

**Expression of Interest (EOI) for Empanelment of Event Management Services at
EdCIL-TSG, New Delhi**

EOI No. EdCIL/TSG/Eoi/2024/01

Date: 05/AUG/2024



EdCIL (India) Limited

(A Govt of India 'Mini Ratna' Enterprise)

'EdCIL house', Plot No. 18 A, Sector- 16A,

Noida -201301, Uttar Pradesh- INDIA

Tel: 0120-4156001-02, 4154003, 0120-4310840

Registered Office:

Vijaya Building, 5th Floor, 17-Barakhamba Road

New Delhi - 110001

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**INVITATION FOR EXPRESSION OF INTEREST EdCIL (INDIA) LTD – TSG,
A GOVT. OF INDIA MINI RATNA ENTERPRISE**

7th Floor, Amba deep, 14 KG Marg, New Delhi - 110001

EOI No. EdCIL/TSG/Eoi/2024/01

Date: 05-AUG-2024

1. EdCIL (India) Ltd. invites Expression of Interest (Eoi) from the interested parties in India for Empanelment of Event Management Services at EdCIL-TSG, New Delhi.
2. The bidder must be submitted their proposal in sealed envelope with name of EOI for Event Management Services for EdCIL Technical Support Group, New Delhi.
3. The EOI Document can be downloaded from the official website of EdCIL websites <https://www.edcilindia.co.in/Tenders>
4. The purpose of this Eoi Document is to provide interested parties with the relevant information/invoke regarding the Eoi which may be useful in submitting their proposal. The applicants are advised to study this Eoi Document carefully before submitting their response.

5. Eoi Processing Fees:

A non-refundable processing fee of Rs. 25,000/- (Rupees Twenty-Five Thousand only) shall be submitted in form of demand draft drawn on any scheduled bank in favor of 'EdCIL (India) Limited' New Delhi along with each Eoi Response. In the absence of adequate Eoi processing fees, the responses received shall not be considered for further processing and the bid shall be rejected without giving any reason. The EOI processing fee will be exempted for company/bidders/agency who possess a valid MSME registration certificate.

6. Sealed envelope, containing response to the EOI along with the copies of supporting documents and the processing fees Demand Draft shall be submitted through speed post or courier or by hand to the address given below:

**To,
Chief General Manager (TSG),
EdCIL (India) Limited, Technical Support Group,
7th Floor, Ambadeep, 14, KG Marg, New Delhi - 110001.**

7. In exceptional circumstances and at its own discretion, EdCIL may extend the deadline for submission of proposals by issuing an amendment to be made available on the EdCIL website, in which case all rights and obligations of EdCIL and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended. EdCIL reserves the right to amend/add further details in the Eoi.
8. The applicant is requested to submit any queries in writing by email. The email shall be addressed to CGM (TSG) at the email id: edcilsupport@edcil.co.in by 14TH Aug 2024 upto 15.00 Hrs. (Mention Email Subject: Eoi for Empanelment of Event Management Services).
9. EdCIL (India) limited reserves the right to cancel this call for Eoi and/or invite afresh with or without amendments, without liability or any obligation for such call for Eoi and without assigning any reason. Applicants are advised to visit the EdCIL's web site regularly for updates on this EOI.
10. Further Details are given below in the Table:

Name of work (Bidder may choose accordingly. In case any bidder wishes to	"Expression of Interest (EOI) for Event Management services for EdCIL-TSG"
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apply for all the services then he shall submit the separate bids in separate)	
Service Category	EdCIL TSG
EOI Publishing Date	05.AUG.2024
Document Download Start Date	05.AUG.2024
Last date for seek queries through email	14.08.2024 up to 15.00 hours.
Bid queries should reach by	14.08.2024 till 15:00 Hrs. Bid queries received later than the date and time mentioned above will not be considered. Pre-bid queries should be emailed to edcilsupport@edcil.co.in
Eoi Submission End Date	19.08.2024 up to 18.00 Hrs.
Mode of Submission	Sealed envelopes through Post or Courier or By Hand.
Presentation by shortlisted bidders/agency	Will be intimated later through email
Contact Person	Ratnesh Kumar (CGM)

Chief General Manager / (TSG)
EdCIL (India) Limited.
7th Floor, Ambadeep, 14, KG Marg,
New Delhi - 110001.

DISCLAIMER

The information contained in this Expression of Interest (EOI) or any other information provided subsequently to the Bidder(s), whether verbally or in documentary or any other form by or on behalf of EdCIL (India) Limited, New Delhi (hereinafter "EdCIL") is provided to interested parties on the terms & conditions set out in this EOI and such other terms and conditions subject to which such information is provided.

This EOI is not an agreement and is neither an offer nor an invitation by EdCIL, New Delhi to interested parties who apply for empanelment (henceforth "Bidders") in response to this EOI. The purpose of this EOI is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for their empanelment of the respective services.

EdCIL makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI and any assessment, assumption, statement or information contained herein or deemed to form part of this EOI or arising in any way from this empanelment process.

EdCIL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this EOI. The issue of this EOI does not imply that EdCIL is bound to empanel any Bidder(s) or select any Bidder(s) for any project. EdCIL reserves the right to reject all or any of the Bidders without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by EdCIL or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Bidder and EdCIL shall not be liable in any manner for the sum for any other costs or expenses incurred by a Bidder in preparation or submission of the proposal, regardless of the conduct or outcome of this EOI and related processes.

1 INTRODUCTION

1.1 About EdCIL

EdCIL (India) Limited, a Mini Ratna Category – I CPSE (Central Public-Sector Enterprise) Company, registered office at **7th Floor, Ambadeep 14, KG Marg, New Delhi - 110001 (India)**, was incorporated in 1981, under the Ministry of Education. It is an ISO 9001:2015 & 14001:2015 Certified Company. It is a continuously dividend paying and profit- making company and the only PSU (Public Sector Undertaking) under Ministry of Education to serve the education sector.

The company over the four decades of existence has executed many projects and consultancies across the entire value chain of education. It has a large number of satisfied clients spanning across Govt. of India, State Governments, Overseas Clients, Autonomous Bodies, PSUs etc.

EdCIL intends to organize the events of Ministry of Education (MoE), Govt. of India for Dept. of School Education & Literacy (DoSEL), Dept. of Higher Education (HE) and various other educational autonomous bodies under the Central Govt., State Govts. and Union Territories (UTs).

Key events: seminars, workshops, national level events e.g. National Awards for Teachers (NAT), Ullhas, Inter school band Competition, PABs, review meetings of states and UTs etc.

1.2 Objective

The objective of this EOI is to empanel a diverse set of Event Management Services agency towards successful execution of MoE events as per requirement.

1.3 General Terms of Empanelment

- a. Bidders must be eligible to apply for empanelment as per Clause 2.
- b. Bidding as a consortium is not permitted.
- c. The Bidder's Organization should not be owned or controlled by any Director or Employee (or directly related relatives) of EdCIL and those who have retired in the last one year.
- d. Franchisee arrangement is strictly not allowed in this. No part of the Event Management Services shall be sub-let to any other agency/individual in any form. If a bidder is caught doing so at any stage, the order would be immediately terminated and payments forfeited. All the payments towards any event so organized shall be made only in the name of the empaneled agency and not any other agency.
- e. Bidders who meet the eligibility criteria as per Clause 2 shall be considered for empanelment with EdCIL and shall be invited for a technical presentation before a Competent committee appointed by EdCIL if they meet the requisite cut-off as per Clause 8.
- f. The tenure of the empanelment shall be for a period of three (3) years from the date of empanelment, with the empanelment status being renewed every year on the basis of the performance of the Agency and Agency being continuously meeting the eligibility criteria being set out in this document or any other criteria being set out by the EdCIL as per its requirement. Various factors may be considered for the performance review as per EdCIL requirement.
- g. At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to EdCIL as requested.
- h. EdCIL, at its discretion, can modify or terminate the empanelment of the Agency earlier than the expiry of the three (3) year period in the event of poor performance OR any change in requirement OR not meeting the eligibility criteria as set out in this document or any other criteria set out by the EdCIL at the time of renewal of empanelment OR due to any other relevant reason(s) given in writing to the empaneled Agency.
- i. Empanelment with EdCIL does not guarantee any form of income/ award of work/ Retainer fees etc.

1.4 Description of Empanelment process

- a. Interested and eligible Bidders can participate in the Empanelment Process by submitting their proposal in the format given in the Annexure I-IX.
- b. Bidder must submit a separate proposal for Event Management services in the separate sealed envelopes in case bidder wants to apply for empanelment for more than one services.
- c. The Bidders shall be shortlisted as per the criteria mentioned in this document for respective work.
- d. The eligible shortlisted Bidders shall be considered for empanelment with EdCIL and shall be invited for a technical presentation before an Evaluation Committee constituted by EdCIL.

1.5 Scope of Work

The selected agency will have to undertake the assignment as and when allotted by EdCIL. The broad scope of work would cover undertaking the following mentioned functions in the respective domains on requirement basis:

Category A: Event Management Agency

- a. To handle end to end services for all kinds of Events and Exhibitions including stage, lighting and sound arrangements, seating arrangements, arrangement of emergency services (ambulance, fire tenders etc.), coordination with performing artists, media personnel etc.
- b. Identify and recommend optimum media mix within the sanctioned budget for the assigned job of advertisement/publicity campaign
- c. Designing and strategizing of marketing and advertisement campaigns for maximum outreach.
- d. Based on the inputs received from the MoE /clients, preparation and presentation of detailed event plans for approval. Plans to include event concept, event layout, event theme development, quality of visual appeal etc.
- e. Designing of venue site plans, presentation and execution of the same post approval of the MoE/ Clients.
- f. Provision of the required overlay, light and sound for the events, inclusive of its mobilization, installation, operations and decommissioning after the event.
- g. Undertaking photographic documentation and developing short films/Selfie Point and digital display etc. as per requirements of TSG-EdCIL (India) Limited
- h. Conceptualization and provision of Venue Décor and Branding plans, presentation of the concepts, designs and themes and post approval, execution of the same.
- i. Design and printing of creatives, brochures, pamphlets, documents/ booklets etc. for the purpose of advertising schemes, public notices, recruitments etc.
- j. Design and printing of event specific folders/brochures/envelopes/stationary post approvals from MoE/ Clients.
- k. Design and printing of event specific branding material on flex/vinyl, post approval from MoE/ Clients. Please note the Branding and advertisement rights for the event rest with the EdCIL as per MoE/ Client's requirement. Accordingly, EdCIL shall direct the Agency on the branding requirements.
- l. Provision of DG sets for adequate power supply at the event venues, inclusive of their operating licenses and safety certificates, fueling and required technical operators.
- m. Ensure availability of emergency services such as ambulances, fire station etc. and any other additional requirements based on the expected footfall.
- n. Provision of event photography and videography services including post editing for the events along with the deployment of the required professional workforce.

- o. Provision, operations and maintenance of LED screens, plasma television screens and sound systems for all the events.
- p. The selected Agency shall be responsible for obtaining all the necessary licenses, permissions and NOCs relating to the organization and conduct of the events in discussion and shall share copies of the permissions, licenses and NOCs to the Authority and its appointed authorized representatives. All associated costs to be borne by the selected Agency.
- q. Diesel generator sets, LED boards, plasma screens, electrical works etc. as per requirement for the planned event.
- r. Provision of electrical works, temporary lighting works and Air conditioning units with the required wiring and cabling along with the procurement of safety certificate and NOCs from the concerned regulatory authorities.
- s. Designing and printing of offset and digital branding material and event collaterals and assist Authority in marketing and shout out of the event to invite more footfall at the event.
- t. Scoping and provision of Male and Female ushers as per the requirement of event organized. The Ushers should be trained with adequate experience in events. The selected Agency shall bear the cost of the Ushers logistics, food & beverage arrangements, accommodation, travel including local travel, event uniforms etc. The uniform designs shall be approved by EdCIL.
- u. Scoping and Provision of service staff for Housekeeping, cleaning and waste management for the events in discussion. Their responsibilities shall be (but not limited to) –cleaning and waste management services for the venue and maintenance of all toilets deployed for the event. Procurement and supply of the required consumables shall be undertaken by the Agency. The Housekeeping staff should be trained with adequate experience. The selected Agency shall bear the cost of their logistics, food & beverage arrangements, accommodation, travel including local travel, their uniforms etc.

2 Eligibility Instructions to Bidders in different Categories.

2.1 Eligibility Criteria for Event Management Services

S. No	Mandatory Eligibility Criteria	Supporting Document Required
1	<p>The applicant should be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956 or Partnership Firm registered under the Indian Partnership Act, 1932 or LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860.</p> <p style="text-align: center;">AND</p> <p>Company should have a fully functional office in NCR Delhi (Rent agreement will not be entertained)</p> <p>Should have been in existence in India at least for the last Five years.</p> <p>The company should have a minimum average turnover of Rs 5 crore in event management service only in the last three financial years (i.e. 2021-22, 2022-23 and 2023-24).</p>	<p>a. Certificate of Registration / Incorporation under the respective Acts in India.</p> <p>a. The respective Memorandum of Association / Partnership Deed.</p> <p>b. GST Registration Certificate</p> <p>b. PAN Card</p>
2	Whether Empaneled with DAVP (Directorate of Advertising & Visual Publicity) / BOC for the FY 2023-24 in any category.	Submit Proof of Empanelment
3	The applicant should not have been black listed in India by any Central Govt. Department, Ministry, Central PSUs, State PSUs, Autonomous bodies of the Central/ State Govt. etc. during the last 3 Financial Years.	Letter of undertaking
4	The Bidder should have successfully executed at least 5 events in the last 3 years with at least 2 events completed in the previous financial years (FY 2023-24) for Government of India, any Central Ministry or PSUs involving his Excellency, The President of India, Vice President of India or the Hon'ble Prime Minister of India	Attach Proof
5	The Bidder must should have successfully executed at least 1 International event (Outside India), like conference, seminar, exhibition and trade show for any govt./PSU or corporate sector value of Rs. 50 Lakh and above.	Attach Proof
6	5 years' experience in in the Event Management services (Relevant documents to be attached) along with empanelment with Govt/ ministry / PSUs (Active/ valid)	Work order/purchase order /empanelment agreement

ABOVE ELIGIBILITY CRITERIA ARE MANDATORY AND IF AN AGENCY MEETS ABOVE MANDATORY ELIGIBILITY CRITERIA ONLY THEN, FURTHER EVALUATION SHALL BE CARRIED OUT AS PER FOLLOWING DETAILS

S. No	Shortlisting Criteria	Supporting Document	Max. Marks 75								
1	<p>At least 05 (Five) years of experience in providing event management service in central Govt/ ministries/ state Govts /UTs/ autonomous bodies etc. as on 31st March 2024.</p> <table border="1"> <thead> <tr> <th>Nos. of Years of Experience</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>05 years</td> <td>5</td> </tr> <tr> <td>Above 05 to 10 Years</td> <td>10</td> </tr> <tr> <td>Above 10 Years</td> <td>15</td> </tr> </tbody> </table>	Nos. of Years of Experience	Marks	05 years	5	Above 05 to 10 Years	10	Above 10 Years	15	<p>a. Work order / Completion Certificate of the same should be attached along with contact details for the concerned person on the client side.</p> <p>b. Relevant work order and Completion Certificates.</p>	15
Nos. of Years of Experience	Marks										
05 years	5										
Above 05 to 10 Years	10										
Above 10 Years	15										
2	<p>Minimum average turnover of Rs. 5.0 Cr from event management services during the last 03 financial years i.e., 2021-22, 2022-23 and 2023-24 duly signed, verified & stamped by Chartered Accountant indicating the membership no. along with Income Tax Returns for the last three years 21-22, 22-23, 23-24.</p> <table border="1"> <thead> <tr> <th>Average turnover for Three years</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>5 crores</td> <td>05</td> </tr> <tr> <td>Above 5 to 10 crores</td> <td>10</td> </tr> <tr> <td>Above 10 crores</td> <td>15</td> </tr> </tbody> </table>	Average turnover for Three years	Marks	5 crores	05	Above 5 to 10 crores	10	Above 10 crores	15	<p>Audited Balance sheet & CA Certificate of the last 03 Financial Years. (Financial year 2021-22, 2022-23 and 2023-24)</p>	15
Average turnover for Three years	Marks										
5 crores	05										
Above 5 to 10 crores	10										
Above 10 crores	15										
3	<p>The organization should have executed at least 5 events of upto Rs.50 Lacs for any government/PSU during last 3 FYs (2021-22 to 2023-24).</p> <table border="1"> <thead> <tr> <th>No. of Events</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>5 Events</td> <td>5</td> </tr> <tr> <td>Above 5 to 10 Events</td> <td>10</td> </tr> <tr> <td>Above 10 Events</td> <td>15</td> </tr> </tbody> </table>	No. of Events	Marks	5 Events	5	Above 5 to 10 Events	10	Above 10 Events	15	<p>Work order / Completion Certificate of the same should be attached along with contact details for the concerned person on the client side</p>	15
No. of Events	Marks										
5 Events	5										
Above 5 to 10 Events	10										
Above 10 Events	15										
4	<p>The applicant must have at least 10 skilled manpower specializing in executing the various activities (Creative Designer, Content Copy Writer, Event Manager, Operation Manager, Client Servicing Executive, Artist Management) in the defined scope of work in the FY 2023-24.</p> <table border="1"> <thead> <tr> <th>Nos. of Skilled Manpower</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>10 Manpower</td> <td>05</td> </tr> <tr> <td>Above 10 – 15 Manpower</td> <td>10</td> </tr> <tr> <td>Above 15 Manpower</td> <td>15</td> </tr> </tbody> </table>	Nos. of Skilled Manpower	Marks	10 Manpower	05	Above 10 – 15 Manpower	10	Above 15 Manpower	15	<p>Resumes/CVs of all claimed manpower strength along with Bank Statement and PF Statement of the agency with regard to this skilled manpower for last 12 months (April, 2023 to March, 2024).</p>	15
Nos. of Skilled Manpower	Marks										
10 Manpower	05										
Above 10 – 15 Manpower	10										
Above 15 Manpower	15										

5	The applicant should have its offices in at least 3 cities across India with at least one office in NCR Delhi.		Substantial proof of office to be furnished by way of Rental Agreement/ Latest Electricity Bill/ Telephone Bill as valid proof. Registration certificate issued by the relevant Authorities.	15									
	Nos. of Offices	Marks											
	1 City (NCR) Delhi.	05											
	2 Cities	10											
	Above 2 Cities	15											
B	Technical Presentation (Total 25 marks)			Total 25 Marks									
	<table border="1"> <tr> <td>1.</td> <td>Presentation on various Event Management services executed by the Bidder</td> <td>10 Marks</td> </tr> <tr> <td>2.</td> <td>Presentation on methodology / planning of event, backdrop, branding, live streaming, videography, Photography / work flow on event management, manpower deployment, disc plan another statutory compliance</td> <td>10 Marks</td> </tr> <tr> <td>3.</td> <td>Suggestions for organizing high quality event management services for seminars, workshops and events including VVIPs/ VIPs etc.</td> <td>05 Marks</td> </tr> </table>			1.	Presentation on various Event Management services executed by the Bidder	10 Marks	2.	Presentation on methodology / planning of event, backdrop, branding, live streaming, videography, Photography / work flow on event management, manpower deployment, disc plan another statutory compliance	10 Marks	3.	Suggestions for organizing high quality event management services for seminars, workshops and events including VVIPs/ VIPs etc.	05 Marks	
1.	Presentation on various Event Management services executed by the Bidder	10 Marks											
2.	Presentation on methodology / planning of event, backdrop, branding, live streaming, videography, Photography / work flow on event management, manpower deployment, disc plan another statutory compliance	10 Marks											
3.	Suggestions for organizing high quality event management services for seminars, workshops and events including VVIPs/ VIPs etc.	05 Marks											
C)	Overall Composite score (A + B): Technical Score + Technical presentation)			100									
Total Marks (A+B)				100									

- i. Registration under GST
- ii. Registration under Income Tax (PAN Card)
- iii. Organizations should not have been blacklisted by any central or state government department/agencies, public sector institutions/ agencies, etc. and should not have involved in fraudulent activities.
- iv. The bidder must be empaneled with Central Bureau of Communication (CBC), DAVP/NFDC. Ministry of Information & Broadcasting, Govt. of India in AV/Campaign/Event management category.
- v. ISO Certification-Agency must have a valid ISO 9001:2015 Certificate
- vi. The bidder must have a local office situated in Delhi/NCR.
- vii. Bidder must have a valid EPF/ESI Registration Certificate.
- viii. Bidder must have a valid TReDS (Trade Receivables Discounting System) Registration.

3. Format of Proposal Submission

- a. The Bidder shall provide all information sought under this EOI. EdCIL will evaluate only those proposals that are received within stipulated time and in the required format and complete in all respects.
- b. The proposal should be neatly typed and signed by the authorized signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the proposal must be initialed by the person(s) signing the proposal.
- c. All the supporting documents and annexures should be numbered and signed by the authorized signatory of the Bidder.

4. Sealing & Submission of Proposal

- a. The focus of the receipt of the proposal is to empanel the agency based on credentials, achievements and total competence. The Technical proposal should be submitted in sealed cover, super scribing "Expression of Interest (EOI) for Empanelment of Event Management Services at EdCIL-TSG, New Delhi". Name of the service for which proposal is being submitted may be chosen accordingly while super scribing. The envelope shall clearly indicate the name and address of the Agency.
- b. The documents accompanying the proposal shall be numbered serially and placed in the order mentioned in the checklist.
- c. Please note that the proposal does not demand any Financial Bid from any bidder at this stage. After the empanelment process, financial bid shall be invited from the empaneled agencies for specific projects as and when the need arises.
- d. Proposals should be submitted in sealed envelope at the address mentioned below by post or courier or by hand before **18:00 hours, 19th August, 2024**. Proposals sent by email, fax etc. shall not be entertained in any condition.

Chief General Manager (TSG)
EdCIL India Limited, Technical Support Group
7th Floor, Ambadeep, 14, KG Marg, New Delhi - 110001 (India)

- e. Proposals received by EdCIL after the specified time on the due date or not accompanying processing fees shall not be eligible for consideration and shall be rejected summarily. EdCIL will not be responsible in any manner for late receipt of proposal.

5. Right to accept and reject any or all proposals

- a. Notwithstanding anything contained in this EOI, EdCIL reserves the right to accept or reject any proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof such misrepresentation/improper response as described herein shall lead to the disqualification of the Bidder.
- b. In case it is found during the evaluation of proposals or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the pre-qualification conditions have not been met by the Bidder or that the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith and the Agreement, if signed, shall be liable to be terminated by a communication in writing EdCIL to the Bidder, without EdCIL being liable in any manner whatsoever to the Bidder.

6. Confidentiality

- a. Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising EdCIL in relation to, or matters arising out of, or concerning the Empanelment Process.
- b. EdCIL will treat all information, submitted as part of the proposal, in confidence and will require all those who have access to such material to treat the same in confidence. EdCIL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or EdCIL.

7. Proposal Evaluation

- a. The applicant will not be permitted to alter or modify its proposal in any way. While evaluating the proposals, EdCIL will conduct the evaluation on the basis of the submitted proposal. However, EdCIL may seek clarification on any information submitted by the applicant, if required. 12

8. Evaluation criteria

- a. Bidders who are eligible as per the respective Category mentioned in clause 2 will be evaluated on their responses to the EOI submitted.
- b. The selection for empanelment would involve an evaluation of Technical Proposal of 75 Marks and Technical Presentation of 25 Marks.
- c. Bidders who score at least **55 out of 75 marks** in Technical Proposal (referred to as Shortlisted Bidders) shall qualify for making a technical presentation before the selection committee.
- d. Bidders who score at least **18 out of 25 marks** in the Technical Presentation shall qualify to be considered for the empanelment.
- e. Bidders shall be empaneled on the basis of obtained scores after aggregating the scores awarded on the basis of technical proposal and technical presentation (**Overall composite score**).
- f. The minimum qualifying marks for the empanelment are **73 out of 100**.
- g. **The qualified bidders must submit a Performance Bank Guarantee an Amount Rs. 1,00,000/- (Rupees One Lakh Only) by nationalized/scheduled bank within 5 working days of issued Empanelment letter.**
- h. **Whenever a work order/LOA is placed by the EdCIL to the empaneled agency, the concerned agency would be required to submit a PBG in the prescribed format at 3% of the order value within 5 working days from the date of work order/LOA.**

9. Award of Works to Empaneled Agencies

- a. Job will be awarded by inviting limited financial quotations from the empaneled agencies. Empaneled agencies will have to quote competitive rates and the agency with the lowest financial quote for any particular job will be awarded the Job Order.

10. Payment Terms

- a. The payment will be made on receipt of proper Tax Invoice and other supporting documents duly approved by EdCIL concerned authority post completion of assigned work.

11. Penalty Clause

- a. All the documents/application etc. prepared by the bidder will be the property of the EdCIL. All designs, reports, other documents submitted by the bidder pursuant to this work order shall become and remain the property of the EdCIL.
- b. If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligation, EdCIL may take a decision to cancel the empanelment with immediate effect or may also blacklist the bidder.
- c. Performance security of the agency may also be forfeited if the performance of the agency is not satisfactory during any assigned project.
- d. In case of late services / no services on assigned job, in which the Agency fails to deliver the services within the period fixed for such delivery or at any time repudiates the contract, the Agency shall be liable to pay LD which will be imposed minimum of 5% of that particular contract value and up to maximum of 10% of the contract value.
- e. EdCIL will have the right to cancel the empanelment at any time without assigning any reason thereof.

12. Miscellaneous

- a. The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process. EdCIL, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - i. suspends and/ or cancel the Empanelment Process and/ or amend and/ or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;

- ii. Consult with any Bidder in order to receive clarification or further information;
 - i. Retain any information and/or evidence submitted to EdCIL, by, on behalf of, and/or in relation to any Bidder; and/ or
 - ii. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
- b. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases EdCIL its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/or claims it may have in this respect.

13. Checklist of documents/information to be submitted:

1.	Demand Draft
2.	Authorization letter on the company letter head authorizing the person signing the bid for this EOI and the signing the supporting documents.
3.	The declaration on stamp paper of Rs.100/- that applicant is black listed in India by any Central Govt. Department, Ministry, Central PSUs, State PSUs, Autonomous bodies of the Central/ State Govt. etc. during the last 4 Financial Years.
4.	Company Profile including enclosing of necessary supporting documents ✓ Name & Address ✓ Certificate of Incorporation ✓ Memorandum & Articles of Association ✓ PAN Number ✓ GST Registration Certificates ✓ Contact Person name and contact details (Mobile Number and Email ID)
5.	Audited financial statements and CA certificates as mentioned above in the respective shortlisting criteria.
6.	Copy of the order / agreement as mentioned in the respective shortlisting criteria.
7.	Copy of the work completion certificates issued by the client.
8.	Undertaking in letter head as per Annexure I
9.	Detailed technical literature of the offered solution

14. ANNEXURES

Checklist

S. No.	Description	Reference	Document Page No.
1	Cover Letter	Annexure I	
2	Bidder Profile	Annexure II	
3	Undertaking of non-debarmentor non-blacklisting	Annexure III	
4	Financial Capability Statement	Annexure IV	
5	Event Management Services Record of last 5 years	Annexure V	
6	Authorization Letter on company letterhead authorizing the person signing the bid for this EOI	Annexure VI	
7	Human resources on payroll undertaking skill related projects	Annexure VII	
8	Work Order MoU or Certificate	Annexure VIII	
9	List of States/UTs Event Management Services	Annexure IX	
10	ISO Certificate		
11	FSSAI certificate		
12	Demand Draft		
13	Solvency Certificate		

Cover Letter Format

To,

Chief General Manager (TSG) EdCIL India Limited,
7th Floor, 14, Ambadeep
KG Marg, New Delhi - 110001 (India)

Dear Sir,

Subject: Proposal for “Empanelment of Event Management Service Providers to Impart EdCIL-Technical Support Group”.

This is in response to the EOI issued by the EdCIL India Limited (Ref No.) dated, we (Name of the Bidder) are keen to get empaneled with EdCIL India Limited as Event Company/Agency to Impart Event and hereby express our interest in being considered for the same.

We have attached the receipt of processing fee paid of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) in the form of Demand Draft No dated.....drawn on

We hereby confirm that:

1. The EOI is being submitted by..... which is the “Bidder” in
2. Accordance with the conditions stipulated in the EOI.
3. We have examined in detail and have understood the terms and conditions stipulated in the EOI issued by EdCIL India Limited and in any subsequent communication sent by EdCIL India Limited. We agree and undertake to abide by all these terms and conditions. Our EOI is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from EdCIL India Limited.
4. The information submitted in our EOI is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our EOI. We acknowledge that EdCIL India Limited will be relying on the information provided in the EOI and the documents accompanying such EOI for Selection of Bidders for empanelment as an Agency /Company, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such EOI are true copies of their respective originals.
5. We acknowledge the right of EdCIL India Limited to reject our EOI without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the EOI.
6. This EOI is unconditional and we hereby undertake to abide by the terms and conditions of the EOI.
7. We understand that any work sanctioned in pursuance to the empanelment process detailed in this EOI shall be on the terms and conditions specified in the Letter of Award/ Work Order/

Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Name:

Designation

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. The Covering Letter is to be submitted by Authorized Representative and Signatory on the organization's letterhead with his/her dated signature and seal.

Bidder's Profile

S. No.	Profile	Details
1	Name and address of Company	
2	Type of company	
3	Contact Details of the Bidder Contact person name designation, Telephone Number, FAX, e-mail, Web site)	
4	Legal Status	
5	Date of Incorporation	
6	GST Registration number	
7	PAN Number	
8	TAN Number	
9	CIN Number	

For and on behalf of:

Signature

Name:

Designation:

Date:

Note:

1. Copies of all supporting documents (Registration, GST, PAN, Tan, CIN) should be appended in the same order as mentioned in the table.
2. All supporting documents should be duly certified by the Authorized person.

Undertaking for Non-Black-Listing/Non-Debarment

I/ We, on behalf of.....(Name of Bidder), with its registered office at.....do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any Central Govt. Department, Ministry, Central PSUs, State PSUs, Autonomous bodies of the Central/ State Govt. etc. during the last 3 Financial Years.

Authorized Signatory

Note: The undertaking regarding the non-blacklisting/non-debarment of firm is to be submitted on a non-judicial stamp paper of Rs. 100/- (Rupees Hundred only).

Financial Capability Statement

(On company Letterhead Duly signed by the Authorized Representative and certified by a Chartered Accountant)

Please provide with financial details about the Applicant along with necessary supporting documents. Audited financial statement from C.A. for any three (3) consecutive years from the last 4 years must be attached as proof to the response. Along with that please provide financial information in the following format:

Year	Annual Turnover (in INR)
2021 – 2022	
2022 – 2023	
2023 – 2024 (provisional)	

For and on behalf of:

Signature

Name:

Designation:

Date:

Signature & Seal of Chartered Accountant:

UIN Number:

Date:

Format – Work Experience

S. No.	Assignment name	Authority name	Assistance Provided	Ref Page No.

For and on behalf of:

Signature

Name:

Designation:

Date:

Note: Form has to be filled for each relevant assignment with necessary documentary evidence in support of the experience claimed

Format for Authorization Letter

(On Company Letter head)

TO WHOMSOEVER IT MAY CONCERN

This is to authorize Mr./ Ms. son/ daughter/ wife of and Presently residing at, who is presently employed with us and/or holding the position of, for doing in our name and signing on our behalf all such acts, deeds and things as are required in connection with submission of our proposal for the “EOI for empanelment of Event Management service providers to impart Event Management Services ” includingbut not limited to signing and submission of all applications, bids and other documents, participating in Bidders' meeting/conferences and providing information / responses to EdCIL India Limited, representing us in all matters before the concerned Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our proposal, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our proposal for the said Project and/or upon award thereof to us and/or till the entering into the Agreement with EdCIL India Limited.

For and on behalf of:

Signature

Name:

Designation:

Date:

List of Human resources on Pay Roll for Event Management Services Activities (Executive & Management Level)

Sl. No.	Name	Designation	Qualification	Relevant Experience

For and on behalf of:

Signature

Name:

Designation:

Date:

Details of the current empanelment with any PSUs or Autonomous bodies or Central/State Govt for Event Management Services.

Sl. No.	Name of the Organization	Empanelment Valid Till	Services offered

For and on behalf of:

Signature

Name:

Designation:

Date:

Note:

1. Copy of duly signed empanelment certificate or MoU has to be attached.

List of States/UTs where Event Management activities have been Undertaken/Ongoing

SI No	Name of the State/UT	Name of the Project Implemented	Name of the Client (PSUs/AB, State or Central Govt)

For and on behalf of:

Signature

Name:

Designation:

Date:

Note:

1. Copy of duly signed LOA/Project Completion certificate has to be attached.