

Assam Tourism Development Corporation Ltd.
A.K. Azad Road, Paryatan Bhawan,
Paltanbazar, Guwahati -781008

NO.ATDC.1969/2011

Dated 4th January, 2013

Fresh Short Notice
Inviting Expression of Interest (EOI)

(for Organising Flower Show in connection with for the Annual Conference of Adventure Tour Operators Association of India & Tourism Mart for East and N.E. States by Ministry of Tourism, Govt of India at Sarusajai Stadium Complex, Guwahati)

The Tourism Department, Govt. of Assam, has agreed to be the host state for the Annual Conference of the Adventure Tour Operators Association of India (ATAOI) and the Ministry of Tourism, Govt of India have also organised Tourism Mart for East and N. E. States at Guwahati to be held from 18th January, 2013 to 21st January, 2013. This is an opportunity for Assam Tourism to showcase the State's rich heritage and diverse culture and tourism potential to a large number of stake holders to attract both domestic and international tourists.

Assam Tourism Development Corporation Ltd hereby invites Bids under two-bid system (Technical and Financial Bids) from reputed and financially sound Event Management Groups / Agencies / Firms etc with experience for Organising Flower Show For details please refer to <http://www.assamtourisonline.com/tender.html> and a hard copy of the same will also be available from the office of the undersigned from 05.01.2013. The last date of submission of bids is 09.01.2013 upto 1-00 p.m.

The undersigned reserves the right to accept or reject any or all the bids without assigning any reason thereof.

Managing Director,
Assam Tourism Development Corporation Ltd

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1. Introduction:

The Tourism Department, Govt. of Assam, has agreed to be the host state for the Annual Conference of the Adventure Tour Operators Association of India (ATAOI) and the Ministry of Tourism, Govt of India have also organised Tourism Mart for East and N. E. States at Guwahati to be held from 18th January, 2013 to 21st January, 2013. This is an opportunity for Assam Tourism to showcase the State's rich heritage and diverse culture and tourism potential to a large number of stake holders to attract both domestic and international tourists. In connection with the above events, the **Assam Tourism Development Corporation Ltd** hereby invites fresh Bids under two-bid system (Technical and Financial Bids) from reputed and financially sound Event Management Groups / Agencies / Firms etc. for organising Flower Show with experience in similar line.

2. Organising Flower Show :

In the premises of the venue of the events i.e. the Sarusajai Stadium Complex at Guwahati , a Flower Show is to be organised .

3. Eligibility:

- i. Only reputed agency, event management groups, firms with at least three (3) years experience of organizing and arranging similar works in national / international events.
- ii. The annual turnover of the firm in any of the last three years should not be less than Rs.3.00lakh as per certified accounts,
- iii. The firm must have been registered at least three years earlier from now.

4. Technical Bid:

The applicant agency/ group/ firm shall submit the following details along with copies of testimonials/ certificates:

- i. A brief profile of the firm with names of key functionaries.
- ii. List of major clients for similar activity in regular course of business and also testimonials in support of similar assignments with nature of responsibilities which have been executed in the past three years.
- iii. A concept drawing / map/ photographs with a brief concept paper for the proposed work.

- iv. Certificate of Registration, copy of PAN Card and copies of certified financial statements for last three years, Income Tax Returns for last three years.

5. Application cum tender fee & Bid Security:

Rs. 5,000.00 (Rupees five thousand) only by Demand Draft/ Banker's Cheque to be drawn in favour of the Managing Director, Assam Tourism Development Corporation Ltd. payable at Guwahati. The above fee is non-refundable and to be furnished with the Technical Bid, without which the bids would not be treated as valid. In addition, a bid security of Rs.1.00 lakh in the form of Bankers Cheque / Demand Draft favouring the Managing Director, Assam Tourism Development Corporation Ltd will have to be furnished with the Technical Bids without which the bids would not be valid.

6. Issue of bid application / documents :

The applicants may submit their EOI in plain papers and no separate bid documents would be issued.

7. Pre-bid Meeting:

A pre-bid meeting would be held on 28.12.2012 at 2-30 p.m.in the Conference Room of the Assam tourism Development Corporation Ltd.

8. Submission of Bids:

The bids should be submitted to the Managing Director, Assam Tourism Development Corporation Ltd., A. K. Azad Road, Paltanbazar, Guwahati-781008 in a sealed envelope clearly marked "Technical & Financial Bids for **Organising Flower Show in connection with the Annual Conference Adventure Tour Operators Association of India & Tourism Mart for East and N.E. States by Ministry of Tourism, Govt of India at Sarusajai Stadium Complex, Guwahati to reach by 9.1.2013 before 1-00 p.m. in the Tender Box.**

- i. Both the Technical and Financial bid (alongwith enclosures) will have to be given in two sets, one in original and another set of photocopies of the same duly signed. Both sets of the Technical Bids to be inserted in one sealed envelope marked as "**Two sets of Technical Bid for Organising Flower Show**". Similarly, two sets of Financial Bids in another sealed envelope marked as "**Two sets of Financial Bids for Flower Show**" **and both the bids should be inserted in one sealed envelope and** to be dropped within 09/01/2013 before 1-00 p.m. in the Tender Box in the office of the Managing Director, Assam Tourism Development Corporation Ltd. Also the name of the bidder should be written on the body of the envelope with full address and contact numbers.
- ii. Any bid received after the closing date and time shall not be accepted.
- iii. The Technical Bids would be opened on the same day i.e. 2nd January, 2013 at 1-30 p.m. If the bids cannot be opened on that day, the bidders would be informed to be present regarding another date and time for opening. Thereafter, technical evaluation would be done and Financial Bids of only the shortlisted bidders would be opened on 3.1.2013 at 3-00p.m.If any technical bid is not found suitable, the financial bids of such bidders may not be opened.
- iv. Authorised representative of the bidders may be present at the time of opening of the Technical Bids on the date and time as given above.

