may be extended further for a period of two (02) years depending on satisfactory performance of the empanelled agencies.
- b. The empanelled agencies will work with the Society for Promotion of Tourism Art & Culture and undertake all marketing and promotional activities. However, in case of unsatisfactory performance by an empanelled advertising/marketing agency, the Society for Promotion of Tourism Art & Culture shall be at liberty to terminate the empanelment of the said agency by giving a notice of 15 days in writing.
- c. In any case Society for Promotion of Tourism Art & Culture reserves the right to curtail the period of empanelment and to issue fresh RFP for empanelment of agencies during any time of the empanelment period, solely at its own discretion and without giving any notice to the empanelled agencies.
- d. The Society for Promotion of Tourism Art & Culture also reserves the right to invite open tenders from open market for events/ activities proposed to be organized.
- e. The Empanelled agencies will have to participate in all tenders floated by the Society for Promotion of Tourism Art & Culture and if any agency is found to be following unfair business practice such as cartelling, making offers and monetary consideration to any staff of the Society for Promotion of Tourism Art & Culture, engaging in corrupt practices, violating terms and conditions of the tender, showing unsatisfactory service delivery and output etc the concerned agency will be removed from the panel.

CHAPTER 3

3.1 PROCEDURE FOR EMPANELMENT OF EVENT MANAGEMENT CUM ADVERTISING AGENCIES

- a. An initial screening of all the applications will be undertaken at Department level after evaluation of all the applications on the basis of qualifying criteria as laid down in para titled “Pre-qualifying Criteria” below.
- b. The Event Management cum Advertising Agency, who fulfill the terms and conditions prescribed in the empanelment document and qualify in the pre qualification criteria as per chapter 4 will be called for presentation by the Society for Promotion of Tourism Art & Culture, DNH & DD.
- c. All the proposals received will be scrutinized to assess the eligibility based on the pre qualifying criteria.
- d. Those proposals which do not meet the pre qualifying criteria will be rejected, forthwith, or at any stage of detection.
- e. Agencies not fulfilling the qualifying criteria are therefore advised not to apply.
- f. Subsequent to the presentation and technical evaluation, agencies scoring minimum 70 marks shall be qualified. Thereafter, five (05) agencies obtaining highest marks will be awarded letter of empanelment. However, the number of selected/empanelment agencies may be lower which will be decided by the tender inviting authority.
- g. The evaluation for empanelment of agencies will be done on the following aspects:
 1. Existing office set up of the agency and the lists of creative personnel available on its payroll/retainer basis, Creative software available in the office, no of computers, printers, scanners etc. give full details. (Enclose details and write up on the letterhead of the company).
 2. List of existing and retained clients and work done for these clients in the past years.
 3. Work done in event management for the past years.
 4. Capacity of the agency to undertake media buying and develop advertising campaigns for the Dadra & Nagar Haveli and Daman & Diu Tourism, advertising templates based on the data provided by the DNH & DD Tourism.
 5. Presentation and the proposed approach given by the Agency to promote Dadra & Nagar Haveli and Daman & Diu as a world class tourism destination before the selection committee regarding its approach, methodology to be followed, capacities, experience, existing facilities and the overall access to talent pool so as to evolve a best media and advertisement campaign for the Dadra & Nagar Haveli and Daman & Diu Tourism, tie ups with leading national and international media houses.

6. The empanelment process shall be based exclusively on the creative and technical parameters only. No financial bids are required to be submitted at this stage.
7. The agencies fulfilling the eligibility criteria will be requested to make a presentation of some of their recent creative's done by their Team, both for print and electronic media. A specific theme may be given for the presentation by Society for Promotion of Tourism Art & Culture.
8. The agencies will be evaluated based on the following:
 - The agencies understanding of the Tourism Industry in Dadra & Nagar Haveli and Daman & Diu.
 - Quality of Personnel, in term of experience, exposure to different products, etc.
 - Recent creative work done for print media/ Electronic Media and past track record.
 - Recent posters/brochures on products designed by them especially for tourism sector.
 - TV Commercials/Radio Jingles made by them in last 18 months.
 - Availability of infrastructure facilities.
 - Media buying capabilities.
 - Clients handled
 - Work done in the past with special focus on tourism promotion.

CHAPTER 4

QUALIFYING CRITERIA

The Society for Promotion of Tourism Art & Culture shall evaluate the capabilities of the Event Management cum Advertising Agencies based on their profile and also keeping in view of the following criteria. Agencies not fulfilling the below criteria need not apply.

4.1 Pre - Qualification Criteria

- a. A Bidder can be a company/ partnership firm/ other legal entity incorporated/ established as per the applicable laws in India. A consortium/Joint venture of entities shall be allowed (number of agencies for consortium/JV shall be limited to two agencies only) to bid and shall be considered for evaluation under this Tender.
- b. The agency must be in operation in India minimum from past 5 years in the same line of business. As proof the agency may submit proof (Invoices/work orders/agreement copies/Purchase Order) of any assignment executed 5 years before the tender due date. (*Same line of business here stands for the business of events, exhibitions, road shows, creative designing, Advertising, branding, marketing, Media & communications as per point number c. & d.)
- c. The agency must have executed at least three (03) events/ Exhibitions (for Tourism/Travel Marts)/ road shows/ award functions/ VVIP Visit/ annual festival of Tourism for any Tourism Department/ ITDC/ any state tourism development board/ Art & Culture Department/ Society for promotion of Tourism or arts/ Any subsidiary of Tourism Department or board/ Chambers of Industry Association in last five years out of which at least one (1) assignment must be of value Rs.1 crore and two (2) assignments must be of value Rs.50 lacs each or more. (Documentary proof in this regard must be submitted)
 - Note: The Work order or Work allotment for execution of VVIP visit shall be from any Government Department but it should include at least basic production works for the execution of the Event.
 - Note: The Work order/ allotment for only fabrication/ installation/ providing/ managing a single pavilion/ stall in exhibition/ travel mart shall not be considered in these criteria.
- d. The agency must have done at least three (03) creative designing for Publicity/outdoor branding/venue branding/ gates/ public relation handling/ Social Media Management/ production of short films/radio jingles for any Government Organization/ PSUs/ Chambers of Industry Association out of which at least two (2) assignments must be of value Rs. 50 Lakhs each or more. (Documentary proof in this regard must be submitted)
 - Note: The Work order/allotment for only news paper advertisement or releasing the news paper advertisement shall not be considered in these criteria.
- e. The agency must have average annual turnover of Rs. 5 crores in last four financial years from the same line of business. A CA certificate in this regard must be submitted as proof.

4.2 Technical Qualification Criteria

The agencies fulfilling the pre qualification criteria will be asked to make a presentation before a committee constituted by the Administration for this purpose. The agencies will be evaluated on the following parameters and the presentation.

Sr No	Evaluation criteria	Maximum Marks								
1.	TECHNICAL CAPACITY OF THE BIDDER	60								
1.1	<p>Number of assignments (events/ Exhibitions for Tourism/Travel Marts/ road shows/ award functions/ VVIP Visit/ annual festival of Tourism for any Tourism Department/ ITDC/any state tourism development board/Art & Culture Department/ Society for promotion of Tourism or arts/ Any subsidiary of Tourism Department or board/Chambers of Industry Association in last ten years) <u>shall be awarded marks as under:</u> (minimum three (03) assignments required to be eligible as per clause 4.1 (c) of this RFP)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number of Additional Projects</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">03 projects to 05 Projects</td> <td style="text-align: center;">07</td> </tr> <tr> <td style="text-align: center;">06 projects to 07 projects</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">More than 07 projects</td> <td style="text-align: center;">20</td> </tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> • The Work order or Work allotment for execution of VVIP visit shall be from any Government Department but it should include at least basic production works for the execution of the Event. • The Work order/allotment for only fabrication/installation/providing/ managing a single pavilion/stall in exhibition/travel mart shall not be considered in these criteria. 	Number of Additional Projects	Marks	03 projects to 05 Projects	07	06 projects to 07 projects	13	More than 07 projects	20	20
Number of Additional Projects	Marks									
03 projects to 05 Projects	07									
06 projects to 07 projects	13									
More than 07 projects	20									
1.2	<p>Number of assignments (of creative designing for Publicity/outdoor branding/venue branding/gates/public relation handling/ Social Media Management/ production of short films/radio jingles for any Government Organization/ PSUs/ Chambers of Industry Association) <u>shall be awarded marks as under:</u> (minimum three (03) assignments required to be eligible as per clause 4.1 (d) of this RFP)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Number of Additional Projects</th> <th style="text-align: center;">Marks</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">03 projects to 05 projects</td> <td style="text-align: center;">03</td> </tr> <tr> <td style="text-align: center;">06 projects to 07 projects</td> <td style="text-align: center;">07</td> </tr> <tr> <td style="text-align: center;">More than 07 projects</td> <td style="text-align: center;">10</td> </tr> </tbody> </table>	Number of Additional Projects	Marks	03 projects to 05 projects	03	06 projects to 07 projects	07	More than 07 projects	10	10
Number of Additional Projects	Marks									
03 projects to 05 projects	03									
06 projects to 07 projects	07									
More than 07 projects	10									

	Note: • The Work order/allotment for only news paper advertisement or releasing the news paper advertisement shall not be considered in these criteria.	
1.3	Relevant Experience in Past years: The agency must be in operation in India from minimum past 5 years in the same line of business to be eligible as per clause 4.1 (b) of this RFP	15
	Experience in Years	Marks
	5 Years ≤ 7 Years	05
	> 7 Years ≤ 10 Years	10
	> 10 Years	15
1.4	Average annual turnover of Company: minimum average annual turnover of last four financial yeas shall be 5 crores to be eligible as per clause 4.1 (e) of this RFP	15
	Cumulative turnover of Company	Marks
	05 Crore ≤ 10 Crore	05
	> 10 Crore ≤ 15 Crore	10
	>15 Crore	15
2	PRESENTATION	40
2.1	Presentation reflecting Concept, Proposed Methodology & Work Plan to create DNH & DD as a Tourism brand. Evaluation will be based on the quality of presentation.	40
	TOTAL MARKS (1+2)	100

* Agencies scoring minimum 70 marks shall be qualified. Thereafter, seven (07) agencies obtaining highest marks will be awarded letter of empanelment. However, the number of selected/empanelment agencies may be lower which will be decided by the tender inviting authority.

CHAPTER 5

OTHER TERMS & CONDITIONS

5.1 The following terms and conditions will be applicable for the agencies.

- a. The agency will have to abide by the guidelines and the standards laid down by the ADVERTISING/MARKETING STANDARDS COUNCIL OF INDIA/ Govt. regulations and shall not create anything on behalf of the Department that will violate any moral standards, legal framework and Government guidelines. In case the agency fails to meet these guidelines then Society for Promotion of Tourism Art & Culture will terminate the empanelment and forfeit the EMD.
- b. In case there are any allegations from any third party regarding plagiarism and infringement of any copyright, then the sole responsibility and the consequent legal proceedings for the same shall be that of the agency and the empanelled agency will have to indemnify the Society for Promotion of Tourism Art & Culture against the same. The empanelled agency will have to indemnify and keep indemnified the Society for Promotion of Tourism Art & Culture against any or all claims arising out of any or all actions of the agency.
- c. The firm should provide their services on 24 hrs basis and the firm should publish the advertisements within 24 hours and should provide at least two months credit facility from the date of submission of fully completed bills, to the Department.
- d. The Empanelment Application shall be clear and without any condition. Conditional Empanelment application shall be summarily rejected.
- e. TDS/ Income Tax etc. will be deducted at source from the bills of contractor as admissible under the rules.
- f. Service Tax is payable as admissible under the rules.
- g. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the parties to sole Arbitrator decided by Society for Promotion of Tourism Art & Culture, DD, and whose decision shall be final. Provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration proceeding under this clause
- h. Penalties
 1. In case of delay in execution of the assigned work by the executing agency, the tender inviting authority may impose a penalty of 0.5% of the project value per day or part thereof of delay (subject to maximum of 10%) may be imposed by the tender inviting authority. If the delay is beyond 2 weeks then the tender inviting authority may annul the project and shall be free to get it done from other agency at the risk and costs of the appointed agency. The tender inviting authority may debar

and blacklist the Agency for applying in its future empanelment also if found non-satisfactory or faulty work.

2. If any of the services performed by the Agency fail to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent (such as inadequate interactions with the tender inviting authority), negligent (such as quality of deliverables not up to the mark), non supportive attitude (such as non-engagement of adequate resources in the prescribed time frame), of the Agency and the tender inviting authority decides to abort the contract because of such failure, then a sum up to 50% of the value of the contract shall be recovered from the Agency.
 - i. The Agency shall not enter into illicit cartel arrangements with other empanelled agencies, failing which the empanelment will be terminated immediately.
 - j. The agency will obtain the most competitive rates while executing Road shows, exhibition, events and media buying.
 - k. Bill should be accompanied by the advertisement clippings of Newspaper in which advertisement has been published.
 - l. Each firm empanelled shall provide a security deposit of Rs.10,00,000/- (Rupees Ten lakhs) which will be non interest bearing and will be valid for a period of 36 months from the date of award of contract. The same will be returned after successful completion of the empanelment by the firm. The bank guarantee will be forfeited by the Society for Promotion of Tourism Art & Culture in case the agency violates any terms and conditions of the empanelment.
 - m. At the time of each event of value Rs. 50 Lacs & above a separate security deposit/Bank Guarantee of 10% of the value of the project/ event must also be submitted. The same shall be non interest bearing and will be valid for a period of 6 months from the date of award of contract for the said event. This security deposit shall be returned within 7 days of the successful completion of that particular event.
 - n. There shall be no assurance of fixed quantum of work from the Society for Promotion of Tourism Art & Culture to the agencies.
 - o. The agencies fulfilling the above requirement should submit their Application in the name of Member Secretary SPOTAC, Paryatan Bhawan, Nani Daman, UT Administration of Daman & Diu and Dadra & Nagar Haveli in a sealed/taped cover so as to reach this office as per last date and time mentioned in this RFP and super scribed "Application for Empanelment of Advertising Agency/Marketing". The date for presentation before the Selection Committee will be intimated to the applicants after the initial screening of the applications by the Society for Promotion of Tourism Art & Culture.
 - p. Applications will be opened in the presence of the representatives, if any of the applying agencies on the date and time mentioned above.

- q. Acceptance of the Application will rest with the Society for Promotion of Tourism Art & Culture, DD & DNH who reserves the right to reject or partially accept any or all the Applications received without assigning any reasons. The Applications are liable to be cancelled, if any of the above conditions are not complied with. Parties participating in this empanelment process shall be deemed to have accepted all the terms and conditions of the process, unconditionally and an undertaking to this effect shall have to be given by the agency on its letterhead.
- r. RFP will be invited from the empanelled agencies for the execution of work.

CHAPTER 6
SUBMISSION OF DOCUMENTS

6.1 Interested Event Management cum Advertising Agencies shall submit the following mandatory documents online on www.ddtenders.in as well as physical bid to the office of Society for Promotion of Tourism Art & Culture, Daman:-

- a. Tender Fee of Rs. 2,500/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of The Member Secretary SPOTAC payable at Daman.
- b. EMD Fee of Rs. 3,00,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of The Member Secretary SPOTAC payable at Daman.
- c. Proof of continuous & regular existence for the last five years as per clause 4.1(b).
- d. Proof of work experience/ work orders/ work completion as required in chapter 4; minimum eligibility criteria and technical proposal.
- e. Average Annual Turnover for the last four financial years (2017-2018, 2018-2019, 2019-2020, 2020-2021). Certificate from a chartered accountant to be submitted failing which the application for empanelment will be rejected.
- f. Turnover for the year (Rs. in crores) 2017-2018, 2018-2019, 2019-2020, 2020-2021 (Attach certificate from Chartered Accountant)
- g. Audited Balance Sheets and P&L Statement for past four financial years 2017-2018, 2018-2019, 2019-2020, 2020-2021. If a particular agency does not have audited balance sheet for the year 2020-21, then provisional balance sheet duly certified by a CA shall be accepted.
- h. Copy of Income Tax Return (ITR) of last four years (2017-2018, 2018-2019, 2019-2020, 2020-2021)
- i. Valid Company/Firm Registration Details with certificates
- j. Copy of PAN card and Service Tax Registration No. / VAT Registration Certificate/ GST Certificate.
- k. An undertaking stating that the agency has not being black listed by any Central Govt/State Govt/ PSU.
- l. A Corporate Profile of the agency.
- m. List of major campaigns run.
- n. Particulars of Empanelment of Event Management cum Advertising Agency- Enclosed as Form-I.

FORM-1

To be filled and supporting proof to be scanned and uploaded on www.ddtenders.in and also to be submitted with physical bid at the office of Society for Promotion of Tourism Art & Culture, Daman.

APPLICATION FOR EMPANELMENT OF EVENT MANAGEMENT CUM ADVERTISING/MARKETING AGENCIES

(To be submitted by Event Management cum Advertising Agencies on their Letter Heads)

1.	NAME OF THE AGENCY:	
2.	CONTACT DETAILS:	
•	ADDRESS:	
•	TELEPHONE NUMBERS:	
•	E-MAIL ID:	
3.	NAME & DESIGNATION OF CONTACT PERSON/s:	
	TELEPHONE NUMBER:	
	E-MAIL ID:	
4.	YEAR OF ESTABLISHMENT:	
5.	LEGAL STATUS OF THE EVENT MANAGEMENT CUM ADVERTISING AGENCY (PROPRIETOR/PARTNERSHIP /PRIVATE /PUBLIC) ALSO ENCLOSE SUPPORTING DOCUMENTS	
6.	INFRASTRUCTURE FACILITY AVAILABLE WITH THE EVENT MANAGEMENT CUM ADVERTISING AGENCY	
•	NO. OF EMPLOYEES (GIVE DETAILS OF STAFF)	
•	WHETHER AN ART DEPARTMENT EXISTS? (GIVE DETAILS)	

•	NO. OF CREATIVE TEAM MEMBERS: (GIVE DETAILS)	
•	NUMBER OF MEDIA EXPERTS: (GIVE DETAILS)	
•	DOES A FULL-FLEDGED STUDIO EXIST? (GIVE DETAILS IF ANY)	
•	RECORDING FACILITIES: (GIVE DETAILS)	
•	PRINTING FACILITY, IF TIE UP WITH ANY PRESS PLEASE STATE:-	
•	ANY OTHER INFORMATION	
7.	NAME OF MANAGING DIRECTOR, DIRECTORS AND TOP MANAGEMENT	
8.	LIST OF CURRENT CLIENTS (PUBLIC SECTORS/PRIVATE SECTORS)	
9.	LIST OF GOVERNMENT ORGANIZATIONS/ PSUS/ CHAMBERS OF INDUSTRY ASSOCIATION SERVICED IN THE PAST YEARS (ATTACH COPIES OF AWARD LETTERS/OTHER RELEVANT PROOF)	
10.	STATE REASONS WHY DO YOU THINK THAT YOU ARE SUITABLE FOR	

<p>EMPANELMENT WITH THE SOCIETY FOR PROMOTION OF TOURISM ART & CULTURE, DADRA & NAGAR HAVELI AND DAMAN & DIU</p>	
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Give full particulars of related work like advertising and designing, organizing international and domestic road shows, making of a film, release of advertisements etc done in the past six years along with proof such as work orders, appointment letters etc.

I/we hereby certify that all the particulars given above are correct and true to the best of my knowledge.

I hereby state that I accept and agree to all the terms and conditions of this empanelment process and I shall not raise dispute about these conditions at a later date:

Signature & Seal:

Full Name:

Designation:

Address: