



**Indian Institute of Corporate Affairs
P 6, 7, 8, Sector-5, IMT Manesar,
Distt. Gurgaon, Manesar, Haryana-122050**

Request for Expression of Interest

for

**Empanelment of Event Management Firms For Managing
Events Organized By Indian Institute of Corporate Affairs
in various states capital**

_____, 2018

Disclaimer

The information contained in this Request for Expression of Interest (“REOI”) document or subsequently provided to Applicant/s, whether verbally or in documentary form by or on behalf of Indian Institute of Corporate Affairs (“IICA”), or any of their representatives, employees or advisors (collectively referred to as “IICA Representatives”), is provided to Applicant(s) on the terms and conditions set out in this REOI Document and any other terms and conditions subject to which such information is provided.

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The IICA Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this REOI Document.

Table of Contents

DISCLAIMER	1
TABLE OF CONTENTS	2
1 INTRODUCTION	4
1.1 Background	4
1.2 Brief Terms of Reference	4
1.3 Availability of REOI Document	5
1.4 Validity of Applications	5
1.5 Scope and Description of Empanelment Process	5
1.6 Schedule of Empanelment Process	6
1.7 Communications.....	6
2 INSTRUCTIONS TO APPLICANTS	6
A. General	6
2.1 Scope of Application	6
2.2 Eligible Applicants	6
2.3 Number of Applications	7
2.5 Acknowledgement by the Applicant	8
2.6 Right to Accept or Reject any of the Applications	8
2.7 Amendment of REOI Document	8
2.8 Clarifications.....	9
A) Clarification to the Queries	9
B. Preparation and Submission of Application	9
2.9 Language.....	9
2.10 Submission of Application	9
2.11 Sealing and Marking of Applications.....	9
2.12 Application Due Date.....	10
2.13 Late Applications.....	10
2.14 Opening of Applications	10
2.15 Evaluation of Applications	10
2.16 Confidentiality	11
2.17 Tests of Responsiveness.....	11
2.18 Clarifications to Facilitate Evaluation	11
2.19 Conflict of Interest.....	12
D. Empanelment and Notification	Error! Bookmark not defined.
2.20 Empanelment of Consultants.....	12

3	CRITERIA FOR EVALUATION	12
3.1	Evaluation of Applications.....	12
4	FRAUD AND CORRUPT PRACTICES.....	15
5	PRE-APPLICATION CONFERENCE.....	ERROR! BOOKMARK NOT DEFINED.
6	MISCELLANEOUS	17
	Appendix 1: Format for Letter of Application.....	18
	Appendix 2: Format for Power of Attorney for.....	19
	Appendix 3: Format for Details of Applicant.....	20
	Appendix 4: Organisational Strength.....	21
	Appendix 5: Staff having experience of managing events organised by Central/State Governments, Department relating to Launch Missions / Programs /Workshops /Seminars	22
	Appendix 6: Experience of the Applicant in managing events organised by Central/State Governments, Department relating to Launch Missions / Programs /Workshops /Seminars	23
	Appendix 7: Experience of the Applicant in managing international events for Central/State Governments.	24
	Appendix 8: Format for Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted	25

1 INTRODUCTION

1.1 Background

- i. The Indian Institute of Corporate Affairs, a registered society functions under the administrative control of Ministry of Corporate Affairs (MCA) has been established to act as a think tank and a centre of excellence to support the growth of corporate sector in India through an integrated multi-disciplinary approach requires the services of a reputed, well established and financially sound agency for empanelment of event management firms for managing events organized by Indian Institute of Corporate Affairs in various states capital
- ii. Indian Institute of Corporate Affairs from time to time, organises events such as consultative workshops and seminars with various stakeholders including citizens and State representatives.
- iii. This Empanelment process is being undertaken to identify a panel of Event Management Firms who will manage the above events organised by this Ministry from time to time.

1.2 Brief Terms of Reference

1.2.1 Scope of work for the Event Management Company

The broad scope of work will include:

- The Event Management Firm will carry out the following activities:
 - a) Conceptualize the overall event based on the Venue/Theme and Site.
 - b) Maintain a universal theme for all aspects of the event execution in coordination with government's vision for the event.
 - c) Design the complete event flow which would include the seating plans as per government protocol, movement of the dignitaries and participants.
 - d) Complete design, fabrication, printing, setup and deployment of flex hoardings, stage backdrops, badges, standees, directions, sign-boards, placards etc in accordance with the agreed theme in consultation with the government's vision
 - e) Dais Management as per Government protocol in consultation with the Ministry.
 - f) Hospitality Management including drinking water, high tea, Lunch etc.in consultation with the Ministry.

- g) Photography and Videography of the event and Live Webcast of the entire event as per requirement of the Ministry.
- h) Logistics which may include Transportation, Boarding Lodging as per requirement of the Ministry.
- i) Human Resource, Temporary Infrastructure, Fabrication of Stalls/Pavilions.
- j) Explore possibility of generating sponsorship of the event.

(The above activities are indicative. Detailed scope of work and activities will be provided at the time of inviting technical and financial bids)

1.3 Availability of REOI Document

The document may be downloaded from the following website www.iica.in.

1.4 Validity of Applications

The Application shall be valid for a period of not less than 90(Ninety) days from the Application Due Date hereinafter called “**Application Validity Period**”. IICA reserves the right to reject any or all the Applications without assigning any reason whatsoever.

1.5 Scope and Description of Empanelment Process

- i. IICA proposes to adopt a single stage process to evaluate Applications received based on criteria setout in this REOI Document. Based on this evaluation a panel of Event Management Firms shall be prepared.
- ii. IICA proposes to empanel eligible Event Management Firms through this process based on evaluation criteria as set out in Section 3 of this REOI document.
- iii. The purpose of Empanelment is to create a pool Event Management Firms in all states’ capital / UT’s capital that can manage various events organised by IICA in their state or nearby areas. Firms situated in Delhi/Gurgaon may also participate to cover IMT Manesar. However, by virtue of getting shortlisted with IICA does not entitle shortlisted Event Management firms to claim their expenses incurred, if any, in the process of shortlisted nor to claim for any assignment, whatsoever, it may be.
- iv. The IICA will obtain financial proposals from selected shortlisted Event Management firms through a RFP for every event, which shall be valid for 90

days from the date of rate quoted by the Firms. Work order for execution of event shall be given to L-1. For every event, a contract shall be executed.

1.6 Schedule of Empanelment Process

IICA would endeavour to adhere to the following schedule:

Sr. No.	Event Description	Indicative Dates
1.	Date of Issue of REOI	13.09.2018
2.	Pre Application Conference	18.09.2018
3.	Last Date for receiving queries	20.09.2018
4.	IICA's response to queries latest by	26.09.2018
5.	Last Date of Submission of EOI	04.10.2018

1.7 Communications

All communications excluding the submission of Application shall be addressed to Email: anil22mail@gmail.com.

2 Instructions to Applicants

A. General

2.1 Scope of Application

- i. The Empanelment of Firms would be done in all states' capital of India and UT's capital.
- ii. IICA shall receive Applications from eligible entities to create a panel of Event Management Firms.
- iii. The Applicant shall submit its Application in the form and manner specified in this REOI. A separate selection process would be undertaken by the IICA to appoint Firm for the specific event to be organised. The successful bidder emerging from such selection process shall be required to enter into event specific contracts with the IICA.

2.2 Eligible Applicants

- i. The Applicant eligible for participating in the qualification process shall be Single Business Entity:

- ii. For the purpose of this REOI, a Business Entity shall mean a company incorporated in India under the provisions of the Companies Act, 1956/2013 or any other law recognised by Government of India. Applicant should submit registration certificate or certificate of incorporation under the governing legislation. Copy of such Registration Certificate should be submitted along with the Application.
- iii. The Applicant should submit a Power of Attorney as per the format enclosed at **Appendix 2**, authorising the signatory of the Application to commit the Applicant.
- iv. An Applicant who has earlier been barred by IICA or blacklisted by any State Government or Central government / department / agency in India/ from participating in Bidding Process shall not be eligible to submit an Application, if such bar subsists as on the Application Due Date. The Applicant shall be required to furnish an affidavit that there is no such bar imposed and existing as on the Application Due Date as per format provided in **Appendix 11**. In case the Applicant gets banned by IICA blacklisted by any State government or Central Government / department / agency during the Empanelment Period such Applicant shall cease to be empanelled with IICA.
- v. A firm declared ineligible by the International Bank for Reconstruction and Development (IBRD), Washington, D.C., U.S.A., or the International Development Association, Washington, D.C., U.S.A Bank ("Bank") in accordance with the Bank Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants or debarred from providing consultancy services by and government agency in India shall be ineligible to submit an Application.
- vi. An Applicant should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant. In case the Applicant during period of Empanelment, fails to perform on any legal agreement, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award against the Applicant, or been expelled from any project or agreement or have had any agreement terminated for breach by such Applicant, such Applicant shall cease to be empanelled with IICA.
- vii. While submitting an Application, the Applicant should attach clearly marked and referenced continuation sheets in the event that the space provided in the specified forms in the Appendices is insufficient. Alternatively, Applicants may format the specified forms making due provision for incorporation of the requested information.

2.3 Number of Applications

Each Applicant shall submit only one (1) Application for the Project. Any Applicant, who submits or participates in more than one Application for the empanelment will be disqualified.

2.4 Application Preparation Cost

The Applicant shall be responsible and shall bear all costs and expenses associated with the preparation of its Application and its participation in the empanelment. It is clarified that IICA shall be not responsible or in any way liable for such costs, expenses regardless of the conduct or outcome of the empanelment.

2.5 Acknowledgement by the Applicant

- i. It is desirable that each Applicant submits its Application after collection of required information and analysis or any other matter considered relevant by it.
- ii. It would be deemed that by submitting the Application, the Applicant has:
 - a. Made a complete and careful examination of the REOI Document; and
 - b. Received all relevant information requested from IICA.
- iii. IICA shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

2.6 Right to Accept or Reject any of the Applications

- i. Notwithstanding anything contained in this REOI Document, IICA reserves the right to accept or reject any Application or to annul the Empanelment Process or reject all Applications at any time, without assigning any reasons thereof and without any liability or any obligation, of any nature whatsoever, for such rejection or annulment.
- ii. IICA reserves the right to reject any Application if:
 - a. At any time, a material misrepresentation is made or discovered; or
 - b. The Applicant does not respond promptly and diligently to requests for additional information or clarification required for evaluation of the Application.
- iii. Rejection of the Application by IICA, as aforesaid, would lead to the disqualification of the Applicant..

2.7 Amendment of REOI Document

- i. At any time prior to the Application Due Date, IICA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the REOI Document by the issuance of Addenda posted on the website: www.iica.in.
- ii. Any Addendum thus issued will also be posted on the website: www.iica.in.
- iii. In order to provide the Applicants a reasonable time to examine the Addendum, or for any other reason, IICA may, at its own discretion, extend the Application Due Date.

2.8 Clarifications

A) Clarification to the Queries

An Applicant requiring any clarification on the REOI Document may request IICA online through mail at Email: anil22mail@gmail.com. Applicants should send in their queries latest by 20.09.2018. IICA would endeavour to respond to the queries by 26.09.2018. The responses may be uploaded on the website: www.iica.in or the same may also be sent through email.

B. Preparation and Submission of Application

2.9 Language

The Application and all related correspondence and documents should be furnished by the Applicant with the Application may be in any other language provided that these are accompanied by appropriate translations of the pertinent passages in the English language. Supporting material, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the translated in English language shall prevail.

2.10 Submission of Application

- i. The Applicant would provide all the information in terms of this REOI Document. Only those Applications shall be evaluated that are received in the required format and complete in all respects duly signed and stamped. **The Application shall be submitted in maximum 100 pages.**

2.11 Sealing and Marking of Applications

- i. An authorized representative of the Applicant shall digitally sign the submission letters in the required format. The authorization shall be in the form of a written power of attorney scanned and uploaded together with the Application as per Appendix 2.
- ii. The Application shall contain the following (check-list):

a.	Letter of Application	Refer Appendix 1
b.	Power of Attorney for signing of the Application.	Refer Appendix 2
c.	Details of Applicant	Refer Appendix 3
d.	Aggregated turnover of the firm during last 3 financial years (2013-14, 2014-15, 2015-16)	Refer Appendix 4
e.	Staff having experience of managing events organised by Central Government/ State	Refer Appendix 5

	Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies relating to Launch of Missions/Programs/Workshops/Seminars.	
f.	Experience of the Firm in performing tasks as described in Scope of Work and managing events organised by Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies etc. relating to Launch of Missions /Programs/Workshops/Seminars.	Refer Appendix 6
g.	Experience of Applicant in managing overseas Events for Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies.	Refer Appendix 7
h.	Format for Affidavit Certifying that Entity/Directors(s) of Entity not Blacklisted	Refer Appendix 8
i.	Proof of registration of the Applicant	

2.12 Application Due Date

- i. The Application or its modifications must be uploaded on the portal no later than the deadline mentioned in the Schedule of Empanelment Process (refer Clause 1.6), or any extension to this deadline.
- ii. IICA may, in exceptional circumstances, and at its sole discretion, extend the Application Due Date by issuing an Addendum in accordance with Clause 2.8 (A), uniformly for all Applicants.

2.13 Late Applications

Applications received after deadline will not be accepted.

A Evaluation Process

2.14 Opening of Applications

The IICA evaluation committee shall conduct the opening of the Applications online after the Application submission deadline.

2.15 Evaluation of Applications

- i. The Applications, so received, would subsequently be examined and evaluated in accordance with the criteria set out in Section 3.

- ii. IICA reserve the right to utilise the services of consultant/s or advisor/s, to assist in the examination, evaluation, and comparison of Applications.
- iii. IICA reserves the right to reject any or all the Applications, if:
 - a. At any time, a material misrepresentation is made or discovered; or
 - b. The Applicant does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Application.

2.16 Confidentiality

- i. Information relating to the examination, clarification, evaluation, and recommendation for the Empanelled Applicants shall not be disclosed to any person not officially concerned with the Empanelment Process. IICA will treat all information submitted as part of Application in confidence and would require all those who have access to such material to treat the same in confidence. At the conclusion of the evaluation process, IICA may inform by email/letter or publish list of applicant in website www.iica.in.
- ii. IICA shall not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

2.17 Tests of Responsiveness

- i. Prior to evaluation of Applications, it shall be determined whether each Application is responsive to the requirements of the REOI Document. An Application shall be considered non responsive if the Application is not signed by the authorized signatory, does not contains all the information and documents as set out in Clause 2.11 (b) and in the formats set out in this REOI Document.
- ii. IICA reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by IICA in respect of such Applications.

2.18 Clarifications to Facilitate Evaluation

- i. To facilitate evaluation of Applications, IICA, at its sole discretion, seek clarifications in writing from any Applicant regarding its Application. Such clarifications shall be provided within the time specified by IICA, as the case may be, for this purpose. Any request for clarifications and all clarifications shall be in writing.
- ii. If an Applicant does not provide clarifications sought under Sub-Clause (a) above within the prescribed time, its Application shall be liable to be rejected. In case the Application is not rejected, IICA may proceed to evaluate the Application by construing the particulars requiring clarification

to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation.

2.19 Conflict of Interest

- i. IICA requires that the Shortlisted Event Management firms provide professional, objective, and impartial advice and at all times hold paramount the interests of IICA and/or the city/state for which consultancy services are provided, strictly avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Shortlisted Event Management firms shall not accept or engage in any assignment that would be in conflict with, or that may place it in a position of not being able to carry out the assignment for which it has been engaged.

2.20 Empanelment of Consultants

- i. After the evaluation of Applications, IICA shall prepare a list of Applicants who meet the qualification criteria as set out in this REOI Document. Other Applicants may be informed that their Applications have been unsuccessful.
- ii. The empanelled Applicants would be duly notified that such Applicants are empanelled with IICA (“Notification of Empanelment”).
- iii. The Empanelment of panel of Event Management firms will be valid initially for a period of 24 (Twenty Four) months from the date of Empanelment. IICA may renew the shortlist for an additional duration as decided by IICA at its sole discretion.
- iv. The IICA reserves the right to make additions in the panel after following due process.

3 Criteria for Evaluation

3.1 Evaluation of Applications

- a) **Mandatory Clauses:** The firms who fulfil the following criteria will be eligible to participate:
 - i. The firm should have managed at least one event having minimum value of Rs. 3 lacs for Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies in each year during last 3 years.
 - ii. The annual average turn over of the firm for the last three years should be Rs. 40 lakh.
 - iii. The aggregate turnover of the Event Management firm during last three years should be minimum Rs.45 lakh and annual turnover during

the last 3 years (2013-14, 2014-15, 2015-16) should be minimum Rs. 15 lakh.

- iv. The firm should have positive net worth.
- b) This section provides the details of evaluation process. The Applications will be evaluated on the basis of the following parameters:
- a. General Experience of the Applicant in managing events as defined in the Scope of Work: **Number of years' experience**
 - b. Total aggregated turnover of the Applicant during last 3 years (2013-14, 2014-15, 2015-16): **Aggregated Turnover in Crores**
 - c. Staff having experience of managing events organised by Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies relating to Launch of Missions /Programs /Workshops /Seminars: **Number of such staff.**
 - d. Experience of the Firm in managing events having scope of work as defined in the TOR for Central/State Governments, Departments etc. relating to Launch of Missions /Programs/Workshops/Seminars etc during last 5 years: **Number of assignments.**
 - e. Experience of Applicant in managing overseas Events for Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies. During last 5 years; **Number of assignments.**
- i. The Applications will be evaluated on the basis of the following parameters for each of the three respective areas:

S.N o.	Parameter	Maximum Marks
1.	Experience of the Applicant	10
2.	Aggregated turnover of the firm during last 3 financial years (2013-14, 2014-15, 2015-16)	10
3.	Staff having experience of managing events organised by Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies relating to Launch of Missions /Programs /Workshops /Seminars	20
4	Experience of the Firm in performing tasks as described in Scope of Work and managing events organised by Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies etc. relating to Launch of Missions/Programs/Workshops /	30

S.N o.	Parameter	Maximum Marks
	Seminars during last 5 years.	
5	Experience of Applicant in managing overseas Events for Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies during last 5 years	30
Total		100

- i. The Applicants (firm) who secure a score of minimum 75marks or more out of 100 shall be considered for further Empanelment.
- ii. The Empanelled firms shall be informed by email/letter or may also be displayed on the IICA website.

c) Fraud and Corrupt Practices

- a. The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this REOI, IICA shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant 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 Empanelment Process.
- b. Without prejudice to the rights of, if an Applicant, as the case may be, is found by the IICA 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 Empanelment Process, or after the issue of the notification of Empanelment, such Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by IICA during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by IICA 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.
- c. For the purposes of this Section, 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 Empanelment Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Empanelment Process or after the issue of the Notification of Empanelment as the case may be, any person in respect of any matter relating to the empanelment or Notification of Empanelment, who at any time has been or is a legal, financial or technical consultant/ adviser of IICA 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 Empanelment 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 Empanelment Process;
 - d. “**undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by the IICA with the objective of canvassing, lobbying or in any manner influencing or attempting to

influence the Empanelment Process; or (ii) having a Conflict of Interest; and

- e. “**restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Empanelment Process.

d) Miscellaneous

- a. The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Empanelment Process.
- b. IICA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - a. 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;
 - b. Consult with any Applicant in order to receive clarification or further information;
 - c. Retain any information and/or evidence submitted to IICA by, on behalf of and/or in relation to any Applicant; and/or
 - d. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Applicant.
- c. It shall be deemed that by submitting the Application, the Applicant agrees and releases IICA, its employees, agents and advisers, 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, whether actual or contingent, whether present or future.
- d. All documents and other information supplied by IICA or submitted by an Applicant shall remain or become, as the case may be, the property of IICA. IICA will not return any submissions made hereunder. Applicants are required to treat all such documents and information as strictly confidential.
- e. IICA reserves the right to make inquiries with any of the clients listed by the Applicants in their previous experience record.

Appendix 1: Format for Letter of Application

[On the Letter head of the Applicant]

Date:

To
Administrative Officer
Indian Institute of Corporate Affairs
P 6, 7 & 8, Sector-5
IMT Manesar,
Gurgaon-1220050
District Gurgaon

Ref: **EOI for Empanelment as Event Management Firm.**

Dear Sir,

Being duly authorized to represent and act on behalf of
..... (Hereinafter referred to as "the Applicant"), and having gone through
and fully understood all of the eligibility and qualification requirements and
information provided, the undersigned hereby apply for Empanelment for the
captioned project.

We are enclosing our Application for Qualification in one (1) original, with the details
as per the requirements of the REOI Document, for your evaluation.

We confirm that our Application is valid for a period of 90(Ninety) days from
..... (Application Due Date)

Yours faithfully,

(Signature of Authorised Signatory)
(Name, Title and Address)

Appendix 2: Format for Power of Attorney for Signing of Application

(On Non – judicial stamp paper of Rs 1000/- or such equivalent
Document duly attested by notary public)

Power of Attorney

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorise Mr. / Ms..... (name and residential address) who is presently employed with us and holding the position of As our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our application for “**Empanelment as Event Management Firm**”, including signing and submission of all documents and providing information / responses to CBUD, Indian Institute of Corporate Affairs (“IICA”), representing us in all matters before IICA, and generally dealing with IICA in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

(Signature)

(Name, Title and Address)

Accepted

..... (Signature)

(Name, Title and Address of the Attorney)

Note:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the 19executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *In case the Application is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*

Appendix 3: Format for Details of Applicant

1. Details of Applicant

a.	Name of applicant with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	States Capital for empanelment	:	
f.	Year of Incorporation. (Attach copy of incorporation certificate)	:	
g.	Name and address of the person holding the Power of Attorney.	:	
h.	(i) Place of Business.	:	
	(ii) Date of Registration.	:	
i.	Name of Bankers with full address.	:	
j.	Average Turn Over for the Last 3 years duly Certified by CA.		
k.	Service Tax Registration Number((Attach copy of incorporation certificate).	:	
l.	Are you presently debarred / Black listed by any Government Department /Public Sector Undertaking /Any Employer? (If Yes, please furnished details)	:	
m.	Name and details (Tel / Mobile / E mail) of contact persons	:	

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Empanelment, it is proved that the information furnished by us is wrong, IICA reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm

Date _____ Name _____

Place _____ Designation _____

Tel No. _____

Mobile No. _____

E Mail IDSeal/Stamp of the Firm

Appendix 4: Aggregated turnover of the firm during last 3 financial years (2013-14, 2014-15, 2015-16)

Financial Year	Turn Over (in Crores)
2013-14	
2014-15	
2015-16	

(To be certified by the Chartered Accountant)

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Empanelment, it is proved that the information furnished by us is wrong, IICA reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm

Appendix 5: Staff having experience of managing events organised by Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies relating to Launch of Missions /Programs /Workshops /Seminars*Provide list of Staff from the organisational strength having experience as per scope of work.

S.No.	Name	Area of Expertise	Position held	Brief of Experience of working with City Government in India/ International Experience

Certified that the above information is correct to the best of our knowledge and no relevant information is concealed. If at any time during or after the Empanelment, it is proved that the information furnished by us is wrong, IICA reserves the right to take necessary action against our firm as per applicable Laws/Rules of the land.

Signature of Authorized Representative of the Firm

Appendix 6: Experience of the Firm in performing tasks as described in Scope of Work and managing events organised by Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies etc. relating to Launch of Missions /Programs/Workshops/Seminars during last 5 years.

(Please give detail of maximum 10 Events)

Category No.	Year	Details of Event	Organising Ministry/Department	Cost
1				
2				
3				
4				
5.....				

Note:

1. The Claims of completion shall be self-certified. A copy work order and agreement to be submitted with this Application.

Appendix 7: Experience of Applicant in managing overseas Events for Central Government/ State Governments, CPSUs, SPSUs and Central and State Government Autonomous Bodies during last 5 years.

(Please give detail of maximum 10 Events)

Category No.	Year	Details of Event	Country where Event held	Organising Ministry/Department	Cost
1					
2					
3					
4					
5.....					

Note:

1. The Claims of completion shall be self-certified. A copy work order and agreement along to be submitted with this Application.

Appendix 8: Format for Affidavit Certifying that Entity / Director/s of Entity are not Blacklisted

(On a Stamp Paper of relevant value)

Affidavit

I M/s. (Sole Applicant / Lead Member/ Other Member /s)), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred or blacklisted by any state government or central government / department / agency/PSU in India from participating in Project/s, either individually as on _____.

We further confirm that we are aware that as per Clause 2.7 (b), our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of Clause 2.2 (f) or 2.2 (g) any stage of the Empanelment Process or thereafter during the Empanelment period.

Dated thisDay of, 201....

Name of the Applicant

.....
Signature of the Authorised Person

.....
Name of the Authorised Person