

EXPRESSION OF INTEREST

For

Empanelment of Event Managers/Wedding planners/Advertisers to generate business for JMRC under its short term license policy

(No. F.1 (R-44) JMRC/Rev./Event Agencies/2019-20/23 Dated: 16.12.2019)



JAIPUR METRO

Jaipur Metro Rail Corporation Ltd.

(A Govt. of Rajasthan Enterprises)

Admin Building, Metro Depot, Brighu Path, Mansarovar, Jaipur-302020

CIN: U60221RJ2010SGC030630

1. Introduction

Jaipur Metro Rail Corporation (JMRC) is an undertaking of Govt. of Rajasthan. Jaipur Metro is a World Class & State of Art Metro System. It presently has 9.6 KM. of Route (Phase 1A) running between Mansarovar to Chandpole. This 9.6 KM of Route consists of 9 Metro Stations. Additionally, 2.4 Km of underground route is under construction from Chandpole to Bari Choupar [Phase 1B] in the walled city of Jaipur.

JMRC Premises including the space(s) at Stations (inside or outside), inside depot and inside complete metro trains may be given on short term license basis for the purpose of shooting of films/ documentaries/ TV commercials/ photography, exhibitions, sales, promotion, or for organizing any other group/promotional events as per policy in existence in JMRC. The said Policy for short term license is available on JMRC website www.jaipurmetrorail.in

JMRC invites proposal from reputed production house, event Management Company, retailer, show organizer, exhibitor, film producer & exhibitor, Wedding planner for empanelment to assist JMRC in generating revenue from short term license of its assets as per Policy.

A pre-EoI meeting shall be held on 16.12.2019 in JMRC to discuss about detailed criteria, scope and ToR of empanelment & the detailed criteria of empanelment.

The detailed criteria of empanelment will be placed on JMRC website after the meeting.

2. Broad eligibility Criteria for empanelment

| SN | Eligibility Criteria | Documents required |
|-----|---|--|
| i. | The agency should be in existence at least for last two years excluding the current financial year & engaged in various event management since 01.04.2017 or before. | a. Registration certification of the firm / Partnership deed / Certificate of incorporation, etc. (as applicable) b. Income Tax Registration (PAN) c. GST Registration Certificate d. Profile of the firm including the related activities done in last three years along with copies of work orders. e. Details of the event management facility(ies) of the agency including address, number of employees etc. |
| ii. | The agency should neither be a black listed firm nor should its contracts have been terminated /foreclosed by any company / department during the last 02 financial years ending 31.03.2019 and during current financial year till date of EOI submission due to non-fulfilment of contractual obligations. | A self-declaration to this effect, signed by authorized signatory of the agency company/ firm in the Bid profile (as per Annexure-II). |



| SN | Eligibility Criteria | Documents required |
|------|--|--|
| iii. | Either the Registered Office or the functional Branch Office of the agency should be located in Jaipur | Registration certificate of office in Jaipur/Lease Agreement supported by Telephone / Electricity/ Water connection Bill etc. in the name of agency firm for the given address |
| iv. | The agency's average annual turnover should not be less than Rs. 03 Lakhs per year in last two financial years certified by a practicing Chartered Accountant. | Audited Profit and Loss A/c or Balance Sheet OR Income Tax Computation showing the required turnover OR any other document mentioning the required turnover. |

3. Submission Of EOI

(A) GENERAL INFORMATION

- (i) The EOI can be downloaded from JMRC website www.jaipurmetrorail.in and State Public Procurement Portal <http://sppp.rajasthan.gov.in>.
- (ii) A pre EoI meeting will be held on 23.12.2019 at 1500 hrs at 2nd floor, Admin Building, Metro Depot, Bhrihu Path, Mansarovar Jaipur to deliberate and get feedback on the process of empanelment from interested agencies.
- (iii) The submission of queries/ clarification in response to EOI must be submitted by 26.12.2019 to this office address:

Joint General Manager (Administration),
Room No. A-202, 2nd Floor, Admin Building,
Metro Depot, Bhrihu Path, Mansarovar Jaipur-302020.
Email: sachin.nandaria@jaipurmetrorail.in
Phone No.: 0141-2822753

- (iv) Detailed criteria for empanelment along with clarification/amendment in EoI will be uploaded after pre-EoI meeting on JMRC website and SPP portal tentatively by 31.12.2019. A signed copy of the same is to be submitted along with the EoI document as part of proposal.
- (v) Further information can be obtained from the address below during any working day office hours (9:30 AM to 6:00 PM):

Joint General Manager (Administration),
Room No. A-202, 2nd Floor, Admin Building,
Metro Depot, Bhrihu Path, Mansarovar Jaipur-302020.
Email: sachin.nandaria@jaipurmetrorail.in
Phone No.: 0141-2822753

- (vi) The proposal duly filled in and complete in all respect must be submitted in a sealed envelope at the JMRC office clearly marked as "EoI for Empanelment of

Event Managers/Wedding planners/Advertisers under its short term license policy”, addressed to

Executive Director (Corporate Affairs),
Room No. A-211, 2nd Floor, Admin Building,
Metro Depot, Bhriгу Path, Mansarovar Jaipur-302020.

- (vii) Duly filled and complete Expressions of Interest (EoI) along with other required documents must be submitted to this office of JMRC by 10.01.2020 (1700 hrs.).
- (viii) EoI received after last date & time will not be considered. EoI sent by FAX, Post or email will not be considered.
- (ix) EOI from consortiums of applicants is not allowed. EOI is invited only from eligible single entity, i.e., Partnership/ proprietorship/ company, etc.

(B) TEMPLATE FOR SUBMITTING EXPRESSION OF INTEREST

- (i) EoI forwarding letter is to be addressed to MD, Jaipur Metro Rail Corporation on letterhead of applicant in prescribed **Annexure-I**.
- (ii) Scanned copy of this EoI document along with detailed evaluation criteria and amendment/clarification, if any, will be issued by JMRC after pre-EoI meeting.
- (iii) Profile of the agency in & along with undertakings in the format at **Annexure-II**.
- (iv) Eligibility documents: The self-attested documents as mentioned in point No. 2 of EoI are to be enclosed in support of the eligibility.

4. Evaluation of EOI

- (i) The response of EoI from applicant will be evaluated by a team of JMRC.
- (ii) In case of non-receipt of EoI in prescribed date & time in JMRC, shall be rejected.
- (iii) To assist JMRC in evaluation, the applicants may be asked to submit clarification & additional documents, if required.
- (iv) Short listed firms will be required to give presentation before team of JMRC. The presentation shall be evaluated on details uploaded by JMRC after pre EoI meeting. After presentation, the successful agency/s will be empanelled with JMRC. A letter of interest will be issued for deposition of Performance Security before empanelment.
- (v) The eligibility of firms to participate for presentation will be based on the eligibility documents submitted in the EoI. The discretion of JMRC shall be final in short listing of eligible firms.
- (vi) The agency will deposit a Performance Security amount of Rs. 1 Lakh which shall be refunded at the end of empanelment tenure without any interest and adjusting dues, if any.
- (vii) On deposition of Performance Security Deposit and on acceptance of letter of interest & ToR, a letter of empanelment will be issued.

5. Broad scope and ToR of the empanelment:

- a. The duration of empanelment shall be for 1 year from the date of issue of empanelment letter and the same shall be extended for next 1 year at the discretion of JMRC.
 - b. The empanelled agency will be permitted to generate & execute business of short term license for JMRC as per terms & conditions of JMRC Policy for short term license as available on JMRC website.
 - c. JMRC will also grant short term license directly to end customer in case anyone approaches directly as per terms & condition of Policy.
 - d. The rates of any license will be applicable as mentioned in the policy. However, a discount @ 10% will be given to empanelled agency, if JMRC gets the business through the empanelled agency.
 - e. In case of the business of short term license received through empanelled agency, JMRC will not demand any security in lieu of performance deposit of agency already available with JMRC.
 - f. JMRC may amend the Policy of short term license, in future as per requirement, after getting market feedback. However, there will be no change in the rate of discount offered to the empanelled agency.
6. The EoI does not constitute an offer by JMRC. JMRC at any point of time may annul the process, at its sole discretion without assigning any reason for such annulment to the applicant. JMRC will not bear any cost incurred by applicant for preparation & submission of EoI.

**Executive Director (Corp. Affairs)
Jaipur Metro Rail Corporation Ltd.**

Annexure-I

Format of Forwarding Letter

(To be submitted by the applicant's letterhead)

From:

(NAME OF AGENCY)

To,

Managing Director,
Jaipur Metro Rail Corporation Limited,
Metro depot, Bhrigu Path, Mansarovar, Jaipur.

Subject: Submission of Expression of Interest for "Empanelment of Event Managers/Wedding planner/ Advertiser to generate business for JMRC under its short-term license policy".

Sir,

Having examined the details given in Expression of Interest (EoI), I/we hereby submit the duly sealed & signed EoI and the relevant supporting documents.

I/We hereby certify that all the statement made and information supplied in EoI and accompanying statements are true & correct. I/We have studied the JMRC's Policy for short term license of JMRC assets as available on JMRC website and we understand that JMRC can amend/update the Policy in future as per requirement.

Encls: As above

Date:

Signature of Applicant & Seal

ANNEXURE – II
APPLICANT'S PROFILE AND DOCUMENTS TO SUBSTANTIATE ELIGIBILITY OF THE AGENCY

Please find enclosed signed copy of the Profile, and the other requisite documents as mentioned herein.

| | | |
|-----|--|---|
| 1. | Name of the Contract | Empanelment of Event Managers/ Wedding planners/Advertises for generating business of short term license in Jaipur Metro |
| 2. | Name of the Agency Firm | |
| 3. | Date when incorporated/ Registered. | |
| 4. | Profile of the Firm (Proprietor/ Partnership/ Private limited/ Public Limited. Constitution of the firm) | |
| 5. | Broad business activities carried out by the firm | |
| 6. | Registered Office Address (With Pin Code) | |
| | Telephone Nos. (With STD Code) | |
| | Mobile No. | |
| | Fax Nos. (With STD Code) | |
| | E-mail ID | |
| | Website | |
| 10. | PAN Card No. (copy enclosed) | |
| 11. | GST Number (copy enclosed) | |
| 12. | Name and designation of (a) the Chief Executive or equivalent of the firm | |
| | (b) Address | |
| 13. | Name and designation of (a) the authority that is authorized to sign the tender document | |
| | (b) Address | |



| | | |
|-----|---|--|
| 14. | Tender Fee (Details of the | |
| 16. | Eligibility documents attached : | |
| (b) | Income Tax Registration Proof-Yes/No | |
| (c) | Registration Certificate/ partnership deed/ Certificate of incorporation--Yes/No | |
| (d) | GST Registration Proof- Yes/No | |
| (e) | Details of the activities carried out during last 3 years | |
| (f) | Proof of functional office in Jaipur as per clause 2 (iii) | |

UNDERTAKING

1. We hereby certify that our organization has neither been blacklisted nor our contracts have been terminated/foreclosed by any company/government department/public sector organization during last 02 financial years ending 31.03.2019 and during current financial year till date of submission of EoI, due to non-fulfilment of contractual obligations.
2. We hereby confirm that: We have our branch office/Head office in Jaipur (details enclosed).

Date

Place

Name &Signature
Seal of Authorised Signatory

Note:

1. Additional pages, duly signed may be attached wherever necessary.
2. Tick out (X) whichever is not applicable.
3. Enclose documents as required.