

**Expression of Interest (EOI)
for Empanelment of Event Management Agencies at
National Co-operative Exports Limited (NCEL), New Delhi**

Date: 17 JUNE 2025



National Co-operative Exports Limited (NCEL)

8th Floor, Tower – I, World Trade Centre,

Nauroji Nagar, New Delhi – 110029

www.ncel.coop

INVITATION FOR EXPRESSION OF INTEREST to NATIONAL CO-OPERATIVE EXPORTS LIMITED (NCEL)
8th Floor, Tower – I, World Trade Centre, Nauroji Nagar, New Delhi – 110029

EOI No.

Date: 17 June 2025

1. National Co-operative Exports Limited (NCEL) invites Expression of Interest (Eoi) from the interested parties in India for Empanelment of Event Management Agencies at NCEL, New Delhi.
2. The bidder must submit their proposal in a sealed envelope labelled 'Eoi for Event Management Services for National Co-operative Exports Limited (NCEL)'.
3. The Eoi Document can be downloaded from the NCEL website www.ncel.coop
4. The purpose of this Eoi Document is to provide interested parties with the relevant information regarding the Eoi which may be useful in submitting their proposal. Applicants are advised to study this Eoi Document carefully before submitting their proposal.
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 favour of 'National Co-operative Exports Limited' along with each Eoi bid. 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 further evaluation or response. The Eoi processing fee will be exempted for company/bidders/agency who possess a valid MSME registration certificate.
6. Sealed envelope, containing the requisite documents 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:

IYC Coordinator, MD's Office
National Co-operative Exports Limited (NCEL),
8th Floor, Tower – I, World Trade Centre,
Nauroji Nagar, New Delhi – 110029
7. In exceptional circumstances, and at its own discretion, NCEL may extend the deadline for submission of proposals by issuing an amendment to this Eoi on the NCEL website, in which case all rights and obligations of NCEL and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended. NCEL 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 IYC Coordinator at the email id: vendor@ncel.coop by 23rd June 2025 up to 1800 Hrs, with the Email Subject 'Query re. Eoi for Empanelment of Event Management Agencies'.
9. National Co-operative Exports 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 NCEL's web site regularly for updates on this EOI.

10. Further details are provided in the table below:

| | |
|--------------------------------------|---|
| Name of Bid | Expression of Interest (Eoi) for Empanelment of Event Management Agencies at NCEL |
| Eoi Publication Date | 17 June 2025 |
| Deadline for enquiries via email | 23 June 2025 up to 1800 Hrs |
| Eoi Submission deadline | 24 June 2025 up to 1800 Hrs |
| Mode of submission | Sealed envelopes through post, or courier or by hand |
| Presentation by shortlisted agencies | Date and timing will be shared via email |

Contents

| | |
|---|----|
| DISCLAIMER..... | 5 |
| 1.INTRODUCTION | 6 |
| 1.1. About National Co-operative Exports Limited (NCEL) | 6 |
| 1.2. Objective | 6 |
| 1.3. General Terms of Empanelment | 6 |
| 1.4. Description of Empanelment Process | 7 |
| 1.5. Scope of Work | 7 |
| 2. ELIGIBILITY CRITERIA | 9 |
| 2.1. Eligibility Criteria for Event Management Agencies..... | 9 |
| 2.2. Shortlisting Criteria | 10 |
| 2.3. Required Documents/Certifications | 11 |
| 3. Format of Proposal Submission | 11 |
| 4. Sealing & Submission of Proposal | 12 |
| 5. Right to accept and reject any or all proposals..... | 12 |
| 6. Confidentiality | 12 |
| 7. Proposal Evaluation..... | 13 |
| 8. Evaluation criteria | 13 |
| 9. Award of Works to Empaneled Agencies..... | 13 |
| 10. Payment Terms | 13 |
| 11. Penalty Clause | 13 |
| 12. Miscellaneous | 14 |
| 13. Checklist of documents/information to be submitted: | 14 |
| 14. ANNEXURES..... | 15 |
| Checklist | 15 |
| Annexure I..... | 16 |
| Annexure II | 18 |
| Annexure III | 19 |
| Annexure IV..... | 20 |
| Annexure V..... | 21 |
| Annexure VI..... | 22 |
| Annexure VII..... | 23 |
| Annexure VIII..... | 24 |
| Annexure IX..... | 25 |

DISCLAIMER

The information contained in this Expression of Interest ("EOI") – or subsequently communicated to any bidder, whether orally, in writing, or in any other form – by or on behalf of National Co-operative Exports Limited (NCEL), New Delhi ("NCEL") is provided solely under the terms and conditions set out in this EOI (and any further terms on which such information is supplied).

This EOI is **not** an agreement, offer, or invitation to enter into a contract. Its purpose is to furnish prospective bidders ("Bidders") with information that may assist them in preparing and submitting their proposals ("Proposals") for empanelment.

NCEL gives no representation or warranty – express or implied – and accepts no liability for any loss, damage, cost, or expense arising from reliance on the information in this EOI or otherwise provided during the empanelment process. This includes, without limitation, matters related to the accuracy, adequacy, completeness, reliability, or reasonableness of any statement, assumption, assessment, or projection.

NCEL, at its sole discretion and without obligation, may amend, modify, or supplement the information in this EOI. Issuance of this document does not commit NCEL to empanel any Bidder or to proceed with any project, and NCEL reserves the right to reject any or all Proposals without assigning a reason.

All costs incurred in the preparation and submission of a Proposal – including, but not limited to, document preparation, copying, postage, courier charges, and expenses related to demonstrations or presentations – are the sole responsibility of the Bidder. Under no circumstances will NCEL be liable for such expenses, regardless of the outcome of the empanelment process.

1.INTRODUCTION

1.1. About National Co-operative Exports Limited (NCEL)

National Co-operative Exports Limited (NCEL), a national-level cooperative federation headquartered in New Delhi, invites Expressions of Interest (EOI) from experienced and reputed Event Management Agencies for conceptualising, planning, and managing a series of events across India in celebration of the United Nations' International Year of Cooperatives. These events aim to showcase the spirit, values, and achievements of India's cooperative sector.

National Co-operative Exports Limited (NCEL) is a distinguished national-level co-operative created with the approval of the Union Government and the Ministry of Cooperation in 2023 and registered under the Multi-State Co-operative Societies Act, 2002 (Reg. No. MSCS/CR/1395/2023). It is promoted by five prominent co-operative institutions – The Gujarat Co-operative Milk Marketing Federation (GCMMF, popularly known as the AMUL), Indian Farmers Fertiliser Cooperative Limited (IFFCO), Krishak Bharati Co-operative Limited (KRIBHCO), National Agricultural Co-operative Marketing Federation of India Limited (NAFED), and National Co-operative Development Corporation (NCDC).

National Co-operative Exports Limited serves as an umbrella organisation aimed at promoting and facilitating exports from India's cooperative and agriculture sectors. Its mandate is to function as the nodal agency for promoting exports of agriculture and allied commodities, and thereby empower Indian farmers to reach global markets. NCEL is authorised to procure and purchase agricultural products and commodities like foodgrains, fruits, vegetables, dairy, poultry, livestock, fisheries, sugar, spices, organic products, fertilisers, handloom, handicrafts, textiles, tea, coffee, minor forest produce, ayurvedic/herbal medicines, etc. from across India. It works with the support of all state and central Ministries and Departments through their export- and cooperative-related policies, schemes, and agencies following the 'Whole of Government' approach.

1.2. Objective

The primary objective of this EOI is to empanel creative and resourceful event management agencies capable of delivering end-to-end services for high-impact events aligned with the cooperative principles. The empanelled agencies will help promote cooperative values, showcase success stories, and facilitate stakeholder engagement through targeted events and campaigns across urban and rural India.

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 Organisation should not be owned or controlled by any Director or Employee (or directly related relatives) of NCEL 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 organised 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 NCEL and shall be invited for a technical presentation before a Competent committee appointed by NCEL 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 NCEL as per its requirement. Various factors may be considered for the performance review as per NCEL requirement.

- g. At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to NCEL as requested.
- h. NCEL, 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 NCEL 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 NCEL 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 NCEL and shall be invited for a technical presentation before an Evaluation Committee constituted by NCEL.

1.5. Scope of Work

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

- 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 strategising 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 mobilisation, 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-National Co-operative Exports Limited
- h. Conceptualisation 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 NCEL as per MoE/ Client's requirement. Accordingly, NCEL 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 organisation and conduct of the events in discussion and shall share copies of the permissions, licenses and NOCs to the Authority and its appointed authorised 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 organised. 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 NCEL.
- 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 CRITERIA

2.1. Eligibility Criteria for Event Management Agencies

| 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. 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>b. The respective Memorandum of Association/Partnership Deed.</p> <p>c. GST Registration Certificate</p> <p>d. 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 |

FURTHER EVALUATION SHALL ONLY BE UNDERTAKEN IF THESE ELIGIBILRT CRITERIA ARE MET

2.2. Shortlisting Criteria

| S. No. | Shortlisting Criteria | Supporting Document(s) | Score (Max.) | | | | | | | | |
|----------------------------------|--|---|--------------|-------------|----|------------------------|----|-------------------|----|---|----|
| 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 2025.</p> <table><tr><th>Nos. of Years of Experience</th><th>Marks</th></tr><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></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><tr><th>Average turnover for Three years</th><th>Marks</th></tr><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></table> | Average turnover for Three years | Marks | 5 crores | 05 | Above 5 to 10 crores | 10 | Above 10 crores | 15 | Audited Balance sheet & CA Certificate of the last 03 Financial Years. | 15 |
| Average turnover for Three years | Marks | | | | | | | | | | |
| 5 crores | 05 | | | | | | | | | | |
| Above 5 to 10 crores | 10 | | | | | | | | | | |
| Above 10 crores | 15 | | | | | | | | | | |
| 3 | <p>The organisation 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><tr><th>No. of Events</th><th>Marks</th></tr><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></table> | No. of Events | Marks | 5 Events | 5 | Above 5 to 10 Events | 10 | Above 10 Events | 15 | Work order/ Completion (Certificate of the same should be attached along with contact details for the concerned person on the client side) | 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 specialising 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><tr><th>Nos. of Skilled Manpower</th><th>Marks</th></tr><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></table> | Nos. of Skilled Manpower | Marks | 10 Manpower | 05 | Above 10 – 15 Manpower | 10 | Above 15 Manpower | 15 | 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 | 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 | 15 | | | | | | | | |

| | <table><tr><th>Nos. of Offices</th><th>Marks</th></tr><tr><td>1 City (NCR) Delhi.</td><td>05</td></tr><tr><td>2 Cities</td><td>10</td></tr><tr><td>Above 2 Cities</td><td>15</td></tr></table> | Nos. of Offices | Marks | 1 City (NCR) Delhi. | 05 | 2 Cities | 10 | Above 2 Cities | 15 | Rental Agreement/ Latest Electricity Bill/ Telephone Bill as valid proof. Registration certificate issued by the relevant Authorities. | |
|---------------------|---|-----------------|-------|---------------------|----|----------|----|----------------|----|---|--|
| Nos. of Offices | Marks | | | | | | | | | | |
| 1 City (NCR) Delhi. | 05 | | | | | | | | | | |
| 2 Cities | 10 | | | | | | | | | | |
| Above 2 Cities | 15 | | | | | | | | | | |
| 6 | Technical Presentation covering the following aspects: 1. Various Event Management services executed by the Bidder – 10 marks 2. Methodology/planning of the event, backdrop, branding, live streaming, videography, photography, work flow on event management, manpower deployment, statutory compliance – 10 marked 3. Suggestions for organising high-quality event management services for seminars, workshops, and events involving VVIPs/VIPs – 5 marks | | 25 | | | | | | | | |
| 7 | Overall Composite Score | | 100 | | | | | | | | |

2.3. Required Documents/Certifications

- Registration under GST
- Registration under Income Tax (PAN Card)
- Organisations 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.
- The bidder must be empanelled with Central Bureau of Communication (CBC), DAVP/NFDC. Ministry of Information & Broadcasting, Govt. of India in AV/Campaign/Event management category.
- ISO Certification – Agency must have a valid ISO 9001:2015 Certificate
- The bidder must have a local office in Delhi/NCR
- The bidder must have a valid EPF/ESI Registration Certificate
- The bidder must have a valid TReDS Registration

3. Format of Proposal Submission

- The Bidder shall provide all information sought under this EoI. NCEL will evaluate only those proposals that are received within the stipulated time and in the required format and complete in all respects.
- The proposal should be legible, printed and signed by the authorised signatory of the Bidder. All pages should be numbered. All alterations, omissions, additions or any other amendments made to the proposal must be initialled by the person(s) signing the proposal.
- All the supporting documents and annexures should be numbered and signed by the authorised signatory of the Bidder.

4. Sealing & Submission of Proposal

- a. The purpose of the evaluation 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 Agencies at NCEL, New Delhi". 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 bids shall be invited from the empanelled 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 **1800 hours on 24th June, 2025**. Proposals sent by email, fax etc. will not be entertained.

**IYC Coordinator, MD's Office,
National Co-operative Exports Limited (NCEL)
8th Floor, Tower – I, World Trade Centre,
Nauroji Nagar, New Delhi – 110029**

- e. Proposals received by NCEL after the specified time on the due date or not accompanying processing fees shall not be eligible for consideration and shall be rejected summarily. NCEL 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, NCEL 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, and any 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 prequalification 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 NCEL to the Bidder, without NCEL 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 to NCEL in relation to, or matters arising out of, or concerning the Empanelment Process.
- b. NCEL 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. NCEL 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 NCEL.

7. Proposal Evaluation

The bidder will not be permitted to alter or modify their proposal in any way. NCEL will conduct the evaluation on the basis of the submitted proposal. However, NCEL may seek clarification on any information submitted by the bidder, if required.

8. Evaluation criteria

- a. Bidders who are eligible as per the criteria mentioned in clause 2 will be evaluated on their submitted proposals.
- b. The selection for empanelment will involve an evaluation of the 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 empanelled 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 nationalised/scheduled bank within 5 working days of issued Empanelment letter.**
- h. **Whenever a work order/LOA is placed by NCEL to the empanelled agency, the concerned agency shall 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 empanelled agencies.
- b. Empanelled agencies will have to quote competitive rates and the agency with the most suitable quote for the particular job will be awarded the Job Order.

10. Payment Terms

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

11. Penalty Clause

- a. All the documents prepared by the bidder will be the property of NCEL. All designs, reports, other documents submitted by the bidder pursuant to this work order shall become and remain the property of NCEL.
- b. If at any point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfil any of the contractual obligations, NCEL 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 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 at a minimum of 5% of that particular contract value and up to maximum of 10% of the contract value.
- e. NCEL 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 the Republic 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. NCEL, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - i. Suspend 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;
 - iii. Retain any information and/or evidence submitted to NCEL, by, on behalf of, and/or in relation to any Bidder; and/or
 - iv. Independently verify disqualify, reject and/or accept any and all submissions of 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 NCEL, its employees, agents and advisors, 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. | Authorisation letter on the company letter head authorising 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 <ul style="list-style-type: none"> ○ 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 in the shortlisting criteria. |
| 6. | Copy of the order / agreement as mentioned in the 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-debarment or non-blacklisting | Annexure III | |
| 4 | Financial Capability Statement | Annexure IV | |
| 5 | Event Management Services Record of last 5 years | Annexure V | |
| 6 | Authorisation Letter on company letterhead authorising 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 | | |

Annexure I

Cover Letter Format

To,

Managing Director,
National Co-operative Exports Limited,
8th Floor, Tower – I, World Trade Centre,
Nauroji Nagar, New Delhi – 110029

Subject: Proposal for 'Empanelment of Event Management Agencies at National Co-operative Exports Limited'

Dear Sir,

This is in response to the EOI issued by the National Co-operative Exports Limited (Ref No.) dated, we (Name of the Bidder) are keen to get empanelled with National Co-operative Exports Limited as Event Company/Agency to provide event management services, 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 accordance with the conditions stipulated in the EOI.
2. We have examined in detail and have understood the terms and conditions stipulated in the EOI issued by National Co-operative Exports Limited and in any subsequent communication sent by National Co-operative Exports 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 National Co-operative Exports Limited.
3. 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 National Co-operative Exports 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.
4. We acknowledge the right of National Co-operative Exports 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.
5. This EOI is unconditional and we hereby undertake to abide by the terms and conditions of the EOI.
6. 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.

7. 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)

(Authorised Representative and Signatory)

Note:

1. The Cover Letter is to be submitted by the Authorised Representative and Signatory on the organisation's letterhead with their dated signature and seal.

Annexure II**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 Authorised 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 Government Department, Ministry, Central PSUs, State PSUs, Autonomous bodies of the Central/ State Government, etc. during the last 3 Financial Years.

Authorised 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).

Annexure IV

Financial Capability Statement

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

Please provide financial details about the bidder 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) |
|------------------------------|---------------------------------|
| 2022 – 2023 | |
| 2023 – 2024 | |
| 2024 – 2025 (provisional) | |

For and on behalf of:

Signature

Name:

Designation:

Date:

Signature & Seal of Chartered Accountant:

UIN Number:

Date:

Annexure V

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 Authorisation Letter

(On Company Letter head)

TO WHOMSOEVER IT MAY CONCERN

This is to authorise Mr./Ms., a resident of 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", including but not limited to signing and submission of all applications, bids and other documents, participating in Bidders' meeting/conferences and providing information/responses to National Co-operative Exports 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 National Co-operative Exports Limited.

For and on behalf of:

Signature

Name:

Designation:

Date:

Annexure VII

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

| S. No. | Name | Designation | Qualification | Relevant Experience |
|--------|------|-------------|---------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

For and on behalf of:

Signature

Name:

Designation:

Date:

Annexure VIII

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

| S. No. | Name of the Organisation | Empanelment Valid Till | Services Offered |
|--------|--------------------------|------------------------|------------------|
| | | | |
| | | | |

For and on behalf of:

Signature

Name:

Designation:

Date:

Note: Copy of duly signed empanelment certificate or MoU must be attached.

Annexure IX

List of States/UTs where Event Management Services have been provided

| S. 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: Copy of duly signed LOA/Project Completion certificate must be attached.