

**EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF EVENT MANAGEMENT
AGENCIES AT
NATIONAL CO-OPERATIVE CONSUMER'S FEDERATION OF
INDIA LIMITED (NCCF), NEW DELHI**

Date: 19 MAY 2026



National Cooperative Consumer's Federation of India Ltd
(Under Ministry of Consumer's Affairs Food & Public Distribution)
Gov. of India

नेशनल कोऑपरेटिव कंज्यूमर फेडरेशन ऑफ इंडिया लिमिटेड
(उपभोक्ता मामले खाद्य एवं सार्वजनिक वितरण मंत्रालय) भारत सरकार

NATIONAL CO-OPERATIVE CONSUMER'S FEDERATION OF INDIA
LIMITED (NCCF), New Delhi
NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas,
New Delhi – 110016

Email: socialmediacell@nccfindia.com

Contact: +1800-2026290

Invitation For Expression of Interest to National Co-operative Consumer's Federation of India Limited (NCCF)

EOI No. NCCF/HO/EOI/2026-27/

Date: 19 May 2026

1. National Co-operative Consumer's Federation of India Limited (NCCF) invites Expression of Interest (EOI) from the eligible and interested parties in India for Empanelment of Event Management Agencies at NCCF, New Delhi.
2. The bidder must submit their proposal in a sealed envelope labelled 'EOI for Event Management Services for National Co-operative Consumer's Federation of India Limited (NCCF)
3. The EOI Document can be downloaded from the NCCF website www.nccfindia.com.
4. The purpose of this EOI Document is to provide interested parties with the relevant information regarding the EOI which may be useful in submitting their proposal. Applicants are advised to study this EOI Document carefully before submitting their proposal.
5. Sealed envelope, containing the requisite documents along with the copies of supporting documents shall be submitted through speed post or courier or by hand to the address given below:

Social Media Cell-NCCF

National Co-operative Consumer's Federation of India Limited (NCCF), New Delhi NCUI
Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas,
New Delhi – 110016

6. In exceptional circumstances, and at its own discretion, NCCF may extend the deadline for submission of proposals by issuing an amendment to this EOI on the NCCF website, in which case all rights and obligations of NCCF and the applicants previously subject to the original deadline will thereafter be subject to the deadline as extended. NCCF reserves the right to amend/add further details in the EOI.
7. The applicant is requested to submit any queries in writing by email. The email shall be addressed to social media Cell at the email id social media Cell | NCCF - socialmediacell@nccfindia.com by 29th May 2026 up to 1800 Hrs. with the Email Subject '**EOI for Empanelment of Event Management Agencies**'.
8. National Co-Operative Consumer's Federation of India Limited reserves the right to cancel this call for EOI and/or invite afresh with or without amendments, without liability or any obligation for such call for EOI and without assigning any reason. Applicants are advised to visit the NCCF's web site regularly for updates on this EOI.

9. Further details are provided in the table below:

Name of Bid	Expression of Interest (EOI) for Empanelment of Event Management Agencies at NCCF
EOI Publication Date	19 th May 2026
Deadline for enquiries via email	29 th May 2026 up to 1800 Hrs.
EOI Submission deadline	1 st June 2026 up to 1800 Hrs.
Mode of submission	Sealed envelopes through post, or courier or by hand
A/c details for submission of PBG	Account Name: MDNCCF A/c No. - 34827894847 IFSC: SBIN0007407 MICR: 110002007 State Bank of India Asian Games Vill. Complex NCUI, 3 Siri Institutional Area, August Kranti Marg, New Delhi-110016
Presentation by shortlisted agencies	Date and timing will be shared via email

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Disclaimer

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

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

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

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

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

1. INTRODUCTION

1.1 About National Co-operative Consumer's Federation of India Limited (NCCF)

National Co-operative Consumer's Federation of India Limited (NCCF), a national-level cooperative federation headquartered in New Delhi, invites Expressions of Interest (EOI) from experienced Event Management Agencies for conceptualizing, planning, and managing events of the NCCF.

The National Cooperative Consumers' Federation (NCCF) is the apex body supporting the consumer cooperative movement in India. Its main objectives include ensuring the supply of essential consumer goods at reasonable prices, providing managerial assistance to member cooperatives, and promoting efficient practices like bulk buying, standardization, and training. NCCF engages in wholesale and retail trade of agricultural goods, infrastructure development, warehousing, import-export, and work as a Nodal agency for government and other organizations. It also promotes cooperative education, research, and international collaboration, with a mission focused on consumer satisfaction, transparency, growth, and the economic empowerment of its members.

1.2 Objective

The primary objective of this Expression of Interest (EOI) is to empanel a roster of creative and resourceful event management agencies to deliver end-to-end solutions for high-profile events. The selected partners will play a critical role in promoting cooperative principles and showcasing the success of various developmental schemes. Agencies must demonstrate the operational capability to execute targeted district and state-level campaigns across both urban centers and remote, far-flung rural districts, ensuring broad stakeholder engagement and effective value-dissemination nationwide

1.3 General Terms of Empanelment

- (a) Bidders must be eligible to apply for empanelment as per Clause 2.
- (b) Bidding as a consortium is not permitted.
- (c) The Bidder's Organization should not be owned or controlled by any Director or Employee (or directly related relatives) of NCCF and those who have retired in the last one year.
- (d) Franchisee arrangement is strictly not allowed in this. No part of the Event Management Services shall be sub-let to any other agency/individual in any form. If a bidder is caught doing so at any stage, the order would be immediately terminated and payments forfeited. All the payments towards any event so organized shall be made only in the name of the empaneled agency and not any other agency.
- (e) Bidders who meet the eligibility criteria as per Clause 2 shall be considered for empanelment with NCCF and shall be invited for a technical presentation before a Competent committee appointed by NCCF if they meet the requisite cut-off as per Clause 8.
- (f) The tenure of the empanelment shall be for a period of three (3) years from the date of empanelment, with the empanelment status being renewed every year based on the performance of the Agency and Agency continuously meeting the eligibility criteria being set out in this document or any other criteria being set out by the NCCF as per its requirement. Various factors may be considered for the performance review as per NCCF's requirements.

- (g) At the time of empanelment renewal, documentary support for eligibility qualifications and credentials must be furnished to NCCF as requested.
- (h) NCCF, at its discretion, can modify or terminate the empanelment of the Agency earlier than the expiry of the three (3) year period in the event of poor performance OR any change in requirement OR not meeting the eligibility criteria as set out in this document or any other criteria set out by the NCCF at the time of renewal of empanelment OR on account of breach of terms and conditions OR due to any other relevant reason(s) given in writing to the empaneled Agency.
- (i) Empanelment with NCCF does not guarantee any form of income/ award of work/retainer fees, etc.

1.4 Description of Empanelment Process

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

1.5 Scope of Work

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

- (a) To handle end to end services for all kinds of district/state level Events and Exhibitions including stage, lighting and sound arrangements, seating arrangements, farmer mobilization, arrangement of emergency services (ambulance, fire tenders etc.), coordination with performing artists, media personnel etc.
- (b) Identify and recommend key districts for intervention; compile granular farmer datasets and execute mobilization drives to ensure high-impact participation aligned with NCCF's cooperative objectives.
- (c) Designing and strategizing marketing and advertisement campaigns for maximum outreach (Indoor, Outdoor, Transit, Broadcast, TVC, Influencer Marketing, social media).
- (d) Based on the inputs received from the client, preparation and presentation of detailed event plans for approval. Plans to include event concept, event layout, event theme development, quality of visual appeal etc.
- (e) Designing of venue site plans, presentation and execution of the same post approval of the Clients.
- (f) Provision of the required overlay, light and sound for the events, inclusive of its mobilization, installation, operations and decommissioning after the event.
- (g) Undertaking photographic documentation and developing short films/Selfie Point and digital display etc. as per requirements of NCCF.
- (h) Conceptualization and provision of Venue Décor and Branding plans, presentation of the concepts, designs and themes and post approval, execution of the same.
- (i) Design and printing of creatives, brochures, pamphlets, documents/ booklets etc. for the purpose of advertising schemes, public notices, recruitment etc.

- (j) Design and printing of event specific folders/brochures/envelopes/stationary post approvals from Client.
- (k) Design and printing of event specific branding material on flex/vinyl, post approval from Clients. Please note the Branding and advertisement rights for the event rest with the NCCF as per client's requirement. Accordingly, NCCF shall direct the Agency on the branding requirements.
- (l) Provision of DG sets for adequate power supply at the event venues, inclusive of their operating licenses and safety certificates, fueling and required technical operators.
- (m) Ensure availability of emergency services such as ambulances, fire station etc. and any other additional requirements based on the expected footfall.
- (n) Provision of event photography and videography services including post editing for the events along with the deployment of the required professional workforce.
- (o) Provision, operations and maintenance of LED screens, plasma television screens and sound systems for all the events.
- (p) The selected Agency shall be responsible for obtaining all the necessary licenses, permissions and NOCs relating to the organization and conduct of the events in discussion and shall share copies of the permissions, licenses and NOCs to the Authority and its appointed authorized representatives. All associated costs to be borne by the selected Agency.
- (q) Diesel generator sets, LED boards, plasma screens, electrical works etc. as per requirement for the planned event.
- (r) Provision of electrical works, temporary lighting works and Air conditioning units with the required wiring and cabling along with the procurement of safety certificate and NOCs from the concerned regulatory authorities.
- (s) Designing and printing of offset and digital branding material and event collaterals and assist Authority in marketing and shout out of the event to invite more footfall at the event.
- (t) Scoping and provision of Male and Female ushers as per the requirement of event organized. The Ushers should be trained with adequate experience in events. The selected Agency shall bear the cost of the Ushers logistics, food & beverage arrangements, accommodation, travel including local travel, event uniforms etc. The uniform designs shall be approved by NCCF.
- (u) Scoping and Provision of service staff for Housekeeping, cleaning and waste management for the events in discussion. Their responsibilities shall be (but not limited to) –cleaning and waste management services for the venue and maintenance of all toilets deployed for the event. Procurement and supply of the required consumables shall be undertaken by the Agency. The Housekeeping staff should be trained with adequate experience. The selected Agency shall bear the cost of their logistics, food & beverage arrangements, accommodation, travel including local travel, their uniforms etc.

2. ELIGIBILITY CRITERIA

2.1 Eligibility Criteria for Event Management Agencies

S.No	Mandatory Eligibility Criteria	Supporting Document Required
1	<p>The applicant should be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956 or Partnership Firm registered under the Indian Partnership Act, 1932 or LLP registered under the Limited Liability Partnership Act, 2008 or a Society registered under the Societies Registration Act, 1860.</p> <p>Company should have a fully functional office/Offices in India (Rental Agreement/ Latest Electricity Bill/ Telephone Bill as valid proof) Should have been in existence in India at least for the last three years.</p> <p>The company should have a minimum average turnover of Rs 50 lakh in event management service only in the last three financial years (i.e. 23-24,24-25,25-26)</p>	<p>(a) Certificate of Registration / Incorporation under the respective Acts in India.</p> <p>(b) The respective Memorandum of Association/Partnership Deed.</p> <p>(c) GST Registration Certificate</p> <p>(d) PAN Card</p> <p>(e) Proof of turnover</p>
2	<p>The applicant should not have been blacklisted in India by any Central Govt. Department, Ministry, Central PSUs, State PSUs, Autonomous bodies of the Central/ State Govt. etc. during the last 3 Financial Years.</p>	<p>Letter of undertaking</p>
3	<p>The Bidder should have successfully executed at least 5 events in the last 3 years for Government of India, any Central Ministry or PSUs</p>	<p>Attach Proof</p>
4	<p>3 years' experience in the Event Management services (Relevant documents to be attached) along with empanelment with Govt/ ministry / PSUs (Active/ valid)</p>	<p>Work order/purchase order /Empanelment agreement</p>

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

2.2 Shortlisting Criteria

S. No.	Shortlisting Criteria	Supporting Document(s)	Score (Max.)								
1	<p>At least 03 (three) years of experience in providing event management service in central Govt/ ministries/ state Govts /UTs/ autonomous bodies etc. as on 31st March 2026.</p> <table border="1"> <thead> <tr> <th>Nos. of Years of Experience</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>03 years</td> <td>5</td> </tr> <tr> <td>Above 03 to 5 Years</td> <td>10</td> </tr> <tr> <td>Above 5 Years 10</td> <td>15</td> </tr> </tbody> </table>	Nos. of Years of Experience	Marks	03 years	5	Above 03 to 5 Years	10	Above 5 Years 10	15	<p>a. Work Completion Certificate of the same should be attached along with contact details for the concerned person on the client side.</p> <p>b. Relevant work order and Completion Certificates.</p>	15
Nos. of Years of Experience	Marks										
03 years	5										
Above 03 to 5 Years	10										
Above 5 Years 10	15										
2	<p>Minimum average turnover of Rs. 50 lakhs from event management services during the last 03 financial years i.e. 2023-24 ,2024-25 and 2025-26 duly signed, verified & stamped by Chartered Accountant indicating the membership no. along with Income Tax Returns for the last three years 23-24, 24-25, 25-26.</p> <table border="1"> <thead> <tr> <th>Average turnover for three years</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>50 lakhs</td> <td>05</td> </tr> <tr> <td>Above 50 lakhs to 01 Crore</td> <td>10</td> </tr> <tr> <td>Above 1 to 5 Crores</td> <td>15</td> </tr> </tbody> </table>	Average turnover for three years	Marks	50 lakhs	05	Above 50 lakhs to 01 Crore	10	Above 1 to 5 Crores	15	<p>Audited Balance sheet & CA Certificate of the last 03 Financial Years.</p>	15
Average turnover for three years	Marks										
50 lakhs	05										
Above 50 lakhs to 01 Crore	10										
Above 1 to 5 Crores	15										
3	<p>The organization should have executed at least 3 events for any government/PSU during last 3 FYs (2023-24 to 2025-26).</p> <table border="1"> <thead> <tr> <th>Nos. of Events</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>03 Events</td> <td>5</td> </tr> <tr> <td>Above 03 to 5 Events</td> <td>10</td> </tr> <tr> <td>Above 5 Events</td> <td>15</td> </tr> </tbody> </table>	Nos. of Events	Marks	03 Events	5	Above 03 to 5 Events	10	Above 5 Events	15	<p>Work order (Certificate of the same should be attached along with contact details for the concerned person on the client side)</p>	15
Nos. of Events	Marks										
03 Events	5										
Above 03 to 5 Events	10										
Above 5 Events	15										
4	<p>The applicant must have at least 5 skilled manpower specializing in executing the various activities (Creative Designer, Content Copy Writer, Event Manager, Operation Manager, Client Servicing Executive, Artist Management) in the defined scope of work.</p> <table border="1"> <thead> <tr> <th>Nos. of Skilled Manpower</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>5 Manpower</td> <td>5</td> </tr> <tr> <td>Above 5-10 Manpower</td> <td>10</td> </tr> <tr> <td>Above 10 Manpower</td> <td>15</td> </tr> </tbody> </table>	Nos. of Skilled Manpower	Marks	5 Manpower	5	Above 5-10 Manpower	10	Above 10 Manpower	15	<p>Resumes/CVs of all claimed manpower strength</p>	15
Nos. of Skilled Manpower	Marks										
5 Manpower	5										
Above 5-10 Manpower	10										
Above 10 Manpower	15										
5	<p>The applicant should have its offices in at least 1 city across India with at least one office in NCR Delhi.</p> <table border="1"> <thead> <tr> <th>Nos. Offices</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>City (NCR) Delhi.</td> <td>5</td> </tr> <tr> <td>Cities</td> <td>10</td> </tr> </tbody> </table>	Nos. Offices	Marks	City (NCR) Delhi.	5	Cities	10	<p>Substantial proof of office to be furnished. Rental Agreement/ Latest Electricity Bill/ Telephone Bill as valid proof.</p>	15		
Nos. Offices	Marks										
City (NCR) Delhi.	5										
Cities	10										

	Above 2 Cities	15	Registration certificate issued by the relevant Authorities	
6	Technical Presentation covering the following aspects: <ol style="list-style-type: none"> 1. Various Event Management services executed by the Bidder – 10 marks. 2. Methodology/planning of the event, backdrop, branding, live streaming, videography, photography, workflow on event management, manpower deployment, statutory compliance – 10 marked. 3. Suggestions for organizing high-quality event management services for seminars, workshops, and events involving VVIPs/VIPs – 5 marks 			25
7	Overall Composite Score			100

2.3 Required Documents/Certifications

- i. Registration under GST.
- ii. Registration under Income Tax (PAN Card).
- iii. Organizations should not have been blacklisted by any central or state government department/agencies, public sector institutions/ agencies, etc. and should not have involved in fraudulent activities.
- iv. ISO Certification – Agency must have a valid ISO 9001:2015 Certificate
- v. The bidder may have a local office in Delhi/NCR.
- vi. The bidder may have a valid EPF/ESI Registration Certificate.
- vii. Fassisai certification.
- viii. Any other relevant and material document

3. Format of Proposal Submission

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

4. Sealing & Submission of Proposal

- (a) The purpose of the evaluation of the proposal is to empanel the agency based on credentials, achievements and total competence. The Technical proposal should be

submitted in sealed cover, super scribing “Expression of Interest (EOI) for Empanelment of Event Management Agencies at NCCF, New Delhi. The envelope shall clearly indicate the name and address of the Agency.

- (b) The documents accompanying the proposal shall be numbered serially and placed in the order mentioned in the checklist.
- (c) Please note that the proposal does not demand any Financial Bid from any bidder at this stage. After the empanelment process, financial bids shall be invited from the empaneled agencies for specific projects as and when the need arises.
- (d) Proposals should be submitted in sealed envelope at the address mentioned below by post or courier or by hand before **1800 hours on 1st June, 2026**. Proposals sent by email, fax etc. will not be entertained.

Social Media- NCCF of India
NCUI Complex,
3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi – 110016

- (e) Proposals received by NCCF after the specified time on the due date shall not be eligible for consideration and shall be rejected summarily. NCCF will not be responsible in any manner for late receipt of proposal.

5. Right to accept and reject any or all proposals

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

6. Confidentiality

- (a) Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor to NCCF in relation to, or matters arising out of, or concerning the Empanelment Process.
- (b) NCCF will treat all information, submitted as part of the proposal, in confidence and will require all those who have access to such material to treat the same in confidence. NCCF may not divulge any such information unless it is directed to do so by any

statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or NCCF.

7. Proposal Evaluation

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

8. Evaluation criteria

- (a) Bidders who are eligible as per the criteria mentioned in clause 2 will be evaluated on their submitted proposals.
- (b) The selection for empanelment will involve an evaluation of the Technical Proposal of 75 Marks and Technical Presentation of 25 Marks.
- (c) Bidders who score at least **55 out of 75 marks** in Technical Proposal (referred to as Shortlisted Bidders) shall qualify for making a technical presentation before the selection committee.
- (d) Bidders who score at least **18 out of 25 marks** in the Technical Presentation shall qualify to be considered for the empanelment.
- (e) Bidders shall be empaneled on the basis of obtained scores after aggregating the scores awarded on the basis of technical proposal and technical presentation (**Overall composite score**).
- (f) The minimum qualifying marks for the empanelment are 73 out of 100.
- (g) The qualified bidders must submit a Performance Bank Guarantee an Amount Rs. 25,000/- (Rupees twenty-five thousand Only) by nationalized/scheduled bank within 5 working days of ~~issued~~ Empanelment letter.

G. Award of Works to Empaneled Agencies

- (a) The job will be awarded by inviting limited financial quotations from the empaneled agencies.
- (b) Empaneled agencies will have to quote competitive rates and the agency with the most suitable quote for the particular job will be awarded the Job Order.

10. Payment Terms

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

11. Penalty Clause

- (a) All the documents prepared by the bidder will be the property of NCCF. All designs, reports, other documents submitted by the bidder pursuant to this work order shall

become and remain the property of NCCF.

- (b) If at any point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfil any of the contractual obligations, NCCF may take a decision to cancel the empanelment with immediate effect or may also blacklist the bidder.
- (c) Performance security of the agency may also be forfeited if the performance is not satisfactory during any assigned project.
- (d) In case of late services / no services on assigned job, in which the agency fails to deliver the services within the period fixed for such delivery or at any time repudiates the contract, the agency shall be liable to pay LD (Liquidated Damages) which will be imposed at a minimum of 5% of that particular contract value and up to maximum of 10% of the contract value.
- (e) NCCF will have the right to cancel the empanelment at any time without assigning any reason thereof.

12. Miscellaneous

- (a) The Empanelment Process shall be governed by, and construed in accordance with, the laws of the Republic of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process. NCCF, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - i) Suspend and/or cancel the Empanelment Process and/or amend and/or supplement the Empanelment Process or modify the dates or other terms and conditions relating thereto;
 - ii) Consult with any Bidder in order to receive clarification or further information;
 - iii) Retain any information and/or evidence submitted to NCCF, by, on behalf of, and/or in relation to any Bidder; and/or
 - iv) Independently verify disqualify, reject and/or accept any and all submissions of other information and/or evidence submitted by or on behalf of any bidder.
- (b) It shall be deemed that by submitting the Proposal, the bidder agrees and releases NCCF, its employees, agents and advisors, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect.
- (c) This EOI is governed by the substantive laws of India. If any claim(s), dispute(s) or difference(s) of any kind or nature whatsoever, arises between the parties hereto out of or in connection with the construction, interpretation, effect and implication of any provision of this EOI and/ or the performance of any obligations whatsoever under this EOI, including the rights or liabilities of the Parties, or any claim or demand of any party against the other, or in regard to any other matter under the EOI, the party shall intimate the same to the other party by giving a written notice ("Dispute Notice") to the other party containing the description of the claim/ dispute/ difference and the grounds for the same. Both the parties promptly, mutually and in good faith, shall endeavor and make all efforts to amicably settle the dispute within 30 days of the receipt of the Dispute Notice by the other party. If the Parties fail to reach an amicable resolution of the dispute within a period of thirty (30) days from the Date of receipt of the Dispute Notice, either Party to the Dispute may thereafter within 30 days, issue a notice invoking arbitration ("Arbitration Notice"), to the other party in writing. The Dispute shall be resolved by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, or any statutory amendment/ modification thereof. The Arbitration Tribunal shall consist of sole arbitrator to be appointed mutually by the PARTIES. In the event the parties fail to mutually appoint the arbitrator within a period of thirty days after the receipt of Arbitration Notice, the appointment of the arbitrator, as the case maybe, shall be made in accordance with the provisions

of the Arbitration and Conciliation Act, 1996. The Arbitration Proceedings shall be held in English Language, and the seat of the arbitration shall be New Delhi. The venue of the arbitration proceedings shall be New Delhi, unless otherwise agreed between the parties. The Award passed by the Arbitral Tribunal, pursuant to this clause, shall be reasoned and in writing. The Award shall be final and conclusive and binding upon the parties.

13. Checklist of documents/information to be submitted:

1.	Authorization letter on the company letter head authorizing the person signing the bid for this EOI and the signing the supporting documents.
2.	The declaration on stamp paper of Rs.100/- that applicant is black listed in India by any Central Govt. Department, Ministry, Central PSUs, State PSUs, Autonomous bodies of the Central/ State Govt. etc. during the last 3 Financial Years.
3.	Company Profile including enclosing of necessary supporting documents <ul style="list-style-type: none"> • Name & Address • Certificate of Incorporation • Memorandum & Articles of Association • PAN Number • GST Registration Certificates • Contact Person name and contact details (Mobile Number and Email ID)
4.	Audited financial statements and CA certificates as mentioned in the shortlisting criteria.
5.	Copy of the order / agreement as mentioned in the shortlisting criteria.
6.	Copy of the work completion certificates issued by the client.
7.	Undertaking in letter head as per Annexure I
8.	Detailed technical literature of the offered solution

14. ANNEXURES

Checklist

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

Annexure I

Cover Letter Format

To,
The Managing Director,

**National Co-operative Consumer's Federation of India Limited (NCCF)
NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi –
110016**

Subject: Proposal for 'Empanelment of Event Management Agencies at National Co-operative Consumer's Federation of India Limited (NCCF)

Dear Sir,

This is in response to the EOI issued by the National Consumer's Co-operative Federation of India Limited (Ref No) dated , we (Name of the Bidder) are keen to get empaneled with National Co-operative Consumer's Federation of India Limited (NCCF) as Event Company/Agency to provide event management services, and hereby express our interest in being considered for the same.

We hereby confirm that:

1. The EOI is being submitted by which is the "Bidder" in accordance with the conditions stipulated in the EOI.
2. We have examined in detail and have understood the terms and conditions stipulated in the EOI issued by National Co-operative Consumer's Federation of India Limited (NCCF) and in any subsequent communication sent by National Co-operative Consumer's Federation of India Limited (NCCF). We agree and undertake to abide by all these terms and conditions. Our EOI is consistent with all the requirements of submission as stated in the EOI or in any of the subsequent communications from National Co-operative Consumer's Federation of India Limited.
3. The information submitted in our EOI is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our EOI. We acknowledge that National Co-operative Consumer's Federation of India Limited will be relying on the information provided in the EOI and the documents accompanying such EOI for Selection of Bidders for empanelment as an Agency/Company, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such EOI are true copies of their respective originals.
4. We acknowledge the right of National Co-operative Consumer's Federation of India Limited (NCCF) to reject our EOI without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever. We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the EOI.

5. This EOI is unconditional and we hereby undertake to abide by the terms and conditions of the EOI.
6. We understand that any work sanctioned in pursuance to the empanelment process detailed in this EOI shall be on the terms and conditions specified in the Letter of Award/ Work Order/ Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.
7. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Name:

Designation

(Company Seal)

(Authorized Representative and Signatory)

Note:

1. The Cover Letter is to be submitted by the Authorized Representative and Signatory on the organization's letter head with their dated signature & seal.

Annexure II

Bidder's Profile

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

For and on behalf of:

Signature Name: Designation: Date:

Note:

Copies of all supporting documents (Registration, GST, PAN, Tan, CIN) should be appended in the same order as mentioned in the table.

All supporting documents should be duly certified by the Authorized person.

Annexure III

Undertaking for Non-Black-Listing/Non-Debarment

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

Authorized Signatory

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

Annexure IV

Financial Capability Statement

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

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

Year	Annual Turnover (in INR)
2023 - 2024	
2024 - 2025	
2025 - 2026 (provisional)	

For and on behalf of:

Signature Name:

Designation:

Date:

Signature G Seal of Chartered Accountant: UIN Number:

Date:

Annexure V

Format - Work Experience

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

For and on behalf of:

Signature Name:

Designation:

Date:

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

Annexure VI

Format for Authorisation Letter

(On Company Letter head)

TO WHOMSOEVER IT MAY CONCERN

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

For and on behalf of:

Signature

Name:

Designation:

Date:

Annexure VII

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

S. No.	Name	Designation	Qualification	Relevant Experience

For and on behalf of:

Signature

Name:

Designation:

Date:

Annexure VIII

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

S. No.	Name of the Organization	Empanelment Valid Till	Services Offered

For and on behalf of:

Signature

Name:

Designation:

Date:

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

Annexure IX

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

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

For and on behalf of:

Signature Name:

Designation:

Date:

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

ACCOUNT DETAILS FOR SUBMISSION OF PBG FEES

State Bank of India Asian Games Village Branch (07407)	NCUI Building, 3 Siri Fort Hauz khas New Delhi-110049
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To Whomsoever It May Concern

It is certified that the Current Account-34827894847 of MD NCCF is maintained with our AGVC Branch. The details of Current Account is given below:

- 1. Name of the Firm** : **MD NCCF
3, Siri Institutional Area,
August Kranti Marg
New Delhi-110016**

- 2. Name of bank & Address** : **State Bank of India,
Asian Games Vill. Compl
NCUI, 3 Siri Institutional Area
August Kranti Marg,
New Delhi-110016.**

- 3. Bank Account No** : **34827894847**

- 4. Bank IFSC Code (11 digit code)** : **SBIN0007407**

- 5. MICR Code** : **110002007**

(Chief Manager) 


Contact Officers:

Simran Kaur

9311587873

Timing: 10:00 AM to 06:00 PM (Monday to Friday)
