

EXPRESSION OF INTEREST

DDCA plan to hold a Felicitation Function for the Indian Cricket Team on 12 September, 2019 in a glittering and spectacular ceremony to be attended by Dignitaries from various walks of life, Distinguished Cricketers and DDCA members.

Expression of Interest is invited from leading Event Management Companies having experience in organizing events having VIPs and Dignitaries in large number (more than 2000) at a grand scale. The firms/companies submitting expression of interest must have the experience from conceptualizing the event to implementing and executing in totality (A-Z). The companies may submit their Expression of Interest on their letter head along with the following information: -

S.NO	Required Information	
1	Name of the firm	
2	Registered Address of the firm/Company	
3	Address for Communication	
4	E-Mail ID	
5	Details of Authorized Contact Person	Name : Designation : Email : Phone No :
6	Year of Establishment/Incorporation	
7	Firm's PAN No. (Attach Copy)	
8	Firm's GST Registration No. (Attach Copy)	
9	No of Partners/Directors	

10	Name and details of Partners/Directors	Name : Year Since when Partner/Director
11	No of events with 2000+ attendees hosted in last 5 years	
12	List of events mentioned at S.No-11 above	Name of Event : Place of Event : No of Attendees
13	Turnover of the company in the last 3 Financial Years (Figures in Lakhs)	F.Y. 2016-17 : Rs. F.Y. 2017-18 : Rs. F.Y. 2018-19 : Rs.
14	No of Employees of the Firm/Company	Executive : Non-Executive :
15	Details of other resources owned by and/or available to the firm/Company	
16	Why do you think the Project should be awarded to you?	

Note:1 The Expression of Interest may be emailed at tenders@ddca.co latest upto 12.00 AM (midnight) on 21st August, 2019

Note:2 Based on the evaluation of the Expression of Interest, the parties shall be shortlisted by DDCA for submission of their Techno-Commercial offer which may be required at a very short notice of 24 Hours. The Firms/companies therefore must be ready to submit their Techno-Commercial offers in the specified time-frame.

Note:3 The shortlisted firms/companies shall be required to submit the documentary evidence in respect of any or all the credentials mentioned in the Expression of Interest, along with Techno-Commercial offer.

Name of the Firm

Authorized Signatory with

Seal of the company