

**EXPRESSION OF INTEREST (EOI)
FOR EMPANELMENT OF EVENT MANAGEMENT
VENDOR (EMV) FOR ORGANIZING ALL THE
EVENTS/CELEBRATION OF IREL, OSCOM**



IREL (India) Limited

(A Govt. of India Undertaking – Dept. of Atomic Energy)

Orissa Sands Complex (OSCOM), IREL (India) Limited, P.O.: Matikhalo, District: Ganjam-761045, Odisha, India. Website: <http://irel.co.in>



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DISCLAIMER

The information contained in this Empanelment Application or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of IREL or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this Eoi and such other terms and conditions subject to which such information is provided. The information provided is only for the information and reference of the Bidders.

This Empanelment Application is not an agreement and is neither an offer by IREL to the prospective Bidder(s) or any other person. The purpose of this Eoi is to provide interested parties with information that may be useful to them in the formulation of their bid for participation in this Empanelment Application). This Empanelment Application includes statements, which reflect various assumptions and assessments arrived at by IREL in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Empanelment Application may not be appropriate for all persons, and it is not possible for IREL, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Empanelment Application. The assumptions, assessments, statements, and information contained in this Empanelment Application 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 Empanelment Application and obtain independent advice from appropriate sources.

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

IREL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any 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 Empanelment Application or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Empanelment Application and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way with qualification of Bidders for participation in the Bidding Process. IREL 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. IREL 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 Empanelment Application.

The issue of this Empanelment Application does not imply that IREL is bound to select and short-list qualified Bids for Price Bid stage or to appoint the Selected Bidder for the Project, and IREL reserves the right to reject all or any of the applications without assigning any reasons whatsoever.



INTRODUCTION

IREL (India) Limited is a Multi-Unit-Multi-Product CPSE incorporated under the Companies Act 1956, wholly owned by the Government of India, under the Administrative Control of the Department of Atomic Energy (DAE). IREL operations spans across mining, mineral beneficiation and refining of heavy minerals and has its operating units at Orissa Sands Complex (OSCOM), (Odisha), Chavara (Kerala), Manavalakurichi (Tamil Nadu) & The rare earth division of IREL is located at RED, Aluva and is involved in production of separated high pure rare earths.

Terms of Reference (TOR) for Empanelment of Event Management Vendor

- i. IREL (India) Limited. OSCOM(nowhere after referred IREL).
- ii. IREL (India) Limited, the erstwhile Indian Rare Earths Limited was incorporated on August 18, 1950, with its first unit Rare Earths Division (RED), Aluva, in Kerala. It became a full-fledged Government of India Undertaking under the administrative control of Department of Atomic Energy (DAE) in year 1963 and took over companies engaged in mining and separation of Atomic Minerals in southern part of the country at Chavara, Kerala and the other at Manavalakurichi (MK), Tamilnadu. IREL commissioned its largest flagship Mining & Mineral separation unit Orissa Sands Complex (OSCOM) at Chatrapur, Odisha in 1986

iii. Context of these Terms of Reference (TOR) for Empanelment

To promote IREL OSCOM intends to empanel Event Management Vendor(EMVs), who have experience of organizing such Cultural Programmes/ Events and Exhibitions, and who could plan, Strategies and execute events for IREL OSCOM:-

- A. The period/ validity of empanelment will be for three Years from the date of empanelment i.e. date of signing/execute agreement, subject to periodical (yearly) review of their performance. Periodic Review will be done in January every year. The empanelment can be extended, if mutually agreed by both parties.
- B. Event Management agencies who applied for empanelment and found eligible at the time of review will be empanelled for three years from the date of empanelment provided terms and conditions of empanelment are complied by such agencies.

Now, IREL OSCOM is issuing/floating, Request for proposal for empanelment of Events Management Agencies for above said purpose.

EOI for Empanelment of Event Management Vendor (EMV) for organizing all the events/celebration of IREL, OSCOM



आईआरईएल) इंडिया (लिमिटेड
IREL (India) Limited
 (Formerly Indian Rare Earths Limited)

(भारतसरकारकाउपक्रम)
 (A Government of India Undertaking)

CIN : U15100MH1950GOI008187 Website : www.irel.co.in

ISO 9001: 2015, ISO 14001: 2015 & ISO 45001: 2018 Company



Schedule of EOI

EOI No.	OS/HRM/Estt./Event
Item/ Job Description	EOI for Empanelment of Event Management Vendor (EMV) for organizing all the events/celebration of IREL, OSCOM
CPP Tender ID	2026_IREL_287368_1
Tendering Mode	Proposal submission utilizing E-Procurement System of CPP Portal https://etenders.gov.in/eprocure
Date of Starting of e-Tendering event	12/08/2026 17.00 Hrs
Please join the Online Pre-Bid Meeting/VC as link is shared below: https://meet.google.com/ued-ehsk-usu Or open Meet and enter this code: ued-ehsk-usu	21/08/2026 15:00 Hrs
Date of closing of online e-Tendering for submission of Eoi	02/09/2026 14:00 Hrs
Date & time of opening of Eoi	03/09/2026 14:30 Hrs
Earnest Money Deposit (EMD) : Refundable & Payable to IREL(India)Limited	Rs 10,000/- (EMD exemption for MSE & Startups as per Govt. Rules)
Intimation of the empanelled Vendors list for the upcoming project.	Shall be informed Separately.
Issue & Receipt of price bids for upcoming projects to empanelled bidders	Shall be informed Separately.
Contract Period	Three (03) years from the date of declaration of empanelment by IREL
Delivery/Completion Period	As stipulated in the respective assignments



GENERAL INSTRUCTION TO BIDDERS W.R.T. PARTICIPATION IN e-TENDERINGEVENT

1 INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://etenders.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) The bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Contact person of IREL(India)Limited, (OSCOM Unit)

A) Commercial Persons

Name	email-id	Landline No.	Mobile No.
Shri P Madhu Mohan Babu, DGM-T(Commercial/ Purchase)	pmadhumohanbabu@irel.co.in	06811-257890– 95 Extn 150	+91 9969077484
Smt. S K Sinha, Sr. Manager-T(Purchase)	sksinha@irel.co.in	06811-257890– 95 Extn 150	+91 9692495746

b) Technical Persons

Name	email-id	Landline No.	Mobile No.
Cdr. Ashish Kulshreshtha, DGM(HRM)	ashish.70@irel.co.in	–	+91 8610342409
Shri Anmol Ignatius Toppo, Dy.Mgr-HRM (Estt.)	toppo.anmol@irel.co.in	–	+91 8102952827

NB:

- ***Bidders may please note that they are required to upload all the documents as called for in the tender document in order to enable them to be eligible for selection of prospective bidders.***



SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please take note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) The bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, these documents can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with a black and white option which helps in reducing the size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be solely responsible for delay in submission due to any other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bid in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled out by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the

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details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender work documents become readable only after the tender opened by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings

INSTRUCTION TO BIDDERS



IREL (India) Limited (IREL) invites e-tenders on online mode as per the indicative scope of work Expression of Interest (EOI) for EOI for Empanelment of Event Management Vendor (EMV) for organizing all the events/celebration of IREL, OSCOM, Chatrapur mentioned in this bid.

a) Contact details: DGM – Tech (Commercial/Purchase),
IREL (India) Limited, OSCOM
P.O.: Matikhalo, District: Ganjam-761045, Odisha
Email: purchase1-os@irel.co.in & pmadhumohanbabu@irel.co.in

Firms, companies or other body corporate, submitting the tender should attach with the tender, a duly certified copy of the authority of the person signing the tender to bind the firm, company or body corporate, as the case may be, for fulfilling the contract.

Bidders are requested to read the terms & conditions of this tender before submitting their online bids.

1.0 SUBMISSION OF EOI:

Bidders should submit the duly filled in **EOI** along with relevant supporting documents and signed copy of the bid complete in all respect as per the instructions for submission of online bid.

(A) EOI Submission format:

- a. Cover letter illustrating the Authorized Official's signature.
- b. Offer Document Illustrating Organizational Profile with relevant Experience and capacity to undertake the task. (please attach documentary proof as Annexure)
- c. Relevant Project Experience including
 1. a. Certificate of incorporation or registration as sought in PQ criteria etc.
 - b. Pan No./ITRs Service Tax Registration No.
 - c. Organizational Structure
 - d. Audit Statements for last three Financial Years-2022-23 ,2023-24 and 2024-25
 - e. Any other Document that is needed for Assessment & Evaluation

(B) Pre- Condition to Selection

- (i) All proposals/documents received shall be evaluated for the EOI stage.
- (ii) Short Listed firms/ Organizations after EOI shall be invited to offer their financial bid for organizing all the events/celebration of IREL, OSCOM in the project location through online bidding.
- (iii) IREL shall have rights to select a firm or reject on the basis of the above selection criteria and this shall be done at the sole discretion of IREL.

2.0 TENDER OPENING:

EOI will be opened on the specified date of opening. In case any of the days mentioned in the Tender is declared as a holiday on any account due to unforeseen reason(s), the said date shall automatically be substituted by the date of next working day.

2.1 SCRUTINY AND EVALUATION OF TENDERS

The EOI is to be opened in the first instance, at the prescribed time and date as indicated in the bid. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the tender document.

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Tenders will be evaluated on the basis of the terms & conditions incorporated in the tender document, based on which tenders have been received and the terms and conditions etc. mentioned by the tenderers in their tenders. The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document. The tenders, which do not meet the basic requirements, are liable to be treated as non-responsive and will be rejected.

2.2 MINOR INFIRMITY/IRREGULARITY/NON-CONFORMITY:

If during the evaluation, any minor infirmity and/or irregularity and/or non-conformity is found in a tender, IREL will convey its observation on such 'minor' issues to the tenderer by registered/speed post/courier/e-mail/fax etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point/ issue in clear terms, then the tender will be liable to be ignored.

3.0 AMENDMENTS TO BIDDING DOCUMENTS:

IREL, at its discretion, may extend the due date for submission of bids and also make changes to **Eoi**. Any future corrigendum/ amendments/ alterations/ modifications to this tender shall be published in website <https://irel.co.in> and <https://etenders.gov.in/eprocure/app> only. The prospective bidders are requested to visit these websites from time to time to take note of any updates and submit their bid/quote accordingly.

4.0 TENDER DOCUMENT COST (TDC):

The tender documents are made available in websites <https://irel.co.in> & <https://etenders.gov.in/eprocure/app> for enabling the bidder to download at the same free of cost.

5.0 RIGHT TO REJECT THE TENDER:

- (a) IREL reserves the right to reject any Eoi whatsoever without assigning any reason thereof.
- (b) IREL reserves the right to modify/ add/ reduce the scope, either in whole or in part any of the clauses mentioned herein without assigning any reason thereof. Further IREL, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
 - a. 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;
 - b. consult with any Bidder in order to receive clarification or further information;
 - c. pre-qualify or not to pre-qualify any Bidder and/ or to consult with any Bidder in order to receive clarification or further information;
 - d. retain any information and/ or evidence submitted to IREL by, on behalf of, and/ or in relation to any Bidder; and/ or
 - e. 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

It shall be deemed that by submitting the Bid, the Bidder agrees and releases IREL, 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 and the Bidding Documents, pursuant hereto, and/ or in connection with the



Bidding Process, to the fullest extent permitted by applicable law, and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or in future.

6.0 INSPECTION OF SITE AND OTHER CONDITIONS:

Once the tenderer submits the bid, the following are fully understood by both the parties (i.e. IREL and the Tenderer) binding on them:

- (a) Before the tenderer submits the offer, the tenderer is deemed to have carefully examined, General and Special Conditions of Contract and other details relating to tender requirement and fully acquaint himself as to all conditions and matters which may in any way affect the work or the cost thereof. The bidder shall be deemed to have obtained on his own and independently all necessary information for the purpose of preparing the bid and his bid as accepted shall be deemed to have taken into account all contingencies as may arise due to such information or lack of the same.
- (b) IREL shall not entertain any request for clarifications from the bidders regarding such local conditions. Any neglect or omission or failure on the part of the bidder in obtaining necessary and reliable information as stated above or on any other matter affecting the bidder shall not relieve him from any risks or liabilities or the entire responsibility for completion of the work in accordance with the tender document.
- (c) The bidder shall be deemed to have acquainted himself with the Indian Income Tax Act, 1961, Indian Companies Act, 1956, Indian Customs Act, 1962, Indian Electricity Act 2003, Factories Act 1948, Indian Mines Act 1952, Central/State Pollution Control Regulation/guidelines and other related Acts & Laws prevalent in India and as amended from time to time.

7.0 NO CLAIM FOR COMPENSATION FOR SUBMISSION OF TENDER:

The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, expenses and incidental to or incurred by him through or in connection with his submission of tender, even though IREL may decide to withdraw the invitation to tender.

8.0 RISK PURCHASE CLAUSE

After award of the contract, if the tenderer fails to execute the work as per tender or at any time repudiates the order, IREL have the right to forfeit the EMD and invoke the security deposit and execute the order through other agencies at the risk and cost of the tenderer. The cost difference between the alternative arrangements and total contract value will be recovered from the tenderer along with other incidental charges. In case of execution of order through alternative sources and if price is lower, no benefit on this account will be passed on to the tenderer.

9.0 RELATED PARTY:

Bids submitted by related parties in which there seems to be collusion are liable to be rejected. Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and /or operating decisions.

10.0 LEGAL JURISDICTION:

Only the Civil Courts of Chatrapur-761 020 Dist. Ganjam (Orissa) shall be the jurisdiction to deal with and decide upon any legal matters of dispute whatsoever arising out of this order.

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In case of any clarifications w.r.t the tender, Email may please be forwarded vide Email to purchase1-os@irel.co.in



11.0 PROPRIETARY DATA

All documents and other information supplied by IREL or submitted by a Bidder to IREL shall remain or become the property of IREL. 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 Bid. IREL will not return any Bid, or any information provided therewith.

12.0 Earnest Money Deposit:

- 12.1 Earnest Money Deposit (EMD) is a deposit received from the tenderers in token of their earnestness in submitting their offer to undertake the supplies/ works/ services/ consultancy contracts and conclude a contract if entrusted to them on the basis of their tender.
- 12.2 For the present tender the amount of EMD to be submitted is mentioned in the schedule of tender. No interest shall be paid on EMD.
- 12.3 Offers received without EMD shall be summarily rejected except for the bidders for whom provision for exemption is provided in the tender.
- 12.4 EMD can also be remitted by way of NEFT / Demand Draft/ Bankers cheque or Bank guarantee drawn in favor of IREL (India) Limited payable on SBI, IRE Ltd Campus Branch, Matikhalo (Branch code 6086)/ Indian Bank, Konamana Branch, OSCOM Complex , Matikhalo-761045, Dist- Ganjam (Branch code 1830).
- 12.5 EMD can also be submitted in the form of an irrevocable and confirmed Bank Guarantee valid for 120 days from the date of opening of the bid. The Bank Guarantee shall be from State Bank of India including its subsidiaries or any Nationalized Bank or a Scheduled Bank authorized by Reserve Bank of India to issue such Bank Guarantee on a non-judicial stamp paper of value of Rs.200/- (Rupees Two Hundred Only). The stamp paper shall be purchased in the name of the Bank. In case of Foreign Bidder, the same shall be from reputed commercial bank of the bidder's country acceptable to IREL(India)Limited/ Reserve Bank of India which has to be confirmed by State Bank of India including its subsidiaries or any Nationalized Bank in India. BG issued from Co-operative banks shall not be accepted. The BG is to be submitted strictly as per Format-I of Annexure enclosed with this tender document. The Bank Guarantee for EMD shall also have provision for extension by the banker upon request by the bidder. The bidder shall arrange for extension of validity upon request from IREL(India)Limited. Further, the genuineness of the BG's shall be checked from the issuing bank by us.

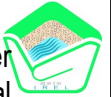
12.6 Exemption from payment of EMD:

Public Sector Undertakings, State Government Undertakings are exempted from payment of EMD subject to approval of our Competent Authority. MSE/Small Scale Industries (SSI) with current valid registration with State or Central Govt. are also exempted from payment of EMD(after ensuring that the registration in case of SSI) pertains to the class of items/ stores/ works for which the tender is floated) subject to approval of our Competent Authority-

In case bidder seeks exemption from payment of the EMD as per tender provision, necessary valid documents shall be uploaded, failing which IREL(India)Limited reserves the right to reject the tender.

- 12.7 The earnest money shall be dealt with as follows:

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- i) In case of unsuccessful tenderer it shall be returned without any interest within 30 days after finalization of order or such extended time as mutually agreed upon, on production of original Money Receipt, if any, issued by IREL(India)Limited.
- ii) In case of successful bidder (successful tenderer), it shall be adjusted without interest as Security Deposit if EMD is deposited by way of demand draft. If EMD is submitted by way of bank guarantee the same cannot be as such converted to BG for Security Deposit. It shall be returned on submission of fresh BG towards security deposit.

12.8 EMD is liable to be forfeited if:

- a. The tenderer indulges himself in any undesirable practice or malpractice.
- b. The tenderer during the tender validity period resiled from his offer or modifies the terms and conditions thereof in a manner not acceptable to M/s. IREL(India)Limited.
- c. The tenderer does not convey his written acceptance within a maximum period of 15 days of the purchase/work order placed on him by M/s. IREL(India)Limited.
- d. The successful tenderer does not deposit the security deposit within the stipulated period.
- e. The successful tenderer does not execute an agreement in stamp paper as per law for due fulfillment of the contract before the date specified for the purpose in the Letter of Intent or in the Work Order.

13.0 Bank details

Bidders may please note that payment is to be made to IREL(India)Limited separately through RTGS / NEFT as per details given below:

Account Name	: IREL (India) Limited
Name of the Bank	: State Bank of India Branch,
Branch	: Matikhalo IRE Ltd Campus
Account No.	: 10546942016
IFSC	: SBIN0006086
MICR Code	: 761002521

The bidders are requested to communicate the UTR No. and E-tender No and Name of the remitter by Fax or Email to IREL(India)Limited in Email ID : purchase1-os@irel.co.in



14.0 ETHICS IN TENDERING & OTHER BUSINESS DEALINGS

IREL(India)Limited, a Government of India Undertaking, under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good Corporate Governance.

In our Endeavour to be more transparent in our dealings and to support our ideology all Vendors, Customers and Business Partners are requested not to provide any gift and /or inducement to any of our employees for securing/being granted favour in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertaking.

Report of any gifts and /or inducements sought by any employee of the company (IREL(India)Limited) should be immediately reported to any one of the following:

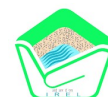
Sri S B Mohanty, Chairman & MD IREL(India)Limited 1207 VS Marg,Prabhadevi Mumbai 400 028 Ph.022-24225778 Email: cmd@irel.co.in	Chief Vigilance Officer IREL(India)Limited 1207 VS Marg, Prabhadevi Mumbai 400 028 Ph.022-24221068 Email: cvo@irel.co.in
or Sri CVR Murty, GM & Head, OSCOM IREL(India)Limited, OSCOM, PO-Matikhalo, Dist-Ganjam, Orissa-761045. Ph: 06811-257890-95 Email: head-ireo@irel.co.in	

We assure you those complaints, if any, made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we expect your commitment to the under taking and its violation will have consequences as per prevailing rule of the company.

Thanking you,
For IREL(India)Limited,

Sd/-

DGM-T (Commercial/Purchase)



TERMS & CONDITIONS FOR EMPANELMENT AS A VENDOR

1. The said registration only qualifies a particular agency/consultant for consideration for issue of tender papers in case of limited tenders. However, this will not give any claim to the party for award of work.
2. MSEs who are interested to claim benefits owing to their unit/ firm/ company being registered under MSMED Act' 2006, they are required to submit documentary evidence in proof of their registration while submitting their bid.

Eligibility Criteria for empanelment of Agencies

The Applicant should be a single business entity (the "Single Business Entity"). A Single Business Entity shall mean a company incorporated under the Companies Act, 1956 and/ or the Companies Act, 2013 or a sole proprietorship firm registered under the Proprietorship Act, 1908 or partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008.

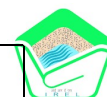
PRE-QUALIFICATION CRITERIA

Bidders shall submit their Pre-Qualification Application in the formats as mentioned under documents required and other documents mentioned elsewhere in the EOI. Bidder to submit authentic and complete information in support of the same:

To pre-qualify in this Bid, the Bidder shall fulfill the following:

Sl. No.	PQ requirement	Documents required (As applicable)
1	<u>Technical Competency:</u> The following are the minimum PQ criteria for acceptance of Bid.	Certificate of incorporation
	A. A company, it should furnish copy of the certificate of incorporation and memorandum of association. OR	GST / IT return
	B. A sole proprietorship firm and a Limited Liability Partnership firm should furnish copy of the GST or IT returns for the five financial years preceding the Application Due Date. OR	Registration certificate
	C. A registered partnership firm should furnish a copy of the IT returns for the last five financial years preceding the Proposal Due Date, copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners.	
	D. <u>Technical Criteria:</u> The agency should have organized at least one work order of Rs.3 Lakhs or above or Two work orders of Rs. 2 Lakhs or above or Three work orders of Rs. 1 Lakh or above towards events/ programmes viz. events, exhibitions, festivals, meeting, conferences or cultural programmes etc executed for Govt. / PSU / Autonomous Bodies / Pvt organizationsetc. in the last five Financial years i.e., 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25. Merely uploading work orders not indicates that work has actually	Work Order /Service Contract along with completion certificate indicating details of the Work order(s) from CPSUs / State PSUs / Central Govt. Dept./ State Govt./ Semi- Govt./ Autonomous bodies or private organizations shall be submitted by the bidder.

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	been executed hence Work Order along with Performance/ Completion / Satisfactory Report must be enclosed.	OR WO/SC along with certificate with UDIN from practicing CA stating the payment received and work completed on submitted work order. (Anx-3A)
	E. The agency must be registered in India and must be having GST Registration in India	GST certificate
	F. Event Management Agency should have fully functional office in Odisha state.	Any address proof
	G. Applicant shouldn't have been neither blacklisted or debarred or terminated during last three years by any Government PSUs/Department nor involve in any legal conflict with Government PSUs or Departments	Self- undertaking (Annexure-4)
2	<u>Concurrent commitment:</u> The bidder has to submit complete list of concurrent commitments on all jobs under execution by them, as per format given below, which will be taken into account to assess the spare capacity available with the bidder. If the annualized concurrent commitments of the bidder plus annualized estimated value of the work exceeds four times the average annual financial turnover during the last three financial years of the bidder, then the bid of such a bidder shall not be considered for further evaluation. Concurrent commitment of the bidder shall be evaluated as on the last day of the Month previous to bid due date, based on the confirmation/declaration of the bidders that they have disclosed all works being executed by them. Bidders shall exclude all stalled project for which there is no progress in last one year giving reason for no progress considering above cut-off date. In case any adverse report/complaint are received against bidder and on enquiry found correct, offer shall be rejected and bidder shall be liable for appropriate legal action. Total of all balance value plus estimated bid value should be less than (Average financial turnover * 4)	Bidder should upload the detail as per below table.

Concurrent Commitment format:

Sl no	Organization	Name of work	Value of contract	Value executed till last month	Balance value to be executed
1					
2					
3					
	Average financial turnover (last 3 financial years)			Total of all balance value	

NB: As per para 7.3.5 on (Clarification of Bids/Shortfall Documents) of the Manual for Procurement of Goods 2017, issued by Ministry of Finance, Department of Expenditure, During evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given asking the tenderer to respond by a specified date. If the tenderer does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained. **The**

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shortfall information / documents should be sought only in case of historical documents which pre-existed at the time of the tender opening and which have not undergone change since then. So far as the submission of documents is concerned with regard to qualification criteria, after submission of the tender, only related shortfall documents should be asked for and considered. **For example, if the bidder has submitted a supply order without its completion / performance certificate, the certificate can be asked for and considered. However, no new supply order should be asked for so as to qualify the bidder**

Eligibility Criteria for the firms to Qualify:

The firms/ Organizations will be evaluated first based on documents submitted by the bidder against the above Pre- qualifying criteria. Assessments will be made for the fulfillment of Pre- Qualification Criteria. Responses submitted by the bidder which do not fulfill Pre- Qualification Criteria will be summarily rejected.

General Conditions of the Bid

- (i) For each category of Eligibility/ Pre-qualification criteria, documentary evidence is to be submitted after being duly attested by the Bidders' Authority, serially numbered, and enclosed with the Bids. If the documentary proof is not enclosed for any criteria, the Bid is liable to be rejected. The decisions of IREL are final in all cases.
- (ii) IREL shall have the right to postpone, modify, cancel, or annul the aforesaid process at any stage at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon its decision.
- (iii) IREL reserves the right to reject any applications without assigning any reason whatsoever. Conditional, erroneous and incomplete bids shall be rejected outrightly.

Note: Nature of documentary evidence should be clearly mentioned. (Like MoU Copy/ Contract Copy etc.)

Scope of Work

Events Management Vendors (EMVs) shall be responsible for organizing and managing events from conception stage to completion stage on **turnkey basis** ensuring that everything runs smoothly, to the world-class standards and in full compliance with the government directions and regulations. To manage every activity, from Micro Level to Macro Level, of the ceremony, Dias Management, background Management, General Tentage, Water Proof & Fire retardant Tentage, Light & Sound Management, Support Staff & Crew Member Management, Refreshment, Sanitation, Logistics and Transportation, VVIPs Protocol **Management**, arranging sponsors, along with the entire set of equipment material, decoration, complete venue preparation.

1. **Infrastructure:** Keeping the Theme of the Events in mind and to keep long lasting memorable effect on Visitor/ Participants all the Infrastructure must be planned, designed and implemented .Kindly note IREL will only identify Venue on "as is where is" basis,EMA have to prepare itas per Event.

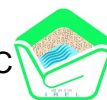
2. **Pre-Event Temporary Infrastructure**

- Booking of venue.
- Halls, Shamianas, Dais, Pathways, Welcome gates (Separate Gates for VVIPs and General Visitors/Participants) Banners, Backdrop, Utilities, Conveniences, etc.
- Multi layered performance stages with appropriate lighting for cultural events.

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- Theme Based Stage preparation.
- Decorations of Welcome Gate, Venues and Stage as per Client requirements.
- Provision of tables & chairs.
- Control room with seating for persons with tables, computers with an internet connection, printer, photocopy machine, telephone etc.
- Construction of stalls of given sizes erected with optimum panels, open stall on raised platform with fascia for depicting the stalls theme on vinyl stickers, with provision of floor carpeting with different color carpets.
- Providing spotlights.
- Providing power plug point.
- Fixing of posters on the panel or stand-alone panel. Providing and fixing LED TV along with DVD player or laptops and its attendant.
- Identifying appropriate Space and placing of Tag Lines/ LOGO/ Branding.
- Media Gallery.
- Security Masking as per Requirements.
- Management of Parking.
- Pre-Event and Post Event Cleaning of Venue
- Arrangement Drinking Water for Dignitaries-Water Bottle etc.
- Arrangement of Drinking Water for Visitor-Arrangement of electric Water Cooler and Making sure on water Supply.
- 100% Power Backup Plan to run Entire lighting system, Whole Air conditioning System, laser Lighting System, and other fireworks system (where ever Electricitybe required during the Entire show and Entire Venue.
- Required Number of Comfortable Sofas, Chair/Table/Covers
- User Friendly Pedestrian e.g. for Old Age People, Wheel Chair Access.
- Fire Safety Backup Plan & Arrangement of Entire System
- Stage Preparation:
 - Design & Decoration. Colored Theme Selection
 - Stage Light and Background Video Screens/Other Video Screen on Ground
 - Standees/ backdrops design and Printing
 - Dias along with system of Speech
 - Live relay system on Back-ground Screen/Other Video Screen on Ground;
 - Proper Arrangement of Live Relay on TV through Media Partner
- Arrangement of Refreshment Area in and around Parking/or Other Relevant Area. (This may be on Self Paid Basis)
- Power backup for preparation of Entire Venue. IREL will not provide any Power back up, if used it will be chargeable from Event Management Agency (EMA) as per applicable rate).
- Power backup system/Generator etc should be with silencer & it should be least polluter.
- All Apparatus/Instruments/Hardware to prepare the Events Venue must be arranged through EMA. IREL will not be arrange/ provide Hardware/ Apparatus/ Instruments.
- EMA will have to arrange Meals/ Transportation/ Safety & Security apparatus/ Instrument for their Human Resources/Crew members.



- EMA has to arrange All the Required Permission to prepare the Venue for O&C Ceremony.
- Any other work related to event as assigned by IREL.

3. Hardware/Software/Technical Support–(Below Lists is not exhaustive)

- Logistics and Transportation to the Venue
- Computer/ Laptops/ Printer/ scanner/Charging Points/Charging Cords/ Charging Systems/ Power Plucks/
- High Speed Internet throughout the Programme
- Technical Support System (Technician) to run all Technical/Electrical/ Electronic Equipment.
- All Kind of Mike Cordless mike/Collar mike or any other type of mike to run the Overall Programme.
- Dice with complete Technical system and Lesser Pointer for Presentation
- A/V System with Live Relay System
- Videos Screens-in Background/ Large Video Screens.
- Camera for Still Photography & Videography with camera Person.
- Transport of Logistic to and from Venue.
- Transport Arrangement including Tempo Traveler for Celebrities/Artist/Performers/ and other Crew Member-Whosoever be involve in Arrangement/ Preparation of Venue.
- Buses and Tempo Travel Arrangement for audience(if required)
- Passes Designing and Printing for Media & Other Concern/Crew Members (Passes should be categorized as Technical/Ushers/Media etc).
- Transport Management System around Venues with Coordination of Concern Government Dept in Order to Smooth Functioning of Regular Transport system.
- To Arrange 100% power Backup required for the Pre-Event Arrangement/ Preparation, During Actual Event and Post Event requirements.

4. Ideas/SoftSkills/HumanResource/Other.

- Providing Innovative Idea for “Official Inaugural of Events”
- Ideas on PR/Media Management/
- New Ideas to Create “Buzz”
- Designing of Logo and Designing Tag Lines for Particular Event
- Manpower (All should be having Badges & Passes).
 - a. Anchors(M/F)-A good Orator/Story Teller/In Urdu & English.
 - b. Ushers at Stage
 - c. Ushers to guide Guest to Seating Area
 - d. Photography/Videography
 - e. Scanning System of Entry Passes
 - f. Crowd Management System-Visitors
 - g. Client may ask to Increase or Decrease USHERS/ ANCHORS as per requirements.
- Designing & Printing of Leaflets/Standees/Flyers/Booklets
- Designing and Printing of **Car Passes/Busses/Bike for All Entrants to Venue**
- Designing and Printing and Preparing of Delegates KIT/Bag with Pen-writing Pad- Marker-all with Event LOGO.

4.1.2) Hospitality:

- Invitation Cards Designing and Distribution with client Consultation

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- Assistance in Inviting People Dignitaries (Advised by the Client).
- Welcoming GUEST as per Protocol-Flower Bouquet
- Refreshment served at the venue, for the delegates, VIPs etc.
- Drinking water at Venue-Dispensers with disposable glasses.
- Purchase of consumables
- Travelling, Boarding, Logging(TBL)Badges/Memento/Shield/ Name Plates

4.2) Post Event:

- Dismantling of Structure and Setup.
- Cleaning of Event Venue within the given time frame by Venue Owner. IREL will not be responsible to extend the time limit to dismantling the structure.
- Waste Garbage material should be removed completely. If it is not done, Venue owner will do the same and will charge with EMA.
- Submitting the Project report to IREL.
- Providing Video and Audio Recording (Edited & Non-Edited)

4.3) Promotion: Promotion and publicity of the event

- Including presser, curtain raiser, hoardings, print and electronic ads, digital and social media ads and promotions, souvenirs, brochures, kit bags, stationary items, flyers and other publicity and incidental materials. Printing and distributing invitation cards, tickets etc.
- Photography, videography and documentation.
- Interviews of Artists and feedback of audience.

4.4) Manpower: Provision of temporary manpower like bearers, waiters, cooks, anchors, hosts and hostess, guides, technicians, security person, cleaning personnel, etc.

4.5) Sponsorship:

- Sponsorship for Branding at Backdrop/ VVIPs Gallery/Media Gallery/Visitor Gallery/ Video Screen.
- Broadcast Deal for OTTs wherever required.

4.6) BACK-END SUPPORT: Single point of Contract (SPOCs) for Technical Support- Dedicated Venue Manager/Event Manager from Pre-Event period to final report submission.

Terms & Condition:

- 1) Though adequate care has been taken in the preparation of this RFP Document, the applicant should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the IREL (India) Limited, immediately before the proposed due date. If no intimation is received by the IREL(India) Limited, within the date, it shall be deemed that the party is satisfied with the RFP Document and the document is complete in all respects.
- 2) The RFP Document is neither an agreement and nor an offer by the IREL(India) Limited, to the prospective applicant or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

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- 3) The RFP Document may include statements, which reflect various assumptions and assessments by the IREL(India) Limited, in relation to the requirement. Such assumptions, assessments and statement do not purpose to contain all the information that each applicant may require. The RFP document may not be appropriate for all persons, and it is not possible for IREL(India) Limited, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or use the RFP Document. The assumptions, assessments, statement and information contained in the RFP Document, may not be complete, accurate, adequate or correct, each applicant should, therefore, conduct its own investigations and assumptions, assessments and information contained in the RFP Document and obtain independent advice from appropriate sources.
- 4) IREL(India) Limited, its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant 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 the RFP Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP Document and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP Document or arising in any way in this Selection Process.
- 5) IREL(India) Limited, also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any applicant upon the statements contained in the RFP Document. IREL(India) Limited may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP Document which will be posted on IREL Website. It will be the responsibility of the interested bidders to keep themselves informed about the same.
- 6) The issue of this RFP Document does not imply that IREL(India) Limited, is bound to select a Successful applicant for the functions/Events and IREL(India) Limited, reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
- 7) 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 IREL(India) Limited, or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will be with Bidder and IREL(India) Limited, shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the proposal, regardless of the conduct or outcome of the Selection Process.
- 8) RFP bidding doesn't automatically qualify to empanel the Agencies.
- 9) IREL(India) Limited reserve the right to cancel or amend the RFP fully or partially.
- 10) The above scope of work will vary and depend on the requirement of the Events/Exhibitions/Meetings/Cultural Programmes etc. & venue of exhibition. The detailed scope of work of events/function will be indicated in RFP to be provided.
- 11) EMD at the time of RFP will be as per IREL rules.
- 12) All the documents submitted must be in English. Cost of documentation will be



borne by Applicants.

- 13) Number of Proposals: No Applicant or its Associate shall submit more than one Application for Empanelment. An Applicant applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any consortium, as the case may be.
- 14) The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to the last date of submission of proposal. No proposal shall be modified, substituted, or withdrawn by the applicant on or after the last date of submission of proposal.
- 15) The applicants shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the selection process including subsequent negotiation, visits to the IREL(India) Limited if required. IREL(India) Limited will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.
- 16) Payment will be released after successful completion of event.
- 17) IREL(India) Limited will have the right to reject any or all Proposals.
- 18) Empanelled bidder to ensure regular participation in bids to be called for events by IREL(India) Limited, failing to participate in 03 consecutive events, EMD/SD will be forfeited and company may be blacklisted by IREL(India) Limited.
- 19) Notwithstanding anything contained in this RFP, the IREL(India) Limited reserves the right to accept or reject any proposal and to annul the selection 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. Misrepresentation/ Improper response by the applicant may lead to the disqualification of the applicant.
- 20) Empanelment of agencies shall be done on the basis of criteria enumerated in the RFP and different terms and conditions stated.
- 21) EMD shall be deposited as specified above.
- 22) GST should be enclosed.
- 23) RFP form shall be filled in ink or typed. No RFP filled in pencil shall be considered. The bidder shall sign the RFP form at each page and at the end in token of acceptance of all the terms and conditions of the RFP.
- 24) Direct or indirect canvassing on the part of the RFP or his representative will be a disqualification.
- 25) No interest shall be payable on Earnest money deposited with the department.
- 26) The EMD of unsuccessful applicants will be returned without interest.
- 27) IREL(India) Limited, reserves the right to accept or reject any proposal.
- 28) IREL(India) Limited, may terminate the RFP process at any time and without assigning any reason.
- 29) IREL(India) Limited, may forfeit the full Performance Guarantee/EMD if in case

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empanelled agency will not perform the work as per terms and conditions of the tender document.



- 30) The successful bidder in technical evaluation will be eligible to participate in financial bids.
- 31) Prior to participation in tendering procedure for submission of price bid for an events, the bidder has to visit the site (IREL, OSCOM) for understanding the events and its allied aspects there after the bidder will submit the physical copy of price bid. The price bid so quoted if found abnormally below the estimated price then it shall not be considered. The work will be awarded to L-1 from among the technically qualified bidders.



Annexure-1

IREL, OSCOM

To be duly filled, signed & stamped by the Applicant,

Application form for empanelment of Event Management

Name of the Company	
Address	
Telephone Nos.	
e.Mail	
Year of Establishment	
Mob No.	
Type of Company ❖ Multinational ❖ Partnership ❖ Limited Company ❖ Franchisee ❖ Other(Please Specify)	

Contract Executive(s) Name (Office) Designation Telephone Nos.(Mobile) E-mail	
Name of the Promoter/Proprietor	
Parent Company, if any, Please attach document(s)	
Details of the major events undertaken in last three years	
Details of the major Government events undertaken in last three years	
Details of the International Events, if any	
Are you on the panel of any Government Agency, if yes, submit evidence	

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Date of establishment of the Applicant Business	
Whether IncomeTax Payee/if so, Income Tax Authority with whom assessed andThe Income Tax Number	Yes/No
Good & Service Tax Registration/VAT/Service Tax No. Certificate , details (Please attach a copy)	
Name of the bankers with A/C number including details of credit worthiness/Credit limit	
Details of the Annual Accounts for last three years (enclose balance sheet)	
Any other information (attach documentary evidence pertaining to allThe points above)	



Annexure 2 - UNDERTAKING TO BE FILLED IN BY VENDOR APPLYING FOR EMPANELMENT

Ref No.: _____

Dated: _____

To

**DGM – Tech (Commercial/Purchase)
IREL (India) Limited,
OSCOM,
Matikhalo, Ganjam,
Odisha-761045.**

Sir,

This has reference to your notice for Empanelment available in website/e procurement site. We are very much interested in registering ourselves with you as “VENDOR”. We have gone through all the conditions/ details in your prescribed format for the purpose. We agree to all your terms & conditions in this regard.

As required by you, we have filled in all the data /particulars in the format and have submitted necessary copies of documents as per the checklist. We also undertake that all the information furnished are true and correct to the best of our knowledge and if on verification any data/information are found to be false, IREL reserves the right not to consider their offer for registration or blacklist if already registered. We, also undertake to produce the documents/certificates in “original” for verification as and when required by IREL.

We, now, request your good self to kindly consider us for the above empanelment.

Thanking you,

Yours sincerely,

(Signature of the Party with seal)



Annexure 3 - ORGANIZATIONAL DETAILS

S. No.	Parameter	Details
1	Year of Establishment	
2	Status of Company/Firm(Company/ Partnership/ Any other)	
3	Details of Enlistment as Consultancy Firm	
4	Empanelment with Govt.Organizations (Mention names along with copies of empanelment letters)	
5	Name of Directors/ Partners with Designations	

Place:

Signature of the bidder

Date:

Name & Designation



Annexure 3(a) - FORMAT FOR CERTIFICATE FROM PRACTICING CHARTERED ACCOUNTANT FOR ELIGIBLE PROJECTS

(Compliance to PQ clause where completion certificate not submitted by bidder)

Certificate from the practicing-chartered accountant

Based on its books of accounts and other published information authenticated by it, this is to certify that (Name of the Bidder) was engaged by (Title of project company) for (Name of project) having an estimated cost of.....

The total fees received by the Bidder for the projects is

We further certify that the project was completed on (date).

Name of the audit firm:

Seal of the audit firm:

Date:

License/registration no:

UDIN NO.

(Signature, name, designation of the authorized signatory of the audit firm)

Signature of Authorized Signatory with seal



Annexure 4 - UNDERTAKING WRT CLEAN TRACK RECORD

[Bidders are required to submit the declaration letter as given here on their letterhead]

Date:

**DGM – Tech (Commercial/Purchase)
IREL (India) Limited,
OSCOM,
Matikhalo, Ganjam,
Odisha-761045**

Dear Sir,

This is to certify that (Company Name) _____

having its registered office at (address) _____

have carefully gone through the terms and conditions contained in the **EOI**

We hereby declare that our company/ consortium **has not** been **debarred/ black listed** by any Government or Semi government organization.

We further certify that Mr. /Mrs. /Ms. _____

is a competent authority and our Company has Authorized him/her to make this declaration.

We also undertake to produce any other documents, in support of our eligibility that may be required due to change in statutes, if any during the validity of panel in IREL.

Signed:

Duly Authorized Signatory: (Name)

Name and Title of Signatory: (In the capacity of)

Name of the Firm: (On behalf of)

Address of the Firm:

Stamp / Seal of the Firm:

[Strike off whichever is not applicable]



Annexure 5 - DETAILS TO BE SUBMITTED IN THE COVERING LETTER OF THE BIDDER

1) Name of firm: _____

2) Mailing Details of firm

a) Address: _____

b) Tel. No. : _____

c) Fax No. : _____

3) E-mail ID of firm: _____

4) Contact details of the bidder:

a) Name: _____

b) Designation: _____

c) Mobile No.: _____

d) Tel. No.: _____

Date:

Signature of the bidder

Place:

Name & Designation



CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY THE BIDDER

Sl. No.	Document	Reference	Compliance (Y/N)
1	Empanelment Application/Bid		
2	Eligibility conditions along with relevant documents		
3.	Pre-Qualification Forms along with filled in format		
4	Signed copy of Empanelment Application including ToR, all addendum, corrigendum and clarification		
5	Undertaking by the bidder (Anex-2)		
6	A self-certified letter that the bidder has not been blacklisted by an Authorized Signatory on the company's original letter head with signature and seal. (Anex-4)		
7	Filled in "Checklist of Documents to be provided by the bidder"		