

# Notice Inviting Tender (NIT)

**Selection of Event Management Agency for Planning, Designing, Managing and Executing PMFME Conclave at India Habitat Centre, New Delhi**

**Mode of Tender:** Open Tender / Open Competitive Bidding

**Ministry/Department:** Ministry of Food Processing Industries, Government of India

**Contract Type:** Service Contract

**Bid Validity:** 90 days from the last date of submission of bids

**Performance Security:** 3% of contract value or as prescribed under prevailing Government of India instructions at the time of award

**Integrity Pact:** As applicable as per extant instructions

**MSE/Start-up/GeM and public procurement preferences:** Applicable strictly as per extant Government of India orders, General Financial Rules, 2017, Manual for Procurement of Consultancy & Other Services, 2022, Public Procurement Policy for MSEs, and orders issued by Department of Expenditure/Department for Promotion of Industry and Internal Trade from time to time.

The Ministry of Food Processing Industries (MoFPI), Government of India, invites online bids under two-bid system from eligible and experienced Event Management Agencies for end-to-end planning, design, coordination, execution and post-event closure support for the PMFME Conclave to be organized in India Habitat Centre, New Delhi on **24-25 August 2026** as detailed in the Annexure. Any subsequent amendments / clarifications / corrigendum / revision etc. if any, will be uploaded / available on the websites: <https://gem.gov.in/> & [www.mofpi.gov.in](http://www.mofpi.gov.in) only. No separate notification shall be issued in the newspapers / press. Bidders are requested to visit the websites regularly to keep themselves updated.



(Arunava Sengupta)  
Deputy Secretary to the Govt. of India  
Email: a.sengupta@nic.in

## ANNEXURE

### 1. Introduction and Background

The Pradhan Mantri Formalisation of Micro Food Processing Enterprises (PMFME) Scheme is a centrally sponsored scheme of the Ministry of Food Processing Industries aimed at supporting and formalising micro food processing enterprises through credit-linked subsidy, seed capital support, capacity building, branding and marketing, incubation support and market linkages.

The Ministry intends to organize a national PMFME Conclave in India Habitat Centre, New Delhi on 24-25 August 2026 as a high-visibility ministerial event to review implementation progress, facilitate cross-learning, recognize outstanding performers, promote sanctions and disbursements, discuss technical and market-linked issues under the PMFME Scheme and showcase products of PMFME beneficiaries.

The selected Event Management Agency (EMA) shall provide professional services for complete event conceptualization, project management, venue coordination, thematic branding, registration, speaker and protocol coordination, PMFME Bazaar support, logistics management, awards support, documentation, media content support, and post-event closure in accordance with this tender document, the work order and directions issued by the Ministry from time to time.

### 2. Schedule of Tender

The following schedule shall be filled and published on the tender portal at the time of floating of the tender:

Activity	Date and Time
Publishing of tender	D 1
Start date for download of tender document	D 1
Pre-bid meeting / clarification meeting	D 1 + 9
Last date and time for submission of queries	D 1 + 13

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Last date and time for submission of bids	D 1 + 20
Opening of technical bids	D1 + 21
Technical presentation by shortlisted bidders	TBD
Opening of financial bids	TBD
Likely date of award of contract	TBD
Letter of Intent and Acceptance	Within three days of issuance of LoI
Performance Bank Guarantee along with signed agreement	Within three days of acceptance of LoI
Event dates	24-25 August 2026
Contact Person Details	Sh. Arunava Sengupta, Deputy Secretary, Ministry of Food Processing Industries Email: a.sengupta@nic.in

The Ministry reserves the right to amend the above schedule, postpone any stage of the tender or cancel the tender process at any time without assigning any reason, subject to applicable procurement rules.

### 3. Definitions

Unless the context otherwise requires:

- **Authority/Ministry/MoFPI** means Ministry of Food Processing Industries, Government of India.
- **Bidder** means the firm/company/agency submitting a bid in response to this tender.
- **Event Management Agency (EMA)** means the successful bidder awarded the contract.

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- **Conclave/Event** means the PMFME Conclave proposed for 24-25 August 2026 at India Habitat Centre, New Delhi.
- **Work Order/Contract** means the formal award document issued by the Ministry.
- **Competent Authority** means the authority designated by MoFPI to approve procurement decisions under the applicable delegation of financial powers.

#### **4. Scope of Work**

The selected EMA shall be responsible for end-to-end planning, creative design, coordination, execution, procurement and post-event closure of the PMFME Conclave and associated PMFME Bazaar, broadly covering the following.

##### **4.1 Event Objectives**

- Provide seamless professional event management support for a two-day national PMFME Conclave in India Habitat Centre, New Delhi.
- Enable conduct of 5-6 technical/panel sessions (may vary covering technical, financial/banking, market linkage and implementation aspects of the food processing sector and the PMFME Scheme and 1 motivational/spiritual session.
- Support recognition of top-performing states, banks and stakeholders under various PMFME components
- Facilitate stakeholder networking, best-practice sharing and dissemination of upcoming strategies.
- Support PMFME Bazaar for 25 PMFME beneficiary stalls.

##### **4.2 Detailed Services**

The EMA shall provide, but not be limited to, the following services:

###### **A. Pre-Event Planning and Project Management**

- Detailed event planning, project scheduling and milestone tracking.

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- Preparation of a comprehensive event concept note, event management plan, floor plan, venue utilization plan, registration flow and execution.
- Preparation of detailed run sheets, cue sheets, rehearsal schedules and stage management plans.
- Coordination meetings with MoFPI and venue representatives.
- Preparation of risk mitigation plan, contingency plan and emergency response coordination plan.

#### **B. Programme and Session Management**

- Agenda structuring and session sequencing in consultation with MoFPI.
- Coordination with moderators, speakers, panelists, awardees and special guests.
- Preparation of scripts, briefing notes, speaking order and session cue cards.
- Session facilitation and back-end support for 5-6 thematic sessions and motivational/spiritual session.

#### **C. Dignitary, Speaker and Protocol Support**

- Assistance in invitation management, confirmations and communication with speakers/panelists.
- Protocol support for Hon'ble Minister (s), senior officials, dignitaries, speakers and awardees.
- Speaker green room coordination, ushering and stage movement management.
- Support in organizing ceremonial segments such as lamp lighting, launch ceremonies, unveiling of Coffee Table Book, soft launches, signing of MoU's if any, awards and recognitions.

#### **D. Branding, Design and Creative Services like printing and production**

- Overall event theme and design language for PMFME Conclave.
- Design adaptation and production-ready artwork for stage backdrop, standees, directional signage, entry branding, stall branding, fascia, social media creatives

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- Design, printing and production support for PMFME coffee table style publication, certificates, awards, social media creatives, hoardings, agenda leaflets, badges, lanyards and conference kits as required by the Ministry.
- Design, Printing and installation of hoardings near the venue.
- Branding consistency across physical and digital touchpoints.

#### **E. Procurement**

The Agency shall undertake end-to-end design, fabrication, printing and procurement of the following items, in line with Ministry's branding guidelines and approvals:

- Procurement of about 600 leather bags containing PMFME Kits (each kit to include a notepad and pen with PMFME / Ministry logo).
- Design, fabrication and procurement of awards and certificates for all award categories as finalized by the Ministry. (50 awards and 120 certificates approx.)
- Design, fabrication and procurement of approximately 50 mementos for dignitaries, aligned with the overall event theme and PMFME branding.

#### **F. Registration, Delegate and Hospitality Support**

- Online pre-registration and on-site registration systems.
- Helpdesk and attendee facilitation.
- Badge printing, kit distribution and attendance management.
- Support for seating plans, movement plans, ushering and information counters.
- Hospitality coordination for speakers, awardees and designated dignitaries, as per directions of MoFPI.

#### **G. PMFME Bazaar and Exhibition Support**

- Coordination and support for a branded exhibition area for about 25 PMFME beneficiaries (which will vary as per the availability of the space).
- Stall allocation support, stall handover documentation and beneficiary coordination.
- Branding and uniform look of stalls and exhibition area.

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- Coordination of beneficiary participation and support to the Ministry's NPMU team.

#### **H. Venue and On-Ground Execution Support**

- Venue coordination for stage set-up, event flow, signage placement and protocol movement.
- Coordination with venue for audio-visual systems, sound, light, LED screens and presentations, where venue provides technical systems, the EMA shall coordinate and integrate content, creatives and timing with the venue team.
- Deployment of adequate professional manpower including event manager, production manager, registration staff, ushers, hospitality staff, backstage coordinators, content coordinators, runners and technical coordinators.
- Photography and videography support including delivery of edited photographs, raw footage and selected edited video outputs to the Ministry.

#### **I. Recognition and Award Ceremony Support**

- Design and production support for awards, certificates and stage movement plan.
- Coordination of awardees, sequencing, announcements, ushering and ceremonial execution.

#### **J. Post-Event Deliverables**

- Event closure report containing agenda actually executed, participant attendance, photography, audio-visual documentation, media/communication materials and feedback summary.
- Vendor reconciliation and settlement support.
- Submission of all source files, creatives, photographs, videos and documentation in editable and non-editable formats.

#### **4.3 Specific Deliverables**

The selected agency shall submit the following deliverables at minimum:

1. Inception report within 3 days of award.

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2. Detailed event execution plan and timelines.
3. Creative design package with approval matrix.
4. Registration and delegate management plan.
5. Session management plan and speaker coordination tracker including the spiritual session.
6. PMFME Bazaar stall plan for beneficiaries.
7. Protocol, hospitality, seating and movement plan.
8. Manpower deployment plan.
9. Risk mitigation and contingency plan.
10. Complete execution of the event.
11. Post-event report within 7 days of the event.
12. Complete handover of photographs, videos, raw files, print-ready files and creative assets.

#### **4.4 Exclusions / Clarifications**

- Venue hiring, catering, accommodation, travel, audio-visual hardware and any other items not specifically included in the financial bid format will be provided directly by the Ministry/venue or reimbursed only if explicitly approved in writing.
- The Ministry may modify the event agenda, number of sessions, names of dignitaries, stall allocation, communication material and ceremonial elements any time before the event; the selected agency shall accommodate such changes within the awarded scope, subject to approved variation procedure.

#### **5. Eligibility Criteria**

Only those bidders meeting all of the following eligibility criteria as on the last date of bid submission shall be considered for technical evaluation. Documentary proof must be submitted in the technical bid.

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Sl. No.	Eligibility Parameter	Minimum Requirement	Documentary Evidence
1	Legal status	Bidder should be a Company registered under Companies Act, LLP registered under LLP Act, Partnership Firm registered under Partnership Act, or Proprietorship with valid registrations	Certificate of Incorporation/Registration, PAN, GST
2	Experience in relevant field with similar work	Minimum 5 years' experience in event management / conference management / exhibitions / government events as on bid submission date	Work orders/completion certificates/client certificates clearly indicating scope and value
3	Average annual turnover	Average annual turnover of INR 60 lakhs during the last 3 financial years from event management/related services	CA certificate / audited financial statements
4	Net worth / financial capacity	Positive net worth in the latest financial year	CA certificate / audited balance sheet
5	PAN, GST, statutory compliance	Valid PAN, GST registration, EPFO/ESIC registration wherever applicable	Self-attested copies
6	Blacklisting	Bidder should not have been blacklisted/debarred/terminated for default by any Central/State Government Ministry/Department/PSU/Autonomous Body in the last 5 years	Undertaking on letterhead
7	Litigation and integrity	Bidder shall disclose any material litigation, investigations or insolvency proceedings; non-disclosure may lead to rejection	Self-declaration
8	Local office / response capability	Office in Delhi-NCR or undertaking to establish a project office/representation in Delhi-NCR for the event period within 7 days of award	Address proof / undertaking

**Definition of similar work:** Similar work shall mean planning/execution of conferences, summits, conclaves, exhibitions, stakeholder consultations, awards functions, large institutional events, trade

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fairs or comparable multi-stakeholder events involving event design, branding, registration and on-ground management.

Bids not meeting any of the eligibility criteria or lacking supporting documents may be summarily rejected.

## **6. Instruction to Bidders**

### **6.1 Two-Bid System**

The tender shall be processed under the **two-bid system** consisting of:

1. **Technical Bid** containing eligibility documents, experience credentials, technical proposal and financial capacity documents, but no price information.
2. **Financial Bid** containing consolidated prices strictly in the prescribed format.

### **6.2 Bid Submission**

- Bids shall be submitted online on the designated procurement portal within the prescribed time as well as complete set of physical copy to the office on or before 20<sup>th</sup> of July, 2026 by 4.00 pm
- The bidder shall sign all required documents.
- Any overwriting, conditional bid, incomplete bid or financial quote included in technical documents shall render the bid liable for rejection.
- The bidder shall carefully examine all instructions, forms, terms and specifications before submission.

### **6.3 Earnest Money Deposit (EMD) / Bid Security Declaration**

Bidders shall submit EMD/Bid Security Declaration as applicable under prevailing Government of India instructions. Exemptions to eligible categories such as MSEs/Start-ups shall be allowed strictly as per extant rules and on submission of valid documents.

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The EMD of Rs. 50,000 /- (Rupees Fifty Thousand only) (refundable after award of tender without interest) in the form of a Demand Draft (DD) to be issued by a scheduled commercial bank in favor of Pay & Accounts Officer, Ministry of Food Processing Industries, Government of India to be submitted along with the physical copy. EMD shall be forfeited, and proposal of bidders shall be cancelled in the following cases:

- a) if any information or document furnished by the bidder turns out to be misleading or untrue in any material respect; or the bidder submits a non-responsive proposal
- b) if the successful bidder fails to provide performance bank guarantee and to execute the Agreement within the stipulated time.
- c) If proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
- d) If the bidder tries to influence the evaluation process.
- e) The Bidders cannot withdraw the bid in the interval between the last date for submission of bids and the expiry of the bid validity period specified in the Bid. Such withdrawal will result in the forfeiture of its EMD from the Bidder.
- f) In case, the successful bidder fails to accept the LoI and / or to sign the Agreement; and / or to furnish the Performance Security.

#### **6.4 Pre-Bid Clarifications**

- Prospective bidders may seek clarifications on the bid on the date indicated in the schedule.
- Clarifications and corrigenda, if any, shall be uploaded on the tender portal only.
- Verbal clarifications shall not be binding.

#### **6.5 Bid Validity**

The bids shall remain valid for 90 days from the last date of bid submission.

#### **7. Documents to be Submitted in Technical Bid**

The technical bid shall contain the following:

1. Covering letter on bidder's letterhead.
2. Bid submission form.

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3. Power of attorney / board resolution authorizing the signatory.
4. Certificate of incorporation / registration.
5. PAN, GST, EPFO, ESIC and other statutory registrations as applicable.
6. Audited financial statements / CA certificate for turnover and net worth.
7. Details of similar assignments completed.
8. Work orders, completion certificates and client certificates.
9. Self-declaration of non-blacklisting.
10. Self-declaration on conflict of interest, litigation and acceptance of tender conditions.
11. Technical proposal with methodology, concept, execution plan, manpower plan and innovation approach.
12. Proposed team composition with CVs of key personnel.
13. Presentation deck, if prescribed.
14. Any other document specified in this tender.

#### **8. Financial Bid**

The financial bid shall be submitted only in the prescribed BOQ/price bid format and shall include all costs required for satisfactory completion of the scope of work as outlined in clause 4.2 including professional fees, manpower, design, printing, procurement, logistics, supervision, coordination, taxes and duties and any other, except those expressly excluded by the Ministry.

The bidder shall quote in Indian Rupees only. The quoted price shall remain firm during the contract period and no escalation shall be payable except statutory variation in taxes, if admissible. The financial bid should be submitted in a separate sealed envelope without which the bid will be cancelled.

#### **9. Evaluation Methodology**

The tender shall be evaluated under **Quality and Cost Based Selection (QCBS)** with weightage of **70:30**, where 70% weight shall be assigned to the technical score and 30% to the financial score. Only technically qualified bidders securing the minimum qualifying marks specified below shall have their financial bids opened.

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### 9.1 Stage I: Preliminary Scrutiny

At this stage, the Ministry shall examine:

- Timely submission of bid.
- Completeness of bid.
- Signature and authorization.
- Compliance with eligibility criteria.
- Separate financial bid in sealed envelope.
- Validity of mandatory documents.

Bids failing preliminary scrutiny shall be rejected.

### 9.2 Stage II: Technical Evaluation

The technical proposal shall be evaluated out of **100 marks** by a duly constituted Evaluation Committee. The **minimum qualifying score** in the technical evaluation shall be **70 marks out of 100**. Only bidders scoring 70 marks or above shall be considered technically responsive and shall be shortlisted for opening of the financial bid.

#### Technical Evaluation Matrix (100 Marks)

Sl. No.	Parameter	Maximum Marks	Evaluation Break-up
1	Relevant experience in event management / conference management field	10	5-7 years: 4 marks; >7-10 years: 7 marks; above 10 years: 10 marks
2	Experience in executing ministerial / government / PSU / autonomous body events/national-level conclaves, summits, awards or conferences involving senior dignitaries	15	2 qualifying events: 8 marks; 3-4 events: 12 marks; 5 or more events: 15 marks
3	Scale and complexity of similar events executed	10	Events with up to 200 participants / limited components: 4 marks; 200-500 participants or multi-session format: 7 marks; above 500 participants or multi-component national event with exhibition/awards/ministerial protocol: 10 marks

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4	Key personnel and project team	5	<p><b>Team Leader / Project Director – 2.0 marks</b>  0.5 mark: 5–7 years’ experience in event management; limited or no experience of government/ministerial events.  1.0 mark: 7–10 years’ experience in event management; at least 1 similar large conference/conclave (300+ participants) or government/PSU event handled as lead.  1.5 marks: 10–12 years’ experience; at least 2 similar large government/ministerial/national-level events handled  2.0 marks: 12+ years’ experience; multiple ministerial/national conferences of comparable scale; clearly designated as single point of contact for the PMFME Conclave.</p> <p><b>Other Key Functional Leads – 2.0 marks</b> (Creative Lead, Protocol/Operations Lead, Registration Lead, Technical/Production Lead, Design Support)  1.0 mark: All key roles are proposed with CVs; each has at least 3 years of relevant experience in their respective function  1.5 marks: All key roles are proposed with CVs; majority have 5+ years’ experience, including experience in large conferences/exhibitions or government/PSU events,  2.0 marks: All key roles are proposed with CVs; each has 5+ years’ relevant experience, and at least 3 roles have demonstrable experience in ministerial/national-level events similar to the PMFME Conclave (multi-session conference with VIP protocol and exhibition).</p> <p><b>Deployment Plan &amp; Organogram – 1.0 mark</b>  0.5 mark: Organogram and brief deployment plan provided; key personnel mapped, day-wise deployment, or role-wise responsibilities  1.0 mark: Clear organogram and detailed deployment plan provided, showing: Mapping of Team Leader, functional leads (creative, protocol/operations, registration, technical/production, design) and support staff to specific responsibilities; Adequate number of on-ground personnel proposed for carrying out the scope of work and escalation/coordination mechanism.</p>
5	Strategy and understanding of PMFME Conclave objectives	15	Understanding of event objectives, stakeholder mapping, programme logic, sequencing and implementation requirements
6	Detailed event proposal and execution methodology	20	Event flow, timelines, registration, speaker management, PMFME Bazaar operations, protocol, coordination plan, rehearsal plan, risk mitigation and post-event closure plan
7	Innovation, creative concept and thematic design approach	20	Originality of theme, experience design, delegate engagement, digital support, exhibition presentation, award ceremony innovation
8	Achievements, recognitions and proven performance	5	Industry recognitions, client appreciation, repeat government business, exceptional delivery evidence

Total || 100 ||

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### **Detailed guidance for awarding marks**

1. **Relevant experience in years (10 marks):** Marks shall be based on documentary evidence of the bidder's duration in the relevant field.
2. **Government and ministerial event experience (15 marks):** Preference shall be given to bidders with proven experience in handling high-level conferences involving ministers, senior government officials, large stakeholder groups and public-sector institutional processes.
3. **Scale and complexity (10 marks):** The Evaluation Committee shall assess participant volume, event duration, multiplicity of sessions, exhibition management, awards management, number of stakeholders and protocol sensitivity.
4. **Key personnel (5 marks):** Marks shall depend on the quality, stability and suitability of the proposed team and availability of senior supervisory personnel during the event period.
5. **Strategy and understanding (15 marks):** The proposal should reflect understanding of PMFME Scheme context, conclave objectives, expected stakeholder mix and event outcomes.
6. **Detailed event proposal (20 marks):** The proposal should provide an activity-wise execution framework from inception to post-event closure.
7. **Innovation and concept (20 marks):** The Ministry expects practical innovation that enhances delegate experience without compromising protocol and government decorum.
8. **Achievements and accolades (5 marks):** Supporting documents must be enclosed.

### **9.3 Presentation before Evaluation Committee**

The Ministry may require technically responsive bidders to make a presentation before the Evaluation Committee. The presentation, if held, shall be part of the technical evaluation under parameters 5, 6 and 7 as per the above matrix and no separate marks shall be awarded unless specifically notified in the bid document/corrigendum.

### **9.4 Technical Score**

The technical score obtained by a bidder out of 100 shall be designated as T.

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### 9.5 Stage III: Financial Evaluation

Financial bids of only technically qualified bidders shall be opened. The lowest financial quote (L1) among technically qualified bidders shall be assigned a financial score of 100. Financial scores of other bidders shall be calculated as follows:

$$F = \frac{L1}{Lx} \times 100$$

Where:

- **F** = Financial score of bidder under consideration.
- **L1** = Lowest evaluated financial bid.
- **Lx** = Financial quote of bidder under consideration.

### 9.6 Combined Score under QCBS

The combined score shall be computed as follows:

$$S = (T \times 0.70) + (F \times 0.30)$$

Where:

- **S** = Final combined score.
- **T** = Technical score out of 100.
- **F** = Financial score out of 100.

The bidder obtaining the highest combined score shall be ranked H-1 and may be considered for award of contract, subject to reasonableness of rates, verification of documents and approval of the Competent Authority.

### 9.7 Tie-Breaker

In case of a tie in the combined score, the bidder with the higher technical score shall rank higher. If the technical score is also tied, the bidder with higher score under the parameter relating to detailed event proposal and execution methodology shall rank higher. If the tie still persists, the Competent Authority may decide by recorded reasons.

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## 10. Performance Standards

The selected agency shall:

- Maintain high standards of professionalism, decorum, confidentiality and responsiveness.
- Deploy adequate trained manpower throughout the event.
- Ensure timely delivery of all milestones.
- Ensure that all printed and creative material is approved by MoFPI before use.
- Ensure compliance with labour laws, tax laws, safety norms, intellectual property obligations and any directions issued by local/statutory authorities.

## 11. Payment Terms

Payment shall be released subject to satisfactory performance and certification by the Ministry, on the following indicative basis, unless otherwise specified in the work order:

Milestone	Percentage of contract value
On approval of inception report, detailed event plan and design package	20%
On satisfactory completion of all pre-event preparations and readiness review	30%
On successful execution of the event	40%
On submission and acceptance of post-event report, photographs, videos, source files and final deliverables	10%

Statutory deductions including TDS and any other recoveries as applicable shall be made from payments.

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## **12. Bank Guarantee**

The bank guarantee must remain valid for a period of 60 days beyond the date of completion of all contractual obligations, including warranty obligations as per Rule 171 of GFR 2017.

## **13. Performance Security**

The successful bidder shall furnish a Performance Security of 3% of the contract value or as per prevailing Government of India instructions within the prescribed period from issuance of Letter of Award. Failure to furnish the Performance Security may lead to cancellation of award and action as per tender conditions.

## **14. Penalty and Liquidated Damages**

Without prejudice to other contractual remedies, the Ministry may impose penalties/liquidated damages for delay, non-deployment of committed manpower, poor quality of deliverables, branding errors, protocol lapses, non-submission of deliverables, or any service deficiency. The quantum may extend up to 10% of the contract value in aggregate, depending upon severity, unless a higher/lower ceiling is specified in the final contract consistent with applicable rules.

Indicative events of default include:

- Failure to meet approved timelines.
- Failure to provide approved creatives/materials.
- Unapproved substitutions in key personnel.
- Serious operational lapses affecting event proceedings.
- Breach of confidentiality.

## **15. General Terms and Conditions**

### **15.1 Award of Contract**

The Ministry reserves the right to accept or reject any or all bids, wholly or partly, annul the bidding process, or award the contract to one bidder without assigning any reason, subject to procurement rules and recording of reasons wherever required.

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## **15.2 Subcontracting**

Subcontracting of the whole work is not permitted. Limited specialized outsourcing, if any, shall remain the sole responsibility of the selected agency and shall require prior approval of the Ministry wherever necessary.

## **15.3 Conflict of Interest**

The bidder shall not have any conflict of interest that materially affects fair competition or performance of the contract. Any such conflict shall be disclosed in the bid.

## **15.4 Confidentiality**

All documents, data, photographs, event plans, designs, participant details and communication materials shall remain confidential and shall not be disclosed without prior written permission of the Ministry.

## **15.5 Intellectual Property Rights**

All final approved creatives, event content, photographs, edited videos, source files, designs, reports and related outputs developed under the contract shall vest with MoFPI upon payment, unless otherwise specified.

## **15.6 Force Majeure**

Neither party shall be liable for failure or delay in performance due to force majeure events such as natural calamity, war, civil disturbance, epidemic, governmental restrictions or other causes beyond reasonable control, subject to prompt notice and mitigation.

## **15.7 Termination**

The Ministry may terminate the contract, wholly or partly, for default, insolvency, integrity concerns, prolonged delay, unsatisfactory performance, abandonment of work or public interest by giving notice as per contract conditions. In such case, risk purchase and recovery may be resorted to in accordance with rules.

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## **15.8 Dispute Resolution**

Any dispute arising out of this tender or contract shall first be referred to an officer nominated by MoFPI for amicable resolution. Failing settlement, the matter shall be subject to the jurisdiction of courts at Delhi/New Delhi. Arbitration, if considered necessary, shall be governed by the Arbitration and Conciliation Act, 1996 as amended and the specific conditions of contract.

## **15.9 Applicable Law**

The contract shall be governed by the laws of India and applicable Government of India procurement instructions.

## **16. Bid Forms and Annexures**

The following annexures shall form part of the tender document:

- **Annexure I:** Bid Submission Form
- **Annexure II:** Bidder Profile
- **Annexure III:** Details of Similar Assignments
- **Annexure IV:** Financial Capacity Statement
- **Annexure V:** Declaration of Non-Blacklisting
- **Annexure VI:** Declaration regarding Acceptance of Terms and Conditions
- **Annexure VII:** Proposed Team Composition
- **Annexure VIII:** Technical Proposal Format
- **Annexure IX:** Financial Bid Format
- **Annexure X:** Bank Guarantee Format for Performance Security
- **Annexure XI: Declaration regarding authenticity of documents**
- **Annexure XII:** Checklist for Technical Bid

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**Annexure I: Bid Submission Form**

To  
The Deputy Secretary (PMFME)  
Ministry of Food Processing Industries  
Government of India  
AMDA Building, 1<sup>st</sup> Floor, A Wing,  
August Kranti Marg,  
New Delhi

Subject: Bid for Selection of Event Management Agency for PMFME Conclave, India Habitat Centre, New Delhi

Sir/Madam,

With reference to the above tender, the undersigned hereby submits the bid in response to the Notice Inviting Tender. The terms and conditions of the tender, scope of work, evaluation criteria and all corrigenda/addenda issued, if any, have been carefully examined and accepted in full.

The undersigned certifies that:

1. The bid is valid for 90 days from the last date of submission.
2. All information furnished in the bid is true and correct.
3. No material fact has been concealed.
4. The bidder has not been blacklisted/debarred as declared in the prescribed format.
5. The bidder agrees to furnish Performance Security and execute the contract if selected.

Name of authorized signatory:

Designation:

Name of bidder:

Address:

Email:

Mobile:

Date:

Place:

Signature and seal

**Annexure II: Bidder Profile**

1. Name of bidder
2. Constitution/status of bidder
3. Date of incorporation/registration
4. Registered office address
5. Delhi-NCR office address
6. PAN
7. GSTIN
8. EPFO/ESIC registration details
9. Name and details of authorized signatory
10. Brief profile of the organization
11. Years of experience in relevant field
12. Number of permanent employees
13. Website
14. Contact person details

**Annexure III: Details of Similar Assignments**

Sl. No	Name of client	Name of event/assignment	Year	Value (INR)	Duration	Nature of services	Participant scale	Ministerial /Government level (Yes/No)	Completion status
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Supporting work order and completion certificate/client certificate shall be enclosed.

**Annexure IV: Financial Capacity Statement**

Financial Year	Turnover from event-related services (INR)	Net Worth (INR)	Remarks
2022-23			
2023-24			
2024-25			

Certified by Chartered Accountant with membership number and UDIN.

**Annexure V: Declaration of Non-Blacklisting**

It is certified that the bidder has not been blacklisted, debarred or banned by any Ministry/Department of Government of India, State Government, PSU, autonomous body or statutory body in the last five years as on the last date of bid submission.

Name:

Designation:

Signature:

Date:

Seal:

**Annexure VI: Declaration regarding Acceptance of Terms and Conditions**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Bid-reg.**

Bid Reference No: \_\_\_\_\_

Name of Bid / Work: - \_\_\_\_\_

**Dear Sir,**

1. I / We have downloaded / obtained the bid documents(s) for the above mentioned 'Bid/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that i / we have read the entire terms and conditions of the bid documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby, unconditionally accept the bid conditions of above mentioned bid document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this bid are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this bid/ bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

### **Annexure VII: Proposed Team Composition**

Sl. No.	Name	Proposed role	Qualification	Years of experience	Relevant experience summary	Availability
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CVs of key professionals shall be attached.

### **Annexure VIII: Technical Proposal Format**

The technical proposal shall contain the following sections:

1. Understanding of PMFME Scheme and objectives of the Conclave.
2. Proposed event theme and concept note.
3. Detailed execution methodology and work plan.
4. Registration and delegate management approach.
5. PMFME Bazaar and exhibition management plan.
6. Branding, creatives and communication plan.
7. Team deployment and organization structure.
8. Risk mitigation and contingency plan.
9. Innovation and value addition proposed.
10. Past performance and client references.
11. Achievements, recognitions and accolades.

### **Annexure IX: Financial Bid Format**

The bidder shall quote total lump-sum amount, excluding GST

Sl. No.	Description	Amount (INR)
1.	Lump-sum amount for complete execution of the PMFME Conclave as per scope of work and tender conditions.	
	<b>Total</b>	

**Note:** The Ministry may modify the financial bid format at the time of floating the tender in accordance with the final approved cost estimate and portal requirements.

**Annexure X: Bank Guarantee Format for Performance Security**

To

The President of India, through Head of PMFME Division  
Ministry of Food Processing Industries  
Panchsheel Bhawan, August Kranti Marg.  
New Delhi – 110049

Whereas..... (name and address of the contractor)  
(hereinafter called "the contractor") has undertaken, in pursuance of contract  
no.....date.....to delivery.....(description of Services)  
(hereinafter called "the contract").

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank  
guarantee by a Commercial bank for the sum specified therein as security for compliance with its  
obligations as per the contract,

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the  
contractor, up to a total of..... (amount of the  
guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring  
the contractor to be in default under the contract and without cavil or argument, any sum or sums within  
the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or  
reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us  
with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be  
performed thereunder or of any of the contract documents which may be made between you and the  
contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice  
of any such change, addition, or modification.

This guarantee shall be valid until the ..... day of ....., 20..... Our .....branch at.....  
\*(Name & Address of the .....\*(branch) is liable to pay the guaranteed  
amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only  
if you serve upon us at our .....\* branch a written claim or demand and received by us  
at our .....\* branch on or before Dt..... otherwise, the  
bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorised officer of the Bank)

.....  
.....

Name and designation of officer

.....  
Seal, name & address of the Bank and address of Branch

\*Preferably at the headquarters of the authority competent to sanction the expenditure of procurement of goods/service  
or at the concerned district headquarters or the state headquarters.

**Annexure – XI Declaration regarding authenticity of documents**

I, \_\_\_\_\_ Son / Daughter  
/ \_\_\_\_\_ Wife of  
Shri \_\_\_\_\_ Proprietor/Director/  
authorized 'signatory of the agency/Firm, mentioned above, is competent to sign' this declaration and  
execute this bid document.

2. I have carefully read and understood all the terms and conditions of the bid and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person:

Date:

Full Name:

Seal:

Place:

**Annexure XII: Checklist for Technical Bid**

Sl. No.	Document	Enclosed (Yes/No)	Reference page number
1	Covering letter		
2	Bid submission form		
3	Authorization document		
4	Registration/incorporation certificate		
5	PAN and GST		
6	EPFO/ESIC, if applicable		
7	Turnover and net worth documents		
8	Similar work credentials		
9	Government/ministerial event credentials		
10	Non-blacklisting declaration		
11	Litigation/conflict declaration		
12	Team composition and CVs		
13	Technical proposal		
14	Any other required document		