



# THE NATIONAL TRUST

Department of empowerment of persons with disabilities (divyangjan)  
Ministry of social justice & empowerment, Govt. of India



## Expression of Interest for North East Summit to be organized at Shillong during November, 2019

### 1. About National Trust:

The National Trust is an Autonomous Body set up in the year 1999, under an Act of Parliament by the Ministry of Social Justice & Empowerment, Govt. of India, for the welfare of the persons with Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities. The objects of setting up of the Trust are :

- To enable and empower persons with disability to live as independently and as fully as possible within and as close to the community to which they belong;
- To strengthen facilities to provide support to persons with disability to live within their own families;
- To extend support to registered organizations to provide need based services during period of crisis in the family of persons with disability;
- To deal with problems of persons with disability who do not have family support;
- To promote measures for the care and protection of persons with disability in the event of death of their parent or guardian;
- To evolve procedures for the appointment of guardians and trustees for persons with disability requiring such protection;
- To facilitate the realization of equal opportunities, protection of rights and full participation of persons with disability; and
- To do any other act which is incidental to the aforesaid objects.

In order to meet these objects, the Trust is running 10 Schemes developed for the welfare of target persons with disabilities(PwD). For this, Govt. of India has provided a corpus fund interest of which is the only source of income to run these schemes through organizations registered with National Trust. For more details, please visit our website [www.thenationaltrust.gov.in](http://www.thenationaltrust.gov.in)

### 2. Expression of Interest:

The National Trust is desirous of conducting a mega event at any central place in Shillong for awareness about the schemes and benefits available for the persons with disabilities with a prime focus on the persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities.

The department seeks expression of interest and the technical presentation from Industries, possessing the below mentioned experience pre-qualifications so as to be able to design the project requirements.

Invitation/Expression of Interest is hereby invited from interested entities to arrange the holding of event named as “North East- Shillong Summit”

### **3. Scope of Work:**

About 1000 participants from all over the country are expected to attend the summit. Therefore the company shall be liable for logistic arrangements which among others includes the following :

1. No. of Participants - 1000
2. Booking of Venue with Seating Capacity
3. Logistic arrangements
  - i) Back drop banners +Flower arrangements
  - ii) Fabrication of stalls (20)
  - iii) LCD Projector, Lap Top, Plazma, Mic, Photography, Videography
  - iv) Lighting of Lamp
  - v) Lunch/Tea/Snacks etc. for participants
4. Folders to invitees i.e. brochures, note pad, pen, prog. schedule, any other booklet etc.
5. Media Participation (including Advt.)
6. Cultural Programme ( By any Registered organization of National Trust) + Ushrsers
7. Organizing of Camps by National Institutes
8. Booking of Accommodation near Venue for officers from Delhi
  - Secretary ( 2 days)
  - JS&CEO (1 visit 2 days+2<sup>nd</sup> visit 3 days)
  - 3 Officers (NT) (1 visit 2 days+2<sup>nd</sup> visit 3 days)
  - 3 Staff (NT) (1 visit for 3 days )
  - 15 Officers of DEPwD+NIs for 3 days
9. Local Transport at Shillong
10. Air Travel of officers from Delhi
  - JS&CEO (2 visits)
  - 3 officers (2 visits)
  - 3 staff (1 visit)
11. Printing and delivery of Invitation cards

## 12. Mementoes or Prizes or Bouquets or Any Book for Guests

### 4. Eligibility & Evaluation Criteria:

4.1 The Expression of Interest (EOI) is invited from organisations which meet the following eligibility criteria and documentary evidence must be submitted:

- a) The vendor should be registered in Indian Company Act-1956.
- b) The vendor should have valid GST Registration Certificate and PAN.
- c) The Vendor should have existence in India for more than 3years.
- d) The vendor shall have their base in North East.
- e) The vendor should have successfully completed more than five (05) such type of projects in field of Event Management Services in India. The preference shall be given to vendors who have executed / executing the projects at larger levels..
- f) Vendor should be able to demonstrate their experience in the specified areas by submitting the (i) details of projects undertaken: The details should give a year wise break up of number of projects done, impact achieved, budget utilised and number of participants targeted along with brief details of the various projects. ii) Documented Success Stories. iii) 3<sup>rd</sup> Party Evaluations/Reports/Research Paper Published, if any.
- g) The vendor must not have been declared insolvent/ bankrupt or should not have filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority. i) The vendor should not have been blacklisted by any of the State/Central Government or organizations of the State/Central Government in India in the past three years.
- h) A power of attorney / Board/ partnership resolution in the name of the person signing the EOI by Vendor(s)

### 5. Documents/Details to be submitted:

The EOI shall be submitted in a format giving all particulars required above along with the necessary documents / certificates in support of the eligibility criteria specified therein. The documents are to be signed by authorised signatory. The EOI must be submitted to this office within 15 days from the date of publication on the portal.



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## **6. Submission of EOI in hard copy:**

Interested entities would be also required to submit hard copy of proposal documents as a spiral bound book (signed and stamped on all pages) and would send it to the below mentioned address:

**Mr. Navnit Kumar,**  
Programme Officer, National Trust  
Ministry of Social Justice & Empowerment, Govt. of India  
16-B, Bada Bazar Road, Old Rajinder Nagar, New Delhi-110 060  
Email : [po@thenationaltrust.in](mailto:po@thenationaltrust.in)  
Web : [www.thenationaltrust.gov.in](http://www.thenationaltrust.gov.in)

The Envelope should contain the heading as: “Expression of Interest EOI for North East – Shillong Summit

## **7. Evaluation Process:**

The proposals so received will be evaluated by the Committee constituted by the National Trust. The shortlisted vendors will be called for presentation. The final shortlisted vendors shall only be issued RFP for further participation. Any further details or clarifications needed will be given by the Contact Person specified herein.

## **8. Other Relevant Information:**

- There is no fee for participating in this Eol.
- The evaluation of the proposals will be done by a Committee constituted by the National Trust, whose decision shall be final.
- National Trust reserves the right to accept or reject the Eol from any applicant without assigning any reason whatsoever.
- The Expression of Interest submitted by the proposer shall be valid for a minimum period of 30 days.
- National Trust may ask for any other information from the proposers during the process of screening.
- Any amendments/addition/correction to the Eol will be published through the website which will be binding as if it is contained in this Eol.



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- For the new ventures and innovative proposals, the eligibility criteria may be relaxed by the Committee depending on the quality of the proposal. The decision of the Committee in this regard will be final.
- The E.O.I. must be submitted to this office within 15 days from the date of publication.

## **9. Contact Person:**

For any further details or clarifications, please contact : Mr. Navnit Kumar, Programme Officer  
Tel.:011-43187805, 43187878 Email: [po@thenationaltrust.in](mailto:po@thenationaltrust.in)