



**The National Small Industries Corporation Ltd**  
(A Govt. of India Enterprise)

No. 25, 1st Main Road, KSSIDC Industrial Estate, 6th Block Rajajinagar,  
Bangalore - 560010.

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**Request for Proposal (RFP)**

Ref: NSIC/BO/BNG/EXHB/MSMEDEFEXPO/2015

**SELECTION OF  
EVENT MANAGEMENT AGENCY  
FOR  
MSME DEFEXPO-2015**

4<sup>th</sup> edition is tentatively scheduled during **December 10<sup>th</sup> – 12<sup>th</sup>, 2015 at  
Bengaluru**

**INVITATION FOR PROPOSALS**

August 2015

Last date for receiving queries	Aug 13, 2015
Pre-Proposal Conference Last date for receiving queries	Aug 13, 2015
Proposal Due Date	Aug 20, 2015 (Before 13:00hrs)
Opening of Key Submission, Qualification Submission,	Aug 20, 2015 (15:00hrs)

## DISCLAIMER

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the NSIC or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the NSIC to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (the “**Proposal**”). This RFP includes statements, which reflect various assumptions and assessments arrived at by the NSIC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the NSIC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The NSIC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The NSIC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

The NSIC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The NSIC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the NSIC is bound to select a Bidder or to appoint the Selected Bidder or EMA, as the case may be, for the Events and the NSIC reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the NSIC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the NSIC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

## 1. INTRODUCTION

### 1.1. Background

- 1.1.1. National Small Industries Corporation Ltd. (NSIC) propose to conduct biennial International MSME Sub-contracting & Supply Exhibition for Defence, Aerospace and Homeland Security. The NSIC intends to select an Event Management Agency for organising 4<sup>th</sup> edition of MSME DEFEXPO. The 4<sup>th</sup> edition is tentatively scheduled during **December 10<sup>th</sup> – 12<sup>th</sup>, 2015 at Bangalore**. This exhibition is individually referred as "Event".
- 1.1.2. The Selected Bidder who is a company incorporated under the Companies Act, 1956 (the "**Event Management Agency**" or "**EMA**") shall be responsible for conducting the Event in accordance with the provisions of the agreement (the "**Service Agreement**") to be entered into between EMA and the NSIC in the form provided by the NSIC as part of the Bidding Documents pursuant hereto.
- 1.1.3. The scope of work will broadly include end to end management of the various components of the Events including conducting conferences, exhibition, trade shows, parallel programmes, revenue generation by way of exhibition, sponsorships, delegate fees, etc, marketing and providing the necessary facilities and infrastructure thereof during the tenure of the Service Agreement.
- 1.1.4. The Service Agreement sets forth the detailed terms and conditions for grant of the right to the EMA, including the scope of the EMA's services and obligations (the "Right") and is enclosed as Volume 2 of this RFP.
- 1.1.5. The statements and explanations contained in this RFP are intended to provide a proper understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of EMA set forth in the Service Agreement or the NSIC's rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this RFP or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the NSIC.
- 1.1.6. The NSIC shall receive Proposals pursuant to this RFP in accordance with the terms set forth in this RFP and other documents to be provided by the NSIC pursuant to this RFP (collectively the "**Bidding Documents**"), as modified, altered, amended and clarified from time to time by the NSIC, and all Proposals shall be prepared and submitted in accordance with such terms.

### 1.2. Brief Description of Bidding Process

- 1.2.1. The NSIC invites eligible Bidders to submit their Proposals for the Event.
- 1.2.2. The Bidders are requested to submit their Proposals in accordance with the Bidding Documents. The Proposal shall be valid for a period of not less than 60 (Sixty) days from the date specified in Clause 1.3 for submission of Proposals (the "**Proposal Due Date**").
- 1.2.3. The Bidding Documents and any agenda issued subsequent to this RFP Document, but before the Proposal Due Date, will be deemed to form part of the Bidding Documents. The Bidder shall furnish as part of its Proposal, a Bid Security of Rs. 25,000/- (Rupees Twenty Five Thousand only) (the "**Bid Security**") in the form of D.D, along with the bid, refundable not later than 60 (sixty) days from the Bid validity period.

The Proposal shall be summarily rejected if it is not accompanied by the Bid Security.

1.2.4. During this Bid Stage, Bidders are invited to carry out, at their cost, such studies as may be required for submitting their respective Proposals for award of the Right.

1.2.5. (A) Bidders would need to submit the following sets of documents as part of their Proposal.

I. **“Key Submissions”, “Qualification Submission” and “Technical Proposal”** - all the documents shall be submitted in the hard copy.

II. **“Financial Proposal”** is to be submitted in hard copy form. However for providing clarity on the Financial Proposal, a specimen for the same is provided in **Appendix – V**.

1.2.5. (B) The evaluation of the Proposal submissions would be carried out in the following stages.

a. The first stage would involve a test of responsiveness based on the Key Submissions. Those Proposals found to be substantially responsive would be evaluated in the next stage i.e. the Qualification Stage.

b. In the Qualification Stage, the information of the Bidders relating to their eligible experience comprising Technical Capacity and Financial Capacity (“Eligibility Criteria”) would be evaluated as per Clause 3.3 of the RFP. Bidders who meet the Eligibility Criteria would be considered for the evaluation of Technical Proposal.

c. In the third stage, the Technical Proposal of the Bidders would be assessed and marked as per Clause 3.4.1 of RFP.

1.2.6. Further and other details of the process to be followed at the Bid Stage and the terms thereof are spelt out in this RFP.

**1.3. SCOPE OF WORK:** The role of Event Management Agency (EMA) is to work jointly with NSIC for the successful conduct of the event. The Event Management Agency shall conduct the following activities in coordination with NSIC.

- Plan Overall Event activities.
- Prepare tentative budget for the event.
- Publicity & Advertisements
- Conduct of Road-Shows, Curtain Raiser.
- Manage and implement the communications, marketing and PR for the event.
- Mobilisation of Sponsors, Exhibitors and Conference Delegates
- Registration management.
- Conference Structuring, planning and management in coordination with the Knowledge Partner.
- Preparation of exhibition layout and exhibition management.
- Hospitality, Accommodation of attendees in coordination with the travel partner.
- Registration Management
- Inaugural and Conference Sessions Management
- Infrastructure management
- Transport Management
- Catering Management
- Safety, Security and Protocol Arrangements
- Develop specifications for resources, infrastructure, services and other requirements and procure these requirements using standard procurement methods.
- Manage the implementation and running of the event, including cleaning and security.

#### 1.4. Schedule of Bidding Process

The NSIC shall endeavour to adhere to the following schedule:

S. NO.	Event Description	Date
1.	Last date for receiving queries	Aug 13, 2015
2.	Pre Bid Meeting Date Last date for receiving queries	Aug 13, 2015
3.	Proposal Due Date	Aug 20, 2015
4.	Opening of Key Submission, Qualification Submission, Technical Proposal	Aug 20, 2015
5.	Signing of the Service Agreement	Aug 31, 2015

#### Venue of Pre-Proposal Conference:

The National Small Industries Corporation  
No. 25, 1<sup>st</sup> Main Road, KSSIDC Industrial estate,  
6<sup>th</sup> Block, Rajajinagar,  
Bangalore - 560010

## 2. INSTRUCTIONS TO BIDDERS

### A. GENERAL

#### 2.1. General terms of Bidding

- 2.1.1. The Bidder shall be a company incorporated under Companies Act, 1956/ Partnership Firm registered under Registrar of firms/ Proprietorship Concern.
- 2.1.2. The Bidder shall deposit a Bid Security/EMD in accordance with the provisions of this RFP. The Bidder shall submit the Bid Security as a Demand Draft from any of the nationalised or scheduled bank to the NSIC.
- 2.1.3. The Proposal shall be summarily rejected if it is not accompanied by the Bid Security. The Bid Security shall be refundable no later than 60 (sixty) days from the Proposal Due Date except in the case of the Selected Bidder whose Bid Security shall be retained till it has provided a Performance Security under the Service Agreement .
- 2.1.4. The Bidding Documents including this RFP and all attached documents are and shall remain the property of the NSIC and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Proposal in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Proposal. The NSIC will not return any Proposal or any information provided along therewith.
- 2.1.5. Any entity which has been barred by the Central/ State Government, or any entity controlled by them, from participating in any project (BOT or otherwise), and the bar subsists as on the date of Proposal, would not be eligible to submit a Proposal.
- 2.1.6. A Bidder should, in the last three years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial NSIC or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract nor have had any contract terminated for breach by such Bidder.

#### 2.2. Cost of Bidding

- 2.2.1. The Bidders shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Bidding Process. The NSIC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

### **2.3. Right to accept and to reject any or all Proposals**

2.3.1. Notwithstanding anything contained in this RFP, the NSIC reserves the right to accept or reject any Proposal and to annul the Bidding Process and reject all Proposals at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.3.2. The NSIC reserves the right to reject any Proposal and appropriate the Bid Security if:

- a. At any time, a material misrepresentation is made or uncovered, or
- b. The Bidder does not provide, within the time specified by the NSIC, the supplemental information sought by the NSIC for evaluation of the Proposal.

2.3.3. The NSIC reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP. Failure of the NSIC to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the NSIC thereunder.

## **B. DOCUMENTS**

### **2.4. Contents of the RFP**

2.4.1. This RFP comprises the Disclaimer set forth hereinabove, the contents as listed below, and will additionally include any Addenda issued in accordance with Clause 2.7.

#### **Volume 1- Invitation for Proposals**

Section 1. Introduction Section

Section 2. Instructions to Bidders Section

Section 3. Evaluation of Proposals Section

Section 4. Pre- Proposal Conference Section

Section 5. Miscellaneous

#### **Appendices**

I. Letter of Proposal

II. Power of Authority for signing of Proposal

III. Format for Conceptual Plan of the Technical Proposal

IV. Specimen for Financial Proposal

#### **Annexes to Appendix I**

Annex I – Details of Bidder

Annex II - Technical Capacity of the Bidder

Annex IIA – Format for Certificate from Statutory Auditor / Client

Annex III – Financial Capacity of the Bidder

Annex IIIA - Format for Certificate from Statutory Auditor / Client

#### **Volume-2 Draft Service Agreement**

The draft Service Agreement to be provided by the NSIC as part of the Bid Documents shall be deemed to be part of this RFP.

## **C. PREPARATION AND SUBMISSION OF PROPOSALS**

### **2.5. Preparation and Submission of Proposals**

2.5.1. Bidder should submit following documents in original and in copy in physical mode only, at the address provided.

- a. A Demand Draft of **Rs 5, 000/- (Rupees Five Thousand)** towards the cost of the RFP Document. The Demand Draft shall be in favour of "The National Small Industries

Corporation Ltd, Bangalore”, from a Scheduled/ Nationalised Bank, payable at Bangalore or to be paid by NEFT / RTGS.

- b. Copy of Memorandum and Articles of Association of the Bidder;
- c. Copies of Bidder’s duly audited annual reports for the preceding two years;
- d. Bid Security in the form of Demand Draft.

The hard copies of the documents specified above shall be placed in an outer envelope and sealed and marked as “**Physical submission of the Proposal for Selection of Event Management Agency for MSME DEFEXPO**”.

- 2.5.2. One Envelope marked as “**Technical Proposal for Selection of Event Management Agency for MSME DEFEXPO**” should contain the technical proposal of the bidder
- 2.5.3. One Envelope marked as “**Financial Proposal for Selection of Event Management Agency for MSME DEFEXPO**” should contain the financial proposal of the bidder.
- 2.5.4. The outer envelope containing the above two envelopes of the physical submission of the documents to be submitted shall clearly indicate the name and address of the Bidder.
- 2.5.5. The envelope of the physical submissions shall be addressed to:  
The National Small Industries Corporation  
No. 25, 1st Main Road, KSSIDC Industrial estate,  
6th Block, Rajajinagar,  
Bangalore – 560010  
Email: [nsicbangalore@gmail.com](mailto:nsicbangalore@gmail.com), boban@nsic.co.in
- 2.5.6. NSIC reserves the right to seek original documents for verification of any of the documents or any other additional documents upon opening of the Bidding Documents if so required.

## **2.6. Proposal Due Date**

The physical submission of the documents as specified in the Clause 2.9.3 shall be made before 1500 hours IST of the Due Date for Physical Submissions as specified.

## **2.7. Modifications/ Substitution/ Withdrawal of Proposals**

- 2.7.1. Any alteration/ modification in the Proposal or additional information supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by NSIC, shall be disregarded.

## **2.8. Rejection of Proposals**

- 2.8.1. The NSIC reserves the right to accept or reject all or any of the Proposals without assigning any reason whatsoever. It is not obligatory for the NSIC to accept any Proposal or to give any reasons for their decision.
- 2.8.2. The NSIC reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Proposal without assigning any reasons.

## **2.9. Validity of Proposals**

The Proposals shall be valid for a period of not less than 60 (Sixty) days from the Proposal Due Date (Proposal Validity Period). The Proposal Validity Period may be extended by mutual consent of the respective Bidders and the NSIC. NSIC reserves the right to reject any Proposal without assigning any reasons.

## **2.10. Confidentiality**

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 advising the NSIC in relation to, or matters arising out of, or concerning the Bidding Process. The NSIC 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. The NSIC 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 the NSIC.

## **2.11. Correspondence with the Bidder**

The NSIC shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Proposal.

## **3. Evaluation of Proposals**

**3.1. Evaluation of Eligibility Criteria:** The Bidder's eligibility and capacity is proposed to be established by the following parameters:

(a) Technical Capacity; (b) Financial Capacity

### **3.2.(A) Technical Capacity**

The Bidder should have conducted at least 3 (three) "Exhibitions" during the last 3 (three) Financial Years preceding Proposal Due Date. For the Purpose of this RFP: One Exhibition would be deemed to include:

"Any combination of events and seminars or conferences or discussions or workshops and should have at least 150 exhibitors, 200 conference delegates and 25 speakers approximately."

### **3.3.(B) Financial Capacity**

a. Average Turnover

Financial Capacity of the Bidders would be evaluated on the basis of the Average Annual Turnover of Rs. 3,00,00,000/- ( Rupees Three Crores only ) for the last two completed financial years for which audited balance sheets are ready. So either 2013-14 and 2014-15 or 2012-13 and 2013-14.

### **3.4. Supporting Documents to be submitted by the Bidder**

a. The Bidder should furnish the details of Eligibility Projects relating to Technical Capacity as per format at **Annex-II of Appendix - I**.

b. The Bidders must provide the necessary information relating to Financial Capacity as per format at **Annex - III of Appendix – I**.

c. The Proposal must be accompanied by the Audited Annual Reports of the Bidder for the last 2 (two) financial years, preceding the year in which the Proposal is made.

d. In case the annual accounts for the latest financial year are not audited and therefore the Bidder could not make it available, the Bidder shall give an undertaking to the same effect and the statutory auditor shall certify the same. In such a case, the Bidder shall provide the Audited Annual Reports for two years preceding the year for which the Audited Annual Report is not being provided.



### 3.5. Evaluation of Technical Proposal

3.5.1. The Technical Proposal of all the Bidders who meet the Eligibility Criteria will be evaluated as follows:

SI No.	Parameters	Max Marks	Description
1.	Number of technology/ industry related / SME related exhibitions conducted in the last 3 financial years for State / Central/ Semi Govt. PSU's/recognised association.	40	4 marks for each event. The bidder has to provide evidence for the same by way of brochures/website/event reports/letter of appointment or testimonials.
2.	Experience and proven track record in organised structured B2B meetings, vendor development programme	20	Submit details of the B2B / VDP conducted for various events with details – number of meetings, mechanism adopted in organising such meetings.
3.	Strategy Presentation	20	Committee would evaluate
4.	Experience in handling international delegations. Tie up with international partners / associate, international offices to promote the event.	20	Submit the details of various in-bound / outbound delegations organised. Submit the details of international partners / associates / offices.

### 3.6. Evaluation of Financial Proposal

3.6.1. The financial evaluation will be carried out as per this Clause 3.5. Each Financial Proposal will be assigned a financial score (SF).

### 3.7. Combined and final evaluation as per Quality-and Cost- Based Selection (QCBS)

Proposals will finally be ranked according to their combined technical Score (TS) and financial score (FS) scores as follows:  $CS = TS + FS$  Where CS is the combined score. The Technical and Financial scores will be in the ratio of 70 and 30 respectively. The Bidders shall be ranked in descending order and the Bidder scoring the highest combined score shall be ranked first. The Bidder scoring the highest combined score shall be declared as Selected Bidder. In the event that the first ranked Bidder withdraws its Proposal or is not selected for any reason in the first instance, the NSIC may invite the second ranked Bidder for negotiations.

### 3.8. Selection of Bidder

3.8.1. In the event that two or more Bidders obtain the same combined score, (the "The Bidders"), the NSIC shall select the Bidder with the lower event management fee as quoted in the Financial Bid as the Selected Bidder.

3.8.2. After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by the NSIC to the Selected Bidder and the Selected Bidder shall, within 1 week of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

3.8.3. After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Service Agreement within the period of 2 weeks from the acknowledgement LOA.

3.9. In the event of surplus generated the same will be shared 50:50 by Event Management agency and NSIC.

**3.10. Performance Security**

**3.10.1.** EMA shall for due and punctual performance of its obligations under this Agreement, relating to each of the Event has delivered to NSIC, simultaneously with the execution of this Agreement, an irrevocable bank guarantee from a scheduled bank acceptable to NSIC, substantially in the form as set forth in Schedule 2, ("Performance Security") for a sum of Rs. 10, 00,000/- (Rupees Ten Lakhs only), which shall be kept valid throughout the Agreement Period.

3.10.2. The Performance Security shall be released within 30 (thirty) days after successful completion of the event and on submission of the Post Event Performance Report.

**4. PRE-PROPOSAL CONFERENCE**

**4.1.** Pre-Proposal conference of the Bidders shall be convened at the designated date, time and place. A maximum of three representatives of each Bidder shall be allowed to participate on production of letter from the Bidder to NSIC.

**4.2.** During the course of Pre-Proposal conferences, the Bidders will be free to seek clarifications and make suggestions for consideration of the NSIC. The NSIC shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

**5. MISCELLANEOUS**

**5.1.** The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Bangalore shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.

**5.2.** The NSIC, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;

5.2.1. suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;

5.2.2. consult with any Bidder in order to receive clarification or further information;

5.2.3. retain any information and/ or evidence submitted to the NSIC by, on behalf of, and/ or in relation to any Bidder; and/ or

5.2.4. Independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.

**5.3.** It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the NSIC, 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.

**APPENDIX - I**

**Letter of Proposal**

Dated:

Sr. Branch Manager  
The National Small Industries Corporation  
No. 25, 1st Main Road, KSSIDC Industrial estate,  
6th Block, Rajajinagar,  
Bangalore – 560010

**Sub: Proposal for “Event Management Agency for MSME DEFEXPO”**

Dear Sir,

1 With reference to your RFP document dated ....., I/We, having examined the Bidding Documents and understood their contents, hereby submit my/our Proposal for the aforesaid Project. The Proposal is unconditional and unqualified.

2 All information provided in the Proposal and in the Appendices is true and correct.

3 This statement is made for the express purpose of qualifying as a Bidder for the successful execution of the Event..

4 I/We shall make available to the NSIC any additional information it may find necessary or require to supplement or authenticate the Bid.

5 I/We acknowledge the right of the NSIC to reject our Proposal without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.

6 I/We certify that in the last three years, I/We have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on my/our part.

7 I/ We declare that:

(a) I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the NSIC. (b) I/We do not have any conflict of interest.

(c) I/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, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the NSIC or any other public sector enterprise or any government, Central or State; and

(d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for me/us or on my/our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8 I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to bid for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.

9 I/We certify that in regard to matters other than security and integrity of the country, I/We have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority.

10 I/We further certify that in regard to matters relating to security and integrity of the country, I/We have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us.

11 I/We further certify that I/We am/are not barred by the Central/ State Government, or any entity controlled by them, from participating in any project and the bar subsists as on the date of Bid, would not be eligible to submit a Bid.

12 I/We further certify that, in the last three years, I/We have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract nor have had any contract terminated for breach by such Bidder.

13 I/We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/ Managers/ employees.

14 I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the NSIC in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Events and the terms and implementation thereof.

15 In the event of my/ our being declared as the Selected Bidder, I/We agree to enter into a Service Agreement in accordance with the RFP.

16 I/We understand that except to the extent as expressly set forth in the Service Agreement, I/We shall have no claim, right or title arising out of any documents or information provided to me/us by the NSIC or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Right.

19 I/We offer a total Bid Security of Rs. 25,000/- (Rupees Twenty Five Thousand only) to the NSIC in accordance with the RFP Document.

20 I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Events/ Right is not awarded to me/us or our Proposal is not opened.

21 I/We agree to keep this offer valid for 60 (Sixty) days from the Bid Due Date specified in the RFP.

22 I/We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP document.

Date: Yours faithfully,  
(Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory)  
Name and seal of Bidder

**ANNEX - I**  
**Details of Bidder**

1. (a) Name:
  - (b) Country of incorporation:
  - (c) Address of the corporate headquarters and its branch office(s), if any, in India:
  - (d) Date of incorporation and/ or commencement of business:
  
2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities in [this/ these Project(s)]:
  
3. Details of individual(s) who will serve as the point of contact/ communication for the NSIC:
  - (a) Name :
  - (b) Designation :
  - (c) Company :
  - (d) Address :
  - (e) Telephone Number:
  - (f) E-Mail Address:
  - (g) Fax Number:
  
4. Particulars of the Authorized Signatory of the Bidder:
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  - (d) Phone Number:
  - (e) Fax Number:
  - (f) E-Mail Address:

**Annex - II**  
**Technical Capacity of the Bidder**

Details of Event

**S. No**

**Name of the Bidder**

**Name of the Client**

**Address of the Client**

**Name and Narrative Description  
of Event**

**Type of Event**

**No. of Exhibitors**

**No. of Delegates**

**No. of Speakers**

**Cost (Rs in Lakhs )**

**Instructions:**

1. The Bidder shall submit certificate(s) from its statutory auditors/ Client for which event management was undertaken.

**Annex – II A**

**Format for Certificate from Statutory Auditor / Client for Technical Capacity**

*(On the Letterhead of the Statutory Auditor)*

Date:

**TO WHOMSOEVER IT MAY CONCERN**

We have verified the relevant statutory and other records of M/s \_\_\_\_\_ [Name of the Single Business Entity], and certify the following:

<b>S.No</b>	<b>Name of Event</b>	<b>Name of Client</b>	<b>Address of client</b>	<b>Date of Event</b>

This certificate is being issued to be produced before NSIC, for the “**Selection of Event Management Agency for MSME DEFEXPO**”.

Signature and Seal of the  
Statutory Auditor clearly  
indicating his/her membership  
number

**Annex - III**

**Financial Capacity of the Bidder**

BIDDER	Turnover			
	2012-2013	2013-2014	2014-2015	Total

Name & address of Bidder's Bankers:

1. The Bidder should provide details of its own Financial Capacity specified in Clause 3.3.

**Instructions:**

1. The Bidder shall attach copies of the balance sheets for last 2 (two) years preceeding the Bid Due Date. The financial statements shall:

- (a) Reflect the financial situation of the Bidder;
- (b) Be audited by a statutory auditor;
- (c) Be complete, including all notes to the financial statements; and
- (d) Correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

2. The Bidder shall also provide the name and address of the Bankers to the Bidder.

**Annex- III A**

**Format for Certificate from Statutory Auditor / Client for Financial Capacity**

*(On the Letterhead of the Statutory Auditor)*

Date:

We have verified the relevant statutory and other records of M/s \_\_\_\_\_ [Name of the Single Business Entity], and certify that the Turnover is as follows

Year 1 (2012-2013)= Rs \_\_\_\_\_ Crores (Rupees \_\_\_\_\_ Crores)

Year 2 (2013-2014)= Rs \_\_\_\_\_ Crores (Rupees \_\_\_\_\_ Crores)

Year 3 (2014-2015)= Rs \_\_\_\_\_ Crores (Rupees \_\_\_\_\_ Crores)

This certificate is being issued to be produced before NSIC, for the "Selection of Event Management Agency for MSME DEFEXPO".



Signature and Seal and registration number of Statutory Auditor

**APPENDIX – II**  
**Power of Authority for signing of Proposal (on letterhead of bidder)**

Know all men by these presents, We, \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for the "Selection of Event Management Agency for MSME DEFEXPO", proposed by NSIC, Bengaluru (the "NSIC") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Bidders' and other conferences and providing information / responses to the NSIC, representing us in all matters before the NSIC, signing and execution of all contracts including the Service Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the NSIC in all matters in connection with or relating to or arising out of our Proposal for the said Events and/or upon award thereof to us and/or till the entering into of the Service Agreement with the NSIC. AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS THEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF AUTHORITY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\*\*.

For \_\_\_\_\_  
(Signature)  
(Name, Title and Address)

**APPENDIX – III**  
**Format for Conceptual Plan of the Technical Proposal**

Bidders shall prepare the Technical Proposal in accordance with the guidelines stipulated below. Bidders may be requested to make a presentation of the Technical Proposal to the Technical Approval Committee constituted by NSIC. A soft copy of the presentation, in the form of a CD shall be submitted along with the Proposals.

The Technical Proposal of the Bidders shall comprise of Concept to Execution including Marketing & Sales Strategy for revenue generation and tentative budget.

**Proposal APPENDIX – IV**

**Specimen of Financial Proposal**

Date:

Sr. Branch Manager  
The National Small Industries Corporation  
No. 25, 1st Main Road, KSSIDC Industrial estate,  
6th Block, Rajajinagar,  
Bangalore - 560010

**Re: Selection of Event Management Agency for MSME DEFEXPO**

Sir,

We hereby submit our Financial Proposal and offer our event management services for Rs. \_\_\_\_\_ (in words) for undertaking the aforesaid Event in accordance with the bidding documents. We have reviewed all the terms and conditions of the RFP and undertake to abide by all the terms and conditions contained therein. We hereby declare that there are, and shall be no deviations from the stated terms in the RFP Document.

Yours faithfully,

For and on behalf of

.....

(Name of the Bidder)

\_\_\_\_\_

(Signature of Authorized Signatory)

\_\_\_\_\_

(Name and designation of the Authorised Person)