

Notice Inviting Tender (NIT)

For

**Engagement of an
Event Management Agency (EMA) in
connection with Celebration of World
Environment Day on June 5, 2025.**

**Ministry of Environment, Forest and Climate
Change Indira Paryavaran Bhawan
Jorbagh Road, New Delhi – 110 003**

Ministry of Environment, Forest & and Climate

Change Notice Inviting Tender

File No: 3/7/2025-MC

20th May, 2025

Engagement of Event Management Agency (EMA) in connection with Celebration of World Environment Day on June 5, 2025.

The Ministry of Environment, Forest and Climate Change (MoEF&CC) invites Tender from Event Management Agency of national repute, who have organizational skills and are capable of providing comprehensive support to the MoEF&CC in various activities and deliverables for the celebration of World Environment Day on 5th June, 2025 at Bharat Mandapam, New Delhi. The Tender document providing the Terms of Reference (ToR), pre-qualification criteria, terms and conditions including evaluation criteria, etc. are available on CPP portal and website of MoEF&CC.

The schedule for receipt of the Bid is as follows:

1. Floating of Tender on 20th May, 2025
2. Response to the Tender by 12:30 hrs on 23rd May, 2025
3. Opening of Technical Bids: 13:00 hrs on 23rd May, 2025
4. Presentation by the agencies: 03.00 PM 23rd May, 2025
5. Opening of financial Bids: 11:30 hrs on 24th May 2025.
6. Event Management Agency may submit their Bid in Tender Box placed at Ground Floor, Prithvi Wing, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003.

1. Definitions

- a. "Ministry" means the Ministry of Environment, Forest and Climate Change (MoEF&CC) which has invited the Bids for services and with which the selected Event Management Agency signs the Contract for the Services and to which the selected Event Management Agency shall provide services as per the terms and

conditions and Scope of Work.

- b. “Event Management Agency” (EMA) / “Bidder” means any interested Event Management Agency /Company/Agencies who submit their Bid that may provide or provides the Services to the Ministry under the Contract.
- c. “Contract” means the Contract signed by the Parties and all the attached documents listed in its Annexure-1.
- d. “Project specific information”, means such part of the Instructions to Event Management Agency’s used to reflect specific project and assignment conditions.
- e. “Day” means a calendar day.
- f. “Government”/ “GOI” means the Government of India.
- g. “Personnel” means professionals and support staff provided by the Event Management Agency to perform the Services or any part thereof.
- h. “Bid” means the Technical Bid and the Financial Bid.
- i. “Assignment/Job” means the work to be performed by the Event Management Agency pursuant to the Contract.
- j. “Tender Evaluation Committee” (TEC) means a Committee constituted by MoEF&CC to examine the Bid for selection of EMA.

2. Objective

The objective of this Bid is to engage an Event Management Agency of national repute to provide comprehensive support to the MoEF&CC in various activities and deliverables for the Celebration of World Environment Day on June 5, 2025.

3. Scope of work

- a. The Event Management Agency (EMA) will provide comprehensive support to the MoEF&CC in various activities and deliverables for the Celebration of World Environment Day on June 5, 2025.
- b. The EMA will inter alia, be responsible broadly for the following:

Sl. No.	Particulars	Tentative Quantity	Remarks
1	Event conceptualization, Design and Execution	1	
2	Design, preparation, Printing and distribution of Invitation Cards (inclusive of designing	1,500	
3	Flower decoration of venue	1	
4	Designing and Installing backdrops, hoardings, brandings at Bharat Mandapam and near Bharat Mandapam roundabouts in the National Capital, Signage, Standees and banners (Banners and Standees will also be required at Indira Paryavaran Bhavan, Jor Bagh, New Delhi on the basis of actual requirement)	20,000 square feet	No separate transportation charges will be provided. This includes digital as well as physical.
5	Designing, preparation, printing and distribution of (a) Conference Badges with Lanyards [Colour coding event badges for different categories of attendees like Organisers, Delegates, Officials etc. (b) WED Kit, bag, pen,	1,500 each for (a), (b) and (c)	

	<p>notebook, LiFE badge, Prakriti keyring, etc. as per requirement of the Ministry</p> <p>(c) Car parking stickers, as per requirement</p> <p>Real time monitoring of distribution of above will also be required</p>		
6	Layout, design and printing of two publications	100 copies each for two books	Publication to be Released on WED, 2025
7	Dais management (including Lamp for Lamp lighting and digital Nameplates)	1	Kit
8	Engaging an experienced and professional Anchor with past experience of handling events / programmes attended by the President/PM for conducting the proceedings of the events. The Anchor will have to conduct the proceeding of the event from Bharat Mandapam,	1 Anchor (one for standby but both should be of equal calibre and available on rehearsal day and on event day)	

9	<p>Deploying a Video shooting team, photography teams (for video/still photographs) at various locations as per requirement to cover the entire event (before and during the event) and all participants from States and UTs.</p> <p>Sharing of videos /photos in realtime with participants in digital form.</p>	As per requirement	2 videographers and 2 photographers. The final deliverables (photos and video to be submitted in a hard disk to the Ministry)
10	Seating Arrangements	1	State-wise/Category-
11	Services of Ushers, support-staff	10	
12	Helpdesk, Reception along with manpower and PC/Laptops, printer etc. for registration of participants	2	At least 5 counters to be set up
13	Report writers for verbatim bilingual Report of the proceedings of the Event	2	Report has to be submitted within one hour of the event

14	Documentation of the full day event and production of Hindi and English e-books thereof (inclusive of designing charges and translation from Hindi to English)	1	
15	Colour Print of Group Photograph (min. A-4 Size) of about 50 Persons with Dignitaries before the commencement of event i.e. immediately after the arrival of the dignitaries	50 nos. of photographs	Photographs to be provided well in advance. Display of photographs at Audi 2 and at the entry gate of Bharat Mandapam
16	<p>Manpower</p> <p>Data Entry Operator - at least 6 persons (from Award of Contract to 05/06/2025)</p> <p>Team of Tele-calling and conformation - as per actual requirement (from Award of Contract to 05/06/2025)</p> <p>Team Manager (from Award of Contract to 05/06/2025)</p> <p>Logistics for National Expo- 10 persons (Event Day) Professionals for conducting Technical</p>		The manpower deployed should have adequate MS Office, Excel and Power Point knowledge with knowledge of Hindi and English

	<p>Session - 4 persons (Event Day) For Helpdesk - 4 persons (Event Day)</p> <p>Report writing verbatim for technical session full day – 2 persons (Event Day)</p> <p>Team for post event campaign as per actual requirement</p> <p>Manpower shall be provided with laptops wherever required</p>		
17	Print copy of Newspaper clippings compilation after the event (including design charges)	2	
18	Office Set up (with laptop/PC, colour printer, photocopy and internet facility) for officials of Ministry on rehearsal day and event day with 3 manpower well versed in typing	2	

19	Travel arrangement for 50 (fifty) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	By Air (Economy) and to and fro journey by car from Airport to Hotel to venue and back to hotel and Airport (as per the extent Gol Rules)	
20	Accommodation and food for 50 (fifty) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	Hotels may be of 4 Star (as per the extent Gol Rules)	
21	View Cutter/ Cloth fencing to obscure PM/Pres/VIP movement (as per security protocol)	1	
22	Transport facility - 6-seater AC vehicles from 3/6/2025 to 5/6/2025 (% vehicles for 3 days)	15	The extra charges (if any) will be paid on pro-rata basis hour rate only. The drivers should be well conversant with the local routes. The
23	Buses at least 42 seater capacity	5	

24	Decoration in Auditorium 2, Bharat Mandapam	2 days	
25	Necessary arrangement at Meeting Room 6 as Spillover Room Bharat Mandapam Necessary arrangement at	1 day	
26	Meeting Room 12,13 & 14 Bharat Mandapam	1 day	
27	Necessary arrangement at Pre-Function Area Bharat Mandapam	1 day	
28	Necessary arrangement at F&B and PMR complex at Bharat	2 days	
29	Carpet loop pile (Red)	500 x 10	

30	<p>Necessary arrangement at Leaders lounge for Expo</p> <p>National Expo on “Alterative to Plastic”</p> <p>Exhibition Pavilions (with Stand) with Power Coated Modular system, Maxima Fascia of size 3m x 3m & carpet, Including 3 sides walls 2.5m height, 1 Table, chairs, 2. spotlights min. 70 watt, 1 plug point 5/15 AMP, 1 fascia with exhibitors name, 1 dustbin</p>	approx. 55	
31	<p>Fabrication of Awards and Mementos for various competitions, activities, etc in the run up to WED. Details of the winners will be shared by MoEF&CC.</p>	100 nos.	

32	<p>Live Streaming online Streaming to Social Media Platforms</p> <p>(i) Webcasting</p> <p>(ii) Launch of National Plastic Pollution Reduction challenge (NPPRC)</p> <p>(iii) live streaming as per requirement</p> <p>(iv) Video Conferencing for online participants through Webex</p> <p>(v) LAN Cable (5 Nos.)</p> <p>(vi) VC System (3 Nos.)</p> <p>Webex Link will be provided by MoEFCC</p>	1	<p>5 High end Laptops for Live Streaming</p> <p>1 High end Laptop for providing the required feed from Laptop to AV System for display</p> <p>Require necessary Switcher, Changer, Feeder, etc.</p>
33	Registration area with pagoda and branding at Gate no. 7		
34	Arch Gate at Gate no. 7		
35	Gen sets (power)		
36	On site Registration Badge		
37	Post event Report		
38	Medical Facility , Ambulance and Medical Room		

Note:

- i. All rates should be inclusive of GST
- ii. The numbers/quantity are indicative and are subject to change depending on the requirement and final billing would be done only for the actual service utilised satisfactorily.

- iii. The agency shall submit an undertaking stating –
“We hereby submit that the financial Bid is unconditional, and we acknowledge that any condition attached to financial Bid shall result in rejection of our financial Bid.”
- iv. The monetary quotations may take into account about 3-4 hours deployment of all requisite resources and set up for rehearsal a day before the event.
- v. **No item of banned single use plastic shall be used.**
- vi. The agency will have to coordinate with relevant authorities or statutory/ regulatory bodies for obtaining necessary clearances / permissions etc.
- vii. The agency will have to comply with the prevailing national and local municipal directives.

The above-mentioned activities are indicative and not exhaustive. Depending upon circumstances additions/modifications are expected to be delivered by the selected EMA.

4. Conflict of Interest

- i. Ministry requires that Event Management Agency provide professional, objective, and impartial advice and at all times hold the Ministry's interest paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- ii. Without limitation on the generality of the foregoing, Event Management Agency, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

a. Conflicting activities:

The Event Management Agency that has been engaged by the Ministry to provide goods, works or Assignment/job other than consulting Assignment/job for a project and any of its affiliates, shall be disqualified from providing

consulting Assignment/ job related to those goods, works or Assignment/job. Conversely, the Event Management Agency hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the Event Management Agency 's consulting Assignment/job for such preparation or implementation.

b. Conflicting Assignment/job:

The Event Management Agency (including its Personnel) or any of its affiliates shall not be hired for any assignment/job that by its nature, may be in conflict with another assignment/job of the Event Management Agency to be executed for the same or for another Employer.

c. Conflicting relationships:

The Event Management Agency (including its Personnel) that has a business or family relationship with a member of the Ministry's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the Assignment/job, (ii) the selection process for such Assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Ministry throughout the selection process and the execution of the Contract.

The Event Management Agency has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Ministry, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical Bid provided in the Tender. If the Event Management Agency fails to disclose said situations and if the Ministry comes to know about any such situation at any time, it may lead to the disqualification of the Event Management Agency during

Bidding process or the termination of its Contract during execution of assignment.

No current employee(s) of the Ministry shall work as Event Management Agency.

- iii. **Penalty:** For items mentioned in scope of work, the EMA must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case specific items are not as per specification quoted, Ministry reserves the right to out rightly reject the payment for that specific item or deduct an amount 20% or more for same. In case of other failures, this Ministry reserve the right to seize the earnest money / performance security and further imposing penalty upto Rs. Ten (10) lakhs.

5. The Bid

a. No. of Bid

- i. Event Management Agency shall only submit one Bid. If an Event Management Agency submits or participates in more than one Bid, such Bids shall be disqualified.

b. Preparation of Bid

- i. The Bid as well as all related correspondence exchanged by the Event Management Agency and the Ministry, shall be written in English language, unless specified otherwise.
- ii. In preparing their Tender, Event Management Agency are expected to examine in detail the documents comprising the Tender. Material deficiencies in providing the information requested may result in rejection of a Bid.
- iii. Depending on the nature of the Assignment/job, Event Management Agency are required to submit a Technical Bid (TB) in forms provided in this Tender. Submission of the wrong type of Technical Bid shall result in the Bid being deemed non-responsive. The Technical Bid shall provide the

information indicated in the paras from (a) to (d) in the attached Standard Forms given in this Tender. Form TB-1 is a sample letter of technical Bid which is to be submitted along with the technical Bid.

c. Assignment/jobs

i. Assignments / Jobs completed by individual Professional staff working privately or through other consulting Event Management Agency cannot be claimed as the experience of the Event Management Agency, or that of the Event Management Agency's associates, but may be claimed by the Professional staff themselves in their CVs. Event Management Agency must be prepared to substantiate the claimed experience along with a self-certification by the Managing Director of the Event Management Agency.

d. Information on Technical & Financial Bid

i. The Technical Bid shall not include any financial information. A Technical Bid containing financial information shall be declared non responsive.

ii. Financial Bid - The Financial Bid shall be prepared using the attached Standard Forms given in this Tender. The financial Bid shall not include any conditions attached to it and any such conditional financial Bid shall be rejected summarily.

e. Bid Validity

i. The Bid shall be valid for 60 (sixty) days from the date of opening of the Bid.

f. Taxes

i. The Event Management Agency shall fully familiarize themselves about the applicable Domestic taxes (such as Goods and Service Tax (GST), income taxes, fees, levies, etc) on amount payable by the Ministry under the contract. All such taxes must be included by the Event Management Agency in the financial Bid.

6. Earnest Money Deposit (EMD)

- i. An EMD of Rs. 7,50,000.00 (Rupees seven lakh fifty thousand only), in the form of Demand Draft (DD) drawn in favour of Pay and Account Officer, MoEFCC payable at New Delhi shall be submitted along with the Bid.
- ii. Bid not accompanied by EMD shall be rejected as non-responsive.
- iii. No interest shall be payable by the Ministry for the sum deposited as earnest money deposit.
- iv. No bank guarantee shall be accepted in lieu of the earnest money deposit.
- v. The EMD of the unsuccessful Event Management Agency would be returned within 45 days of award of job.
- vi. The EMD shall be forfeited by the Ministry in the following events:
 - a. If Bid is withdrawn during the validity period or any extension agreed by the Event Management Agency thereof.
 - b. If the Bid is varied or modified in a manner not acceptable to the Ministry after opening of Bid during the validity period or any extension thereof.
 - c. If the Event Management Agency tries to influence the evaluation process.

7. Performance Bank Guarantee

The successful Event Management Agency shall have to submit Performance Bank Guarantee equivalent to 3% of value of project awarded with validity period till sixty days beyond the completion of Assignment/Job.

8. Submission, Receipt and Opening of Bid

- i. Both Technical and Financial Bids shall contain no interlineations or overwriting, except as necessary to correct errors made by the Event Management Agency themselves. The person who signed the Bid must initial such corrections. Submission of letters for both Technical and Financial Bids should respectively be in the format of TB & FB given in the Tender.
- ii. An authorized representative of the Event Management Agency

shall initial all pages of the original Technical Bid. **The authorization shall be in the form of a written power of attorney accompanying the Bid or in any other form demonstrating that the representative has been duly authorized to sign.** The signed Technical and Financial Bids shall be marked "ORIGINAL".

iii. Event Management Agency must Submit:

a. **Technical Bid:**

The Technical Bids shall be submitted Tender Box placed at Ground Floor, Prithvi Wing, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003.

b. **Financial Bid:**

The Financial Bid should be submitted in separate sealed envelope in Tender Box placed at Ground Floor, Prithvi Wing, Indira Paryavaran Bhawan, Jor Bagh, New Delhi-110003. Any Indication of 'Quoted Price' in the technical Bid Documents shall lead to rejection of the Bid outright.

9. Bid Evaluation

- i. From the time the Bids are opened to the time contract is awarded, the Event Management Agency should not contact the Ministry on any matter related to its Technical and/or Financial Bid. Any effort by Event Management Agency/ Bidder to influence the Ministry in the examination, evaluation, ranking of Bid, and recommendations for award of contract may result in the rejection of the Event Management Agency Bid.
- ii. The Ministry has constituted a 'Tender Evaluation Committee' (TEC) which will carry out the entire evaluation and award process.
- iii. The TEC shall evaluate the Technical and Financial Bids and other standard forms on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria specified in the Tender Terms and Conditions.

10. Confidentiality

Information relating to evaluation of Bid and recommendations concerning awards shall not be disclosed to the Event Management Agency which has submitted the Bid or to other persons not officially concerned with the process, until the

publication of the award of contract. The undue use by any Event Management Agency of confidential information related to the process may result in the rejection of its Bid and may be subject to the provisions of anti-fraud and corruption policy of the Government.

11. Evaluation criteria

i. List of Documents

As per checklist at Annexure – 1.

ii. Technical Evaluation Criteria

TEC appointed by the MoEF&CC will carry out the evaluation of Bids based on the following evaluation criteria and point system. If required, the MoEF&CC may seek specific clarifications from any or all EMA(s). Each evaluated Bid will be given a technical score as detailed below. The total marks against which the Event Management Agency's submission will be evaluated is 200.

S.n o.	Topic	Technical evaluation criteria	Max marks
A	Experience in conducting number of events as Event Management Agency relevant to the scope of this Tender. As per form TB-2	The Event Management Agency should have worked organizing Highest level events 5 – 10 events = 10 Marks 11-20 events = 20 Marks More than 20 events = 30 Marks	30
B	Years of experience	Minimum 5 years experience = 30 marks	30
C	Regular Technical Manpower on the payroll of the company	50-100 = 10 marks 101-200 = 20 marks More than 200= 30 marks	30
D	ISO Certification	10 marks	10
E	No backlisting of the	10 marks	10

	company		
F	Hon'ble President level event organised	10 marks	10
G	Hon'ble PM level event organised	10 marks	10
H	Average Annual Turnover	Annual average turnover of last 03 years a Rs. 15 – 20 crores – 05 marks b Rs. 20 – 30 Crores – 20 marks c More than 30 Crores – 30 marks	30
I	Conceptualization of making arrangement for the event (presentation by the agency)		40
	Total Marks		200

iii. Financial Evaluation Criteria

As per Form FB-2. Quantities of items are tentative and for evaluation of financial Bid only. The scope of work may vary as per requirement.

iv. Composite Bid Evaluation Methodology

Evaluation of Bids shall be done under combined Quality-cum- Cost Based System (QCBS). Under this system, the Technical Bid evaluation, i.e. Part-I, shall be allotted weightage of 70% while the Price Bid evaluation shall be allotted the weightage of 30%. The Event Management Agency scoring the highest combined score will be declared H-1. The detailed methodology is described below.

The TEC constituted by MoEF&CC will carry out the

technical evaluation of Bid based on the above evaluation criteria and points system. Evaluators of Technical Bid shall have no access to the Financial Bid until technical evaluation is concluded. Each evaluated Bid will be given a technical score.

Normalization of technical Bid scores

The EMA with highest technical marks would be taken as the base / reference for arriving at Technical Score for each technically qualified EMA. The Technical Score for the EMA with highest Technical Marks (out of 200) would be taken as 70 and the Technical Score for other technically qualified Event Management Agency will be scaled proportionally. The following example illustrates the proposed methodology for arriving at Technical Score of the Event Management Agency:

Bid	Technical marks (assumed)	Technical Score
A	192/200	$70 \times 192 / 200 = 70.00$
B	180/200	$70 \times 180 / 192 = 65.62$
C	140/200	$70 \times 140 / 192 = 51.04$

The Price Bid shall be opened for technically qualified Event Management Agency only. The following methodology shall be adopted for evaluation of quoted price of Event Management Agency who qualify in the technical Bid evaluation.

Normalization of financial Bid scores

The minimum quoted price among the technically qualified Bids will be taken as base/reference rate for arriving at the evaluated marks for each qualified Event Management Agency. The evaluated marks for the lowest priced Event Management Agency in Price Bid shall be 30. The following example illustrates the proposed methodology for arriving at the Financial Score of the Event Management Agency:

Bid	Quoted rate (assumed)	Financial Score
A	INR 12 Cr	$30 \times 08 / 12 = 20$

B	INR 10 Cr	$30 \times 08/10 = 24$
C	INR 08 Cr	$30 \times 08/08 = 30$

The sum of the normalized Technical Score and the normalized Financial Score as detailed above shall be the Total score for the Event Management Agency. The Event Management Agency with the highest Total Score shall be declared H1.

12. Award of Contract

After finalization of selection process, the Ministry shall issue a Letter Of Intent (LOI) to the selected Event Management Agency. The Event Management Agency will sign the contract after fulfilling all the formalities/pre-conditions like submission of Performance Bank Guarantee, etc.

13. General Terms & Conditions

- i. Material / data provided for the activities are confidential in nature. The Event Management Agency shall not share the data with any person without written permission of MoEF&CC. A certificate regarding non-sharing/informing of confidential data to third party is to be given by the Event Management Agency along with Technical Bid.
- ii. At the time of submission of Bid, the Event Management Agency has to ensure that each page is duly signed by the Event Management Agency or his duly authorized representative. In case the Bid is signed by the authorized representative, a letter of authorization should be enclosed with the Bid.
- iii. The Event Management Agency should provide professional, objective and impartial advice and at all times hold the client's interest paramount, without any consideration for future works, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.
- iv. Rates quoted by Event Management Agency shall remain same till completion of works. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of assignment. The EMA should raise bills based on actuals. Omissions if any, in costing any item shall not entitle the EMA to be compensated and the liability to fulfil its obligations.

- v. The jurisdiction in case of disputes shall be the Courts of Delhi/New Delhi.
- vi. The Event Management Agency must be registered under relevant Laws/Acts of the country.
- vii. In case of any dispute arising, the decision of the MoEFCC will be final.
- viii. Even though Event Management Agency satisfy the necessary requirements they are subject to disqualification if they have:
 - a. Made untrue or false representation in the form, statements required in the application document.
 - b. Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.
- ix. Right to accept or reject any or all Bid:
 - a. Notwithstanding anything contained in this document, the MoEFCC reserves the right to accept or reject any Bid and to annul the Selection Process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
 - b. The Ministry reserves the right to reject any Bid if: (a) at any time, a material misrepresentation is made or discovered, or (b) the Event Management Agency does not provide, the supplemental information sought by the Authority for evaluation of the Bid within the time specified by the Ministry. Misrepresentation/ improper response by the Event Management Agency may lead to the disqualification of the Event Management Agency. If such disqualification/ rejections occurs after the Bids have been opened and the highest ranking Event Management Agency gets disqualified / rejected, then the Authority reserves the right to consider the next best Event Management Agency, or take any other measure as may be deemed fit in the sole discretion of the Ministry, including annulment of the Selection Process.

14. Fraud and Corrupt Practices

- i. The Event Management Agency and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding

anything to the contrary contained in this document, the Authority shall reject a Bid without being liable in any manner whatsoever to the Event Management Agency, if it determines that the Event Management Agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Ministry shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as 'mutually agreed genuine pre-estimated compensation and damages payable to the Authority for, *inter alia*, time, cost and effort of the Ministry, in regard to this document, including consideration and evaluation of such Event Management Agency's Bid.

- ii. Without prejudice to the rights of the Ministry herein above and the rights and remedies which the Authority may have under the LOA or the Agreement, if a Event Management Agency, as the case may be, is found by the Ministry to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the Agreement, such Event Management Agency shall not be eligible to participate in any Tender or Tender issued by the Ministry during a period of three years from the date such Event Management Agency or Event Management Agency, as the case may be, is found by the Ministry to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- iii. For the purposes, the following terms shall have the meaning hereinafter respectively assigned to them: (a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the

service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical Event Management Agency's adviser or the Authority in relation to any matter concerning the Project; (b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process; (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process; (d) "undesirable practice" means establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Event Management Agency with the objective of restricting or manipulating a full and fair competition in the Selection Process.

15. Technical Bid-Standard Forms

Form TB 1: Letter of Bid submission

Form TB 2: Event Management Agency's organization &

experience Form TB 3: Information

regarding any conflicting activities

and declaration thereof.

Technical Bid-Other Undertakings

- i. An undertaking stating that Event Management Agency/organization is not blacklisted by Government or its agencies including Central/State Level Public Enterprises.
- ii. Undertaking stating that
 - "Project Manager / Support Team Members / Personnel would be maintained during the actual assignment to be awarded in case they are selected. In case replacement is inevitable, the equivalent qualification and

experienced Project Manager / Support Team Members / Personnel will be inducted to carry out the assignment in case of award.”

(iii). Undertaking stating that

“In the last three years, EMA has neither failed to perform on any contract, as evidenced by imposition of Penalty by an arbitral or Judicial authority or a Judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.”

(i v) . An undertaking regarding non-disclosure/sharing of confidential information with third parties.

16. Additional Terms and Conditions

1. The agency would have to provide the deliverables in the committed time frames. If the Ministry directs any work to be done on short notice, then the agency would have to execute the work within few hours at short notices and if required even on holidays. The Event Management Agency shall follow the specifications as per requirement of the Ministry.

2. All designs, creatives, reports and other documents developed/submitted by the agency pursuant to this work order shall become and remain the property of the Ministry of Environment, Forest and Climate Change.

3. **Payment:** No advance/spot payment shall be made. The payment for the work done shall be made only after satisfactory completion of the work and on submission of Bill with GST number as per actual cost, duly affixed with revenue stamp, signed by the authorized representative of the Event Management Agency for this purpose and shall bear the stamp of the Event Management Agency . The Ministry will not pay any extra charges for transportation to the Venue/ Ministry Office, wherever advised by the Ministry. The payment will be made strictly as per the unit/technical specification stated in financial Bid submitted by the agency. Any increase in the unit cost or dilution in technical specification shall not be allowed. Any extra cost involved must be intimated in advance and approval for the same shall be taken from the Ministry.

4 . PERFORMANCE SECURITY: The agency will have to submit a Performance Security equivalent to 3% of the total contract value of job in the form of the Demand Draft, Fixed Deposit Receipt or Bank guarantee from a scheduled Nationalised Bank in favour of "DDO, Ministry of Environment, Forest and Climate Change, New Delhi", within 3 days of issue of this work order. Performance Security shall remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier. If the Bidder is not able to provide the requisite services to the complete satisfaction of the Ministry of Environment, Forest and Climate Change, the Performance Security shall be forfeited. No interest will be payable by the Ministry on Performance Security. Performance Guarantee would be returned only after successful completion of job assigned to them after adjusting/recovering any dues recoverable/payable from/by the Agency on any account under the contract and after submission of a 'No Claim Certificate'.

5. The agency is to ensure the quality of services as the program is to be attended by Hon'ble Prime Minister and other VIPs and participants from across the country. The Ministry reserves the right to forfeit the Performance Security in the event of the Event Management Agency violating any of the terms and conditions of the contract or for not providing satisfactory and/or quality and timely services.

6. If at any given point of time it is found that the agency doesn't fulfill any of the contractual obligations, the MOEFCC may take a decision to cancel the Work Order with immediate effect.

7. CONFLICT OF INTEREST: The Agency is required to provide professional, objective and impartial advice and at all times hold the MoEFCC's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work. The agency have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of MoEFCC, or that may reasonably be perceived as having this effect with another assignment/job of the Agency to be executed for the same or for another Employer.

8. **FORCE MAJEURE:** Notwithstanding anything contained in the document, the Agency or the Ministry shall not be liable for compensation/liquidated damages or termination, if and to the extent that, its delay in performance or other failures to perform its obligations under the work order is the result of an event of Force Majeure. For purposes of this clause “Force Majeure” means an event beyond the control of the Agency/Ministry and not involving the Agency’s/Ministry’s fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the Ministry regarding Force Majeure shall be final and binding on the Agency. If a Force Majeure situation arises, the Agency shall promptly notify to the Ministry in writing, of such conditions and the cause thereof, within 3 days. Unless otherwise directed by the Ministry in writing, the Agencies shall continue to perform its obligations under the work order as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

9. **FAILURE & TERMINATION CLAUSE:** Time and date of delivery and period of execution shall be essence of the work order. If the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the work order the MoEFCC may: -

- a) Cancel the contract or a portion thereof by serving prior notice to the Agency.
- b) The MoEFCC may take a decision to cancel the work order with immediate effect and / or debar / blacklist the agency prospectively for a period of 3 years or as decided by the MoEFCC or take any other action as deemed necessary.

10. **AGENCY CODE OF CONDUCT AND BUSINESS ETHICS:**

Integrity Code

shall strictly be compiled with, and everyone associated with the work shall observe the highest standards of ethical conduct and integrity, honesty and fairness, and shall work to the best of their professional judgments.

11. The Ministry shall not be held responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any

compensation.

12. The quantity/ requirement mentioned in the Financial Bid is indicative. Actual requirement may vary based on circumstances and payment will be made based on the unit price quoted. The Agency will be responsible for daily reporting on the key deliverables based on the parameters/KPIs as decided after finalization of engagement.

13. If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the work order, the MoEFCC would appoint a sole arbitrator, which shall be accepted by the Agency. The decision of the arbitrator would be final and binding on both the parties. The party agrees and undertakes that it shall not challenge the award made in pursuance of the aforesaid arbitration clause on the ground that arbitrator was the nominee of the Ministry as per clause of the work order. The Venue of the arbitration shall be at New Delhi. Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re- enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

14. The Secretary, Ministry of Environment, Forest and Climate Change shall be the final Authority for settlement of any dispute and his/her interpretation of any clause / term / condition (s) of this document shall be final and binding and the jurisdiction for Court of Law shall be Hon'ble High Court of Delhi.

Form TB-1

LETTER OF BID SUBMISSION

TO: [Name and address of

Ministry] Dear Sirs,

We, the undersigned, offer to provide the Assignment/job for “Engagement of Event Management Agency to MoEFCC, GOI in Activities for celebration of World Environment Day on 5th June, 2025 at Bharat Mandapam, New Delhi,” in accordance with your Notice Inviting Tender dated [.....May 2025] and our Bid. We are hereby submitting our Bid, which includes this Technical Bid with requisite EMD and Financial Bid.

We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely

Authorized Signature [in full and initials]; Name and Title of Signature:

Name of

EMA:

Address :

Date:

Form TB-2

EMA as Organization and Experience

1. EMA as Organization

[Provide here a brief description of the background of your organization/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the Event Management Agency, objectives of the Event Management Agency etc.]

2. EMA's Experience and other details as mentioned in Technical Evaluation Criteria

[Provide item-wise detailed information on each topic, as mentioned in Para 11

(ii) above titled 'Technical Evaluation Criteria' for which your Event Management Agency was legally contracted either individually as a corporate entity for carrying out Assignment/job similar to the ones requested under this Assignment/Job.

3. No. of Events (Organizational Experience)

Sl. No.	Name of Entity with complete communication address.	Order No. and Date	Scope of work	Date of award of contract & Contract Period	Value of Contract	Actual Date of Completion	Person/Project authority who could be contacted for further information.

4. Years of experience -

5. Total Regular Technical Manpower on pay roll: Enclose the list

6. Details of ISO certification of the company -

7. Information on no backlisting against the company -

8. Details about Hon'ble President level event organised -
9. Details about Hon'le Prime Minister level event organized
10. Average Annual Turnover (in Rs. crores)

Financial year	Average Annual Turnover	Turnover from consultancy business	Remarks
2021-22			
2022-23			
2023-24			

(Seal & Signature of EMA with Date)

Note: Please provide documentary evidence i.e. copies of proof of audited statement of annual Turnover, work order, contract and completion certificate for each of the above mentioned assignments. The experience shall not be considered for evaluation if such requisite support documents are not provided with the Bid.

Form TB-3

Information Regarding any Conflicting Activities and Declaration Thereof

[Are there any activities carried out by your Event Management Agency which are of conflicting nature as mentioned in this Tender, If yes, please furnish details of any such activities. If no, please certify]

“We hereby declare that our Event Management Agency is not indulged in any such activities which can be termed as the conflicting activities under this Tender. We also acknowledge that in case of misrepresentation of the information, our Bid/contract shall be rejected/terminated by the Ministry which shall be binding on us.”

Authorized Signature [in full and initials]; Name and Title of Signature:

Name of EMA:

Address

Date:

Financial Bid-Standard Forms

Form FB-1: Financial Bid Submission Form

Form FB-2: Financial Bid for: Engagement of Event Management Agency to Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India (GOI) in the Activities for celebration of World Environment Day on 5th June, 2025 at Bharat Mandapam, New Delhi”

Form FB-1

FINANCIAL BID SUBMISSION FORM

**(TO BE SUBMITTED BY THE EVENT
MANAGEMENT AGENCY)**

[Location, Date]

To: [Name and address of

Ministry] Sir/Madam,

We, the undersigned, offer to provide the event management services for [insert title of Assignment/job] in accordance with your Notice Inviting Tender dated [insert date] and our Technical Bid. Our attached financial Bid is for the sum of [insert amount(s) in words and figures]. This amount is inclusive of the applicable Taxes. We hereby confirm that the financial Bid is unconditional, and we acknowledge that any condition attached to financial Bid shall result in rejection of our financial Bid.

Our financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid indicated.

We understand you are not bound to accept any Bid you receive.

Yours

Sincerely, [Authorized Signature
[in full and initials]:

[Name and title of Signatory:]
[Name of EMA:]
Address:

Form FB-2

Financial Bid for: Engagement of Event Management Agency to Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India (GOI) in the Activities of celebration of World Environment Day on 5th June, 2025 at Bharat Mandapam, New Delhi.” Below mentioned quantity of items are tentative and for evaluation of financial Bid only. The scope of work may vary as per requirement.

(To be filled by the Event Management Agency)

Sl. No.	Particulars	Tentative Quantity	Remarks
1	Event conceptualization, Design and Execution	1	
2	Design, preparation, Printing and distribution of Invitation Cards (inclusive of designing cost and e-invites)	1,500	
3	Flower decoration of venue	1	

4	Designing and Installing backdrops, hoardings, brandings at Bharat Mandapam and near Bharat Mandapam roundabouts in the National Capital, Signage, Standees and banners (Banners and Standees will also be required at Indira Paryavaran Bhavan, Jor Bagh, New Delhi on the basis of actual requirement)	20,000 square feet	No separate transportation charges will be provided. This includes digital as well as physical.
5	Designing, preparation, printing and distribution of (c) Conference Badges with Lanyards [Colour coding event badges for different categories of attendees like Organisers, Delegates, Officials etc. (d) WED Kit, bag, pen, notebook, LiFE badge, Prakriti keyring, etc. as per requirement of the Ministry (c) Car parking stickers, as per requirement Real time monitoring of distribution of above will	1,500 each for (a), (b) and (c)	

	also be required		
6	Layout, design and printing of two publications	100 copies each for two books	Publication to be Released on WED, 2025
7	Dais management (including Lamp for Lamp lighting and digital Nameplates)	1	Kit
8	Engaging an experienced and professional Anchor with past experience of handling events / programmes attended by the President/PM for conducting the proceedings of the events. The Anchor will have to conduct the proceeding of the event from Bharat Mandapam, New Delhi	1 Anchor (one for standby but both should be of equal calibre and available on rehearsal day and on event day)	
9	Deploying a Video shooting team, photography teams (for video/still photographs) at various locations as per requirement to cover the entire event (before and during the event) and all participants from States and UTs. Sharing of videos /photos in realtime with participants in digital form.	As per requirement	2 videographers and 2 photographers. The final deliverables (photos and video to be submitted in a hard disk to the Ministry)

10	Seating Arrangements	1	State-wise/Category-
11	Services of Ushers, support-staff	10	
12	Helpdesk, Reception along with manpower and PC/Laptops, printer etc. for registration of participants	2	At least 5 counters to be set up
13	Report writers for verbatim bilingual Report of the proceedings of the Event	2	Report has to be submitted within one hour of the event
14	Documentation of the full day event and production of Hindi and English e-books thereof (inclusive of designing charges and translation from Hindi to English and vice versa)	1	
15	Colour Print of Group Photograph (min. A-4 Size) of about 50 Persons with Dignitaries before the commencement of event i.e. immediately after the arrival of the dignitaries	50 nos. of photographs	Photographs to be provided well in advance. Display of photographs at Audi 2 and at the entry gate of Bharat Mandapam

16	<p>Manpower</p> <p>Data Entry Operator - at least 6 persons (from Award of Contract to 05/06/2025)</p> <p>Team of Tele-calling and conformation - as per actual requirement (from Award of Contract to 05/06/2025)</p> <p>Team Manager (from Award of Contract to 05/06/2025)</p> <p>Logistics for National Expo- 10 persons (Event Day)</p> <p>Professionals for conducting Technical Session - 4 persons (Event Day)</p> <p>For Helpdesk - 4 persons (Event Day)</p> <p>Report writing verbatim for technical session full day – 2 persons (Event Day)</p> <p>Team for post event campaign - as per actual requirement</p> <p>Manpower shall be provided with laptops</p>		<p>The manpower deployed should have adequate MS Office, Excel and Power Point knowledge with knowledge of Hindi and English</p>
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	wherever required		
17	Print copy of Newspaper clippings compilation after the event (including design charges)	2	

18	Office Set up (with laptop/PC, colour printer, photocopy and internet facility) for officials of Ministry on rehearsal day and event day with 3 manpower well versed in typing	2	
19	Travel arrangement for 50 (fifty) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	By Air (Economy) and to and fro journey by car from Airport to Hotel to venue and back to hotel and Airport (as per the extent Gol Rules)	
20	Accommodation and food for 50 (fifty) persons from each of the identified startup /enterprise coming from outside Delhi to set up stall in the National Expo	Hotels may be of 4 Star (as per the extent Gol Rules)	
21	View Cutter/ Cloth fencing to obscure PM/Pres/VIP movement (as per security protocol)	1	

22	Transport facility - 6-seater AC vehicles from 3/6/2025 to 5/6/2025 (% vehicles for 3 days)	15	The extra charges (if any) will be paid on pro-rata basis hour rate only. The drivers should be well conversant with the local routes. The
23	Buses at least 42 seater capacity	5	
24	Decoration in Auditorium 2, Bharat Mandapam	2 days	
25	Necessary arrangement at Meeting Room 6 as Spillover Room Bharat Mandapam Necessary arrangement at	1 day	
26	Meeting Room 12,13 & 14 Bharat Mandapam	1 day	
27	Necessary arrangement at Pre-Function Area Bharat Mandapam	1 day	
28	Necessary arrangement at F&B and PMR complex at Bharat	2 days	
29	Carpet loop pile (Red)	500 x 10	

30	<p>Necessary arrangement at Leaders lounge for Expo</p> <p>National Expo on “Alterative to Plastic”</p> <p>Exhibition Pavilions (with Stand) with Power Coated Modular system, Maxima Fascia of size 3m x 3m & carpet, Including</p> <p>3 sides walls 2.5m height, 1 Table,</p> <p>1. chairs,</p> <p>2. spotlights min. 70 watt, 1 plug point 5/15 AMP,</p> <p>1 fascia with exhibitors name, 1 dustbin</p>	approx. 55	
31	<p>Fabrication of Awards and Mementos for various competitions, activities, etc in the run up to WED. Details of the winners will be shared by MoEF&CC.</p>	100 nos.	

32	<p>Live Streaming online Streaming to Social Media Platforms</p> <p>(i) Webcasting (ii) Launch of National Plastic Pollution Reduction challenge (NPPRC) (iii) live streaming as per requirement (iv) Video Conferencing for online participants through Webex (v) LAN Cable (5 Nos.) (vi) VC System (3 Nos.) Webex Link will be provided by MoEFCC</p>	1	<p>5 High end Laptops for Live Streaming 1 High end Laptop for providing the required feed from Laptop to AV System for display Require necessary Switcher, Changer, Feeder, etc.</p>
33	Registration area with pagoda and branding at Gate no. 7		
34	Arch Gate at Gate no. 7		
35	Gen sets (power)		
36	On site Registration Badge		
37	Post event Report		
38	Medical Facility , Ambulance		

Authorized Signature [in full
and initials]:

Name: Designation:

Name of EMA: Address:

Check list of Documents

The Bids shall be accompanied with the followings:

i.	DD/ Pay order towards EMD (Rs.7,50,000/-)	Yes/No
ii.	Event Management Agency registration certificate	Yes/No
iii.	Copy of past work Orders/ Self-certification	Yes/No
iv.	Copy of completion certificates along with value/Self-certification	Yes/No
v.	Undertaking that the Event Management Agency / Institution is not blacklisted by any Government Institute/CPSE/SLPE/Local Authority	Yes/No
vi.	Authority Letter, if any	Yes/No
vii.	Duly Audited copy of Annual Accounts of Last 3 years	Yes/No
viii.	Undertaking regarding Non-Disclosure	Yes/No
ix.	Undertaking regarding non- failure to perform	Yes/No
x.	Duly filled forms (as given in technical Bid & Financial Bid)	Yes/No
xi	Certificate on years of Experience	Yes/No
xii	Certificate on regular manpower on the payroll of the Company	Yes/No
xiii	Copy of ISO Certification	Yes/No
xiv	Certificate declaring that the Company is not blacklisted	Yes/No
xv	The details about Hon'ble President level events organized	Yes/No
xvi	The details about Hon'ble Prime Minister level events organized	Yes/No