

**NATIONAL COOPERATIVE UNION OF INDIA  
3, Siri Institutional Area  
August Kranti Marg New Delhi 110 016**

**EXPRESSION OF INTEREST**

Invitation for Submission of Expression of Interest for engagement of  
Operation and Maintenance of NCUI Auditorium & Allied Services

National Cooperative Union of India (NCUI), the apex body of the Indian Cooperative Movement, invites Expression of Interest from suitable agencies for Operation and Maintenance of NCUI Auditorium with seating capacity of 600 persons and three Committee halls with VIP Lounge, Royale Room and Dinning hall, etc. of different seating capacities. Cooperative Societies/PSU's/Organizations experienced in the field of marketing & event management/similar business may submit their proposals specifying details of their present business & turnover with concept of maximizing revenue model by 05.06.2023 (4:00 pm) to the Executive Director (Estate), NCUI.

A pre-bid meeting has also been fixed for 24.05.2023 at 12 Noon.

For any inquiry, please visit official website of NCUI at [www.ncui.coop](http://www.ncui.coop) or contact through email at [estatencui@india.coop](mailto:estatencui@india.coop) or on phone at 011-40793299 (During office hours).

**Chief Executive  
NCUI**

Dated: 19.05.2023

## **BACKGROUND**

The National Cooperative Union of India has constructed the Auditorium at August Kranti Marg, Hauz Khas, New Delhi with multipurpose facilities. The NCUI Auditorium is located at a prime business location and is at a distance of 15 km from the city Airport with modern infrastructure and amenities. The Auditorium is managed by "National Cooperative Union of India which comprises of multiple conference & meeting rooms from 60 to 600 persons seating capacities alongwith lounge and dining area etc.

## **OBJECTIVE**

NCUI has established a state of the art Auditorium in Delhi. The interested party will establish its own team to make maximum booking on behalf of NCUI only for holding the programme of training, meeting/seminars & other HRD related activities/events. No commercial activities will be allowed without taking due permission from the concerned authorities.

## **IMPORTANT DATA**

Expected duration of assignment	: 07 years at initial stage (extendable further upto 3 years)
Tentative Commencement date	: 1 July 2023
Selection method	: Quality, cost and Experience based.

Interested firms will be required to provide the following information including their eligibility that they are qualified to perform the services.

- (i) Background of the firm(s);
- (ii) General and overall experience of the firm(s), staffing and key financial information (such as annual turnover of last 7 years):

## **FACILITIES AVAILABLE IN THE AUDITORIUM**

1. Size of Auditorium : 600 seating capacity
2. Meeting Halls (3) : 60, 80 & 120 seating capacity
3. Sound System : 4000 watt analog sound system
4. Air Conditioning : Centrally Air Conditioned
5. Power : For backup 437 KVA & 320 KVA DG Sets
6. Washrooms : Separate washrooms for ladies and gents with all modern amenities at each floor level.

The successful bidder will be allowed to do required modifications with prior approval of NCUI, the cost of which shall be borne by the successful bidder.

## **EOI : DETAILED TERMS AND CONDITIONS FOR ESTABLISHMENT OF OPERATION AND MAINTENANCE OF NCUI AUDITORIUM & ALLIED SERVICES**

Interested party will make the booking on behalf of NCUI only for holding the programme of training, meeting/Seminars & other HRD related activities/events. No commercial activities will be allowed without taking due permission from the concerned authorities.

1. Interested party will appoint a team for marketing & event management purpose who will exclusively work for NCUI auditorium. Their primary goal will be to maximize revenue through maximum optimization use of NCUI establishment viz. auditorium & meeting halls.
2. Interested party will have to repair and maintain all facilities (which shall include furniture & fixtures, fittings, minor civil repair, painting, Air-conditioning, light, sound system etc.) of Auditorium and Conference Rooms to keep the facilities in a good useable condition.
3. Interested party has to take all the statutory licenses/NOC from local bodies, health authorities, Police, Delhi Fire Service, electrical department etc.
4. Interested party shall make booking on "First Come First Serve Basis, however priority would be given to cooperative organizations.
5. Interested party shall be liable and responsible to make payment of all kinds of wages, salaries, remuneration and other benefits etc. to the persons employed by it without claim or reimbursement of any sort from NCUI.

### **GENERAL TERMS IN RESPECT OF EXPRESSION OF INTEREST(EOI)**

1. NCUI shall provide permission for booking of Auditorium and Conference Rooms of National Cooperative Union of India (NCUI) 3. Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110 016, only for the purpose of training, meeting/Seminars & other HRD related activities/events. No commercial activities will be allowed without taking due permission from the concerned authorities.
2. The agency would be appointed for a period of 7 years initially which is extendable for further 3 years (maximum 10 years). After the expiry of the period of license or termination of license, the Agency should immediately hand over the vacant possession of the premises to NCUI, failing which Licensee will be treated as a trespasser and will also be able to pay damages Rs.25,000/- per day or @average rate of booking amount prevailing at the time of termination of agreement or expiry of the existing term of the contract whichever is higher.
3. The agency shall be in force for the period stipulated in the license and or expiry thereof it shall be deemed to have been terminated (ipso facto) automatically unless otherwise intimated in writing. Further, the agency shall not have a right, either contractual or equitable, to demand any fresh for another term or to continue the same in preference to any other intending agency.

4. That the agreement can be terminated by either party by giving 30 days notice in writing. However, no such notice from the licensee would be entertained within three months from allotment of fully operational facilities of NCUI to the agency.
5. That the Courts of Delhi at New Delhi shall have jurisdiction to entertain any application in respect of any proceeding under the license or to entertain any suit in connection with the agreement of license and no other court of any other place shall have jurisdiction to entertain any such application or any suit.

Delivery Commitments from NCUI shall be done on mutually agreed terms.

### **FORMAT FOR PROPOSAL**

1. WHO WE ARE
2. EXPERIENCE
3. FINANCIAL CAPACITY (CERTIFICATE FROM CHARTERED ACCOUNTANT)
4. STRATEGY TO MAXIMIZE REVENUE THROUGH OPTIMISED USE OF AUDITORIUM
5. EVENT MANAGEMENT PLANNING
6. EXISTING & PROPOSED CLIENTS
7. TERMS & CONDITIONS