

REQUEST FOR EMPANELMENT- for Event Management Company

Invest India Room 225, 1st Floor Vigyan Bhawan Annexe Maulana Azad Road, New Delhi 110011

CORRIGENDUM – 1**1. Important Dates**

	Earlier Date	Revised Dates
RFE Issue Date	01 November 2021	01 November 2021
Intimation of interest to participate in the bid	03 November 2021	03 November 2021
Pre-Bid Meeting	05 November 2021	05 November 2021
Last Date for Query Submission	05 November 2021 11:59 PM	05 November 2021 11:59 PM
Last Date for Bid Submission	10 November 2021 02:00 PM	14 November 2021 11:59 PM
Pre-Qualification & Technical Bid Opening	10 November 2021 05:00 PM	15 November 2021 11:00 AM
Technical Solution Presentation & Evaluation	12 November – 15 November 2021	17 November – 18 November 2021
Announcement of Results	16 November 2021	19 November 2021

Pre-Qualification Criteria

A pre-qualification criterion will be applied to short-list the bidders for technical evaluation. The criteria along with the supporting documents required are listed below;

Tier -1

S. No.	Pre-Qualification Criteria	Supporting Documents
1.	The Agency should be a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India. The Agency must have been in operation for a minimum of 5 years as on 1st October 2021.	<i>(Copy of Certificate of Incorporation/ Registration / MoA as applicable)</i>
2.	A minimum average turnover of 20 crores in the past 3 financial years.	<i>(Independent Auditors' Certificate Or Audited copy of Financial statements for the financial year 2017-18, 2018-19 & 2019-20.)</i>
3.	Minimum of atleast 50 employees on payroll of the organization.	<i>(List of Employees certified by The HR on Company Letterhead/ EPF or ESIC records of employees)</i>
4.	The Agency must have successfully completed atleast 3 events in the last 3 years each having a minimum value of ₹2 crores.	<i>(Completion Certificate/ Work Order/ Purchase Order or CA certified certificate)</i>
5.	Bid Processing Fees and Bid Security Declaration.**	<i>(Copy of Bid Security Declaration and Bid Security Declaration Tech Form)</i>
6.	Integrity Pact	<i>(Copy of Duly Filled Integrity Pact as Attached in Annexure – 1)</i>

Tier – 2

S. No.	Pre-Qualification Criteria	Supporting Documents
1.	The Agency should be a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India. The Agency must have been in operation for a minimum of 5 years as on 1st October 2021.	<i>(Copy of Certificate of Incorporation/ Registration / MoA as applicable)</i>
2.	A minimum average turnover of 10 crores in the past 3 financial years.	<i>(Independent Auditors' Certificate Or Audited copy of Financial statements for the</i>

		<i>financial year 2017-18, 2018-19 & 2019-20.)</i>
3.	Minimum of atleast 20 employees on payroll of the organization.	<i>(List of Employees certified by The HR on Company Letterhead/ EPF or ESIC records of employees)</i>
4.	The Agency must have successfully completed atleast 3 events in the last 3 years each having a minimum value of ₹1 crores.	<i>(Completion Certificate/ Work Order/ Purchase Order or CA certified certificate)</i>
5.	Bid Processing Fees and Bid Security Declaration.**	<i>(Copy of Bid Security Declaration and Bid Security Declaration Tech Form)</i>
6.	Integrity Pact	<i>(Copy of Duly Filled Integrity Pact as Attached in Annexure – 1)</i>

Tier – 3

S. No.	Pre-Qualification Criteria	Supporting Documents
1.	The Agency should be a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India. The Agency must have been in operation for a minimum of 5 years as on 1st October 2021.	<i>(Copy of Certificate of Incorporation/ Registration / MoA as applicable)</i>
2.	A minimum average turnover of 1 crore in the past 3 financial years.*	<i>(Independent Auditors' Certificate Or Audited copy of Financial statements for the financial year 2017-18, 2018-19 & 2019-20.)</i>
3.	Minimum of atleast 10 employees on payroll of the organization.*	<i>(List of Employees certified by The HR on Company Letterhead/ EPF or ESIC records of employees)</i>
4.	The Agency must have successfully completed atleast 3 events in the last 3 years each having a minimum value of ₹20 lakhs.*	<i>(Completion Certificate/ Work Order/ Purchase Order or CA certified certificate)</i>
5.	Bid Processing Fees and Bid Security Declaration.**	<i>(Copy of Bid Security Declaration and Bid Security Declaration Tech Form)</i>
6.	Integrity Pact	<i>(Copy of Duly Filled Integrity Pact as Attached in Annexure – 1)</i>

* [DPIIT Recognized Startups are exempt from these criterion]

DPIIT recognized startups claiming exemption shall be eligible for proportional marking under operation, turnover, employee strength and prior experience in Tier – 3 only with respect to marks obtained in presentation.

Marks scored by the DPIIT recognized startups will be factored/scaled for fair comparison.

The technique for factoring/scaling of technical marks is illustrated below:

$[\text{Marks in technical evaluation criteria (Pan India Presence) and (Presentation)} / 40] \times 100 =$

Technical Score (out of 100 marks)

The criteria will be applicable to only those bidders who confirm to avail the relaxations offered to DPIIT recognized startups by confirming in a declaration on the official letter head signed and stamped by authorized representative of the DPIIT recognized startup along with the certificate of recognition issued by DPIIT.

** [Valid MSME UAM/NSIC certificate holders will be exempt from Bid Processing Fees.]

Evaluation Criteria

Tier – 1

Technical Evaluation Criteria	Points
<p>The Agency must have been in operation for a minimum of 05 years as on 01st October 2021.</p> <p>05-10 years - 10 Marks</p> <p>11-15 years - 15 Marks</p> <p>16 and above - 20 Marks</p>	20
<p>The Agency must have successfully completed atleast 3 events in last 3 years each having a minimum value of ₹2 crores.</p> <p>02-4.9 Cr - 10 Marks</p> <p>05-9.9 Cr - 15 Marks</p> <p>10 and above Cr - 20 Marks</p>	20
<p>The Agency must have a minimum of 50 employees on its payroll as on 01st October 2021.</p> <p>50-99 employees - 10 Marks</p> <p>100-149 employees - 15 Marks</p> <p>150 and above - 20 Marks</p>	20
<p>The Agency must have a Pan India presence in atleast 5 cities.</p> <p>05-09 cities - 5 Marks</p> <p>10 and above cities - 10 Marks</p>	10
<p>2 Presentations (1 Past event of minimum 2 crores and 1 future event on the theme of Azadi ka Amrit Mahotsav of a</p>	30

<p>value of 2 crores) capturing the design of an event start to finish including pre, post event services, hospitality requirements, Guest Relations amongst other.</p> <p>The presentation must be made keeping in mind both physical and virtual event</p> <p>15 Marks for each presentation.</p> <ul style="list-style-type: none"> - Understanding of Concept & conceptual clarity - Understanding of TOR - Software and hardware usage - Detailed planning with contingency plans - Ideation and novelty factor 	
Total	100

Tier – 2

Technical Evaluation Criteria	Points
<p>The Agency must have been in operation for a minimum of 03 years as on 01st October 2021.</p> <p>03-05 years - 10 Marks</p> <p>06-09 years - 15 Marks</p> <p>10 and above - 20 Marks</p>	20
<p>The Agency must have successfully completed atleast 3 events in last 3 years each having a minimum value of ₹1 crores.</p> <p>01-2.49 Cr - 10 Marks</p> <p>2.50-4.99 Cr - 15 Marks</p> <p>05 and above Cr - 20 Marks</p>	20
<p>The Agency must have a minimum of 20 employees on its payroll as on 01st October 2021.</p> <p>20-49 employees - 10 Marks</p> <p>50-99 employees - 15 Marks</p> <p>100 and above - 20 Marks</p>	20
<p>The Agency must have a Pan India presence in atleast 3 cities.</p> <p>03-05 cities - 5 Marks</p> <p>06 and above cities - 10 Marks</p>	10
<p>2 Presentations (1 Past event of minimum 1 crore and 1 future event on the theme of Azadi ka Amrit Mahotsav of a value of 1 crore) capturing the design of an event start to</p>	30

<p>finish including pre, post event services, hospitality requirements, Guest Relations amongst other.</p> <p>The presentation must be made keeping in mind both physical and virtual event.</p> <p>15 Marks for each presentation.</p> <ul style="list-style-type: none"> - Understanding of Concept & conceptual clarity - Understanding of TOR - Software and hardware usage - Detailed planning with contingency plans - Ideation and novelty factor 	
Total	100

Tier – 3

Technical Evaluation Criteria	Points
<p>The Agency must have been in operation for a minimum of 01 years as on 01st October 2021.</p> <p>01-03 years - 10 Marks</p> <p>04-05 years - 15 Marks</p> <p>06 and above - 20 Marks</p>	20
<p>The Agency must have successfully completed atleast 5 events in last 3 years each having a minimum value of ₹20 lakhs.</p> <p>20-49 lakhs - 10 Marks</p> <p>50-99 lakhs - 15 Marks</p> <p>100 and above lakhs - 20 Marks</p>	20
<p>The Agency must have a minimum of 10 employees on its payroll as on 01st October 2021.</p> <p>10-24 employees - 10 Marks</p> <p>25-49 employees - 15 Marks</p> <p>50 and above - 20 Marks</p>	20
<p>The Agency must have a Pan India presence in atleast 2 cities.</p> <p>02-04 cities - 5 Marks</p> <p>05 and above cities - 10 Marks</p>	10
<p>2 Presentations (1 Past event of minimum 20 lakhs and 1 future event on the theme of Azadi ka Amrit Mahotsav of a value of 20 lakhs) capturing the design of an event start to</p>	30

<p>finish including pre, post event services, hospitality requirements, Guest Relations amongst other.</p> <p>The presentation must be made keeping in mind both physical and virtual event.</p> <p>15 Marks for each presentation.</p> <ul style="list-style-type: none">- Understanding of Concept & conceptual clarity- Understanding of TOR- Detailed planning with contingency plans- Software and hardware usage- Ideation and novelty factor	
Total	100

For any further clarifications please contact the undersigned:

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