



**SUB REGIONAL OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
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(ISO : 9001 – 2008 Certified)

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**Expression of Interest for providing services of erection of stage / pendal etc. for Stone Foundation laying ceremony of 200 bedded ESIC Hospital at Plot NO. IC-60, MIDC Butibori Industrial Area, Village Pahi, Tahasil Hingna, Butibori, Distt : Nagpur.**

ESIC invites Expression of Interest from experienced and reputed event management organizations / service providers for providing the services of erection of stage / Pandal etc. for stone foundation laying ceremony of 200 bedded ESIC Hospital Plot NO. IC-60, MIDC Butibori Industrial Area, Village Pahi, Tahasil Hingna, Butibori, Distt : Nagpur. The scope of services as required to be provided are as under:-

1. Erection of waterproof stage platform with sufficient height and size as per protocol / rules so as to accommodate up to 25 dignitaries viz. the CM(Maharashtra), the Labour Minister (Government of India), Minister of Road Transport and Highways, Shipping and Water Resources, River Development and Ganga Rejuvenation, Government of India etc. complete with Waterproofing, chair podium etc.
2. Provision of green room / VIP entrance / Parking etc. for dignitaries, VIPs and Common Man etc. as per requirements with proper marking / directions / signage etc.
3. Erection of Waterproof Pipe Pandal with appropriate ceiling, sitting arrangements ( in three layers viz. 3 seater Sofas, Covered Chairs, Fiber Chairs for VIPs, Press men and common persons respectively). The total requirements of 3 seater Sofas, covered chairs and Fiber Chairs shall be approximately 300, 200 and 1000 respectively. However, as per the requirements the number may be exceeded for which proper arrangement should be done.
4. Laying of Carpet, Light (CFL/LED), Ceiling Fan, Jumbo Cooler, Generator, VIP sound system set etc. as appropriate for the occasion.
5. Providing of Bouquets, Garlands, Name Plates etc. with stage decoration, providing of approx. 4 nos. of Welcome Gate etc.
6. Providing High Tea, VIP Lunch, Common Lunch, Water Bottles of half liter, packed water glasses etc. as per requirements.

7. Provision of Mobile Toilets with Water facilities.
8. Other services / items/articles as would be necessary for satisfactory completion of the work.

### **How to Apply**

Interested parties may submit their proposal along with a financial proposal in a separate sealed cover in the ESIC office at: Sub Regional Office, Panchdeep Bhavan, Ganeshpeth, Nagpur on or before 02.05.2018 at 12 Noon. The parties who submit their proposal shall have to make a presentation before the selection committee on 02.05.2018 at 4.00 P.M.. The selection committee constituted by the Joint Director I/c., ESIC, Nagpur shall select the appropriate proposal based on their presentation, experience and any other parameters as deemed fit.

The agency shall be required to submit following documents :

1. Copy of proof of registration with Municipal Authority / Any other authority in lieu of proof of having been registered as a service provider for last 5 years.
2. Copy of proof of registration with Income Tax, GST etc.
3. Copy of Satisfactory completion of at least 3 works of similar nature during last 2 years.
4. Complete proposal in Proforma annexed as per Annexure-A.
5. Any other documents as deemed necessary by the Agency.
6. The financial proposal of the Agency.

The documents except the financial proposal should be put in a separate envelop. Similarly the Envelope containing Financial proposal should be sealed separate and should be submitted before the last date.

### **Selection Process :-**

The selection committee constituted by the Joint Director I/c., ESIC, Nagpur shall select the appropriate proposals based on their presentation, experience and any other parameters as deemed fit. On the basis of the presentation the financial proposals of only those agencies / service providers shall be opened whose proposal is accepted by the Committee.

The decision of the Joint Director I/c., ESIC, Nagpur with regards to the selection of the agency shall be final and he shall have full rights to reject the proposal or the entire process.

The Joint Director I/c., ESIC reserves its right to allot the work to any agencies even when its proposal is not the lowest and to allot the work to more than 1 agency also.

**Detailed terms and conditions of the EOI**

1. The place of work shall be Plot No. IC-60, Butibori Industrial Area, Village Pahi, Butibori, Tal. Hingna, District, Nagpur.
2. The scope of work as aforementioned as indicative and may change as per the requirements. However, the overall requirement shall be for a stage with capacity up to 25 dignitaries and seating arrangements for a maximum of 1500 people (1000 Fiber Chair, 300 VIPs and 200 Press Personal).
3. Agency may be required to make last minute changes in design, entrance, parking etc. in case so required due to protocol etc. For the same no extra charges shall be paid to the Agency.
4. The agency shall have to depute its own staff for crowd control at the venue of the food stalls and shall be fully responsible for maintaining proper order.
5. The agency shall provide single person of contact for communicating with the ESIC and the staff of the agency shall have to work as per the directions of the representative(s) of the Joint Director.
6. The agency / service provider should have been in the field of providing such kind of services for last 5 years and should have undertaken at least 3 such functions in the past 2 years and should submit the certificate of satisfactory completion of the work/letter of award of work in proof of having satisfactorily completed such work during past 2 years.
7. The agency should be registered with the municipal authorities / Labour enforcement agencies / Tax agencies as required by the law.
8. The agency shall be required to and responsible for following applicable laws including labour laws / Tax Laws etc. and shall keep indemnified for any failure / non-compliance of laws.
9. The courts at Nagpur shall have exclusive jurisdiction in case of any dispute.
10. In case of any dispute the Joint Director may appoint an arbitrator for resolution of the differences as per the Arbitration of Law.

Date :

(Joint Director I/c.)

Place : Nagpur

**ANNEXURE-A**

**Proposal of the agency**

Sl. No.	Item	Quantity/Area proposed	Remarks
1.	Welcome Gate big.		
2	Chair Fiber.		
3.	Chair VIP(with cover)		
4.	Sofa ( 3 Seater)		
5.	State Platform ( All complete stage waterproof, chair podium etc.)		
6.	Ceiling(Waterproof)		
7.	Domain structure/Pendal.		
8.	Carpet		
9.	Jumbo Cooler.		
10.	Ceiling Fan		
11.	CFL (Metal 800 W.)		
12.	Garland (Flower Decoration) (Stage and Gate with Mala and Console Décor with Gerbera)		
13.	Bouquet.		
14.	Generator Set 125KV with Disesel.		
15.	Sound System VIT Set.		
16.	VIP Lunch		
17.	Lunch Common.		
18.	Water Bottle Half Ltr.		
19.	Packed Glass Water		
20.	High Tea VIP.		
		TOTAL	

**These are the tentative items. The agency / service provider may add any other service / article as required for satisfactory conduct of the event.**

**ANNEXURE-B**  
**Financial Proposal.**

Sl. No.	Item	Quantity/Area proposed	Remarks	Total
1.	Welcome Gate big.			
2.	Chair Fiber.			
3.	Chair VIP(with cover)			
4.	Sofa ( 3 Seater)			
5.	State Platform ( All complete stage waterproof, chair podium etc.)			
6.	Ceiling(Waterproof)			
7.	Domain structure/Pendal.			
8.	Carpet			
9.	Jumbo Cooler.			
10.	Ceiling Fan			
11.	CFL (Metal 800 W.)			
12.	Garland (Flower Decoration) (Stage and Gate with Mala and Console Décor with Gerbera)			
13.	Bouquet.			
14.	Generator Set 125KV with Disesel.			
15.	Sound System VIT Set.			
16.	VIP Lunch			
17.	Lunch Common.			
18.	Water Bottle Half Ltr.			
19.	Packed Glass Water			
20.	High Tea VIP.			
		TOTAL		

**These are the tentative items. The agency / service provider may add any other service / article as required for satisfactory conduct of the event.**