

ANNEXURE – A

TECHNICAL BID

Part – A – Essential Qualification / Eligibility Criteria

S. No.	Particular	Supporting documents are to be enclosed with the proposal
1.	The agency should be an organization registered in India. The agency should be registered at least 04 years prior to the date of advertisement in the appropriate Act.	Registration/ renewal certificate of the relevant act under which the agency is registered. (Copy of Relevant Documentary/ Certificate)
2.	Registration under GST	Registration No. & copy of GST
3.	Registration under income tax (PAN Card)	Registration No. & copy of PAN Card
4.	Organizations should not have been blacklisted by any central or state government department/agencies, public sector institutions/agencies, etc. and should not have involved in fraudulent activities.	Declaration on Notary Affidavit on Rs. 100/- Non-judicial Stamp Paper (Must be submitted in original and no photocopy/scanned copy will be entertained)
5.	Average Annual Turnover- The bidder must have an Average Annual Turnover of Rs. 3 Crore during last three financial years in the financial years i.e., 2023-24, 2024-25 and 2025-26.	Supporting Documents- Financial Details of the Agency in format Annexure-A along with copies of the Audited Financial Statement/audited balance sheet with UDIN no. duly sealed and Certified by the Chartered Accountant.
6.	Past Performance: - Experience of organizing similar events during the last four financial years (2022-23, 2023-24, 2024-25, and 2025-26), where each event value was INR 1 Crore or above. The bidder must have successfully organized at least 3 similar single events of value INR 1 Crore or more each during the last four financial years With state or central government departments/PSUs/ Private Work orders must be for the last Four years (from FY 2022-23 to FY 2025-26)	Copy of Work order/Agreement Or Completion Certificate issued by the competent authority. The work amount claimed must be verified in the supporting document.
7.	Office address details with dedicated number and contact person	
8.	Bidder must attach copy of GSTR-3B return for the latest available quarter preceding the bid submission date	Copy of GSTR -3B returns must be submitted
9.	PF/ESI Registration	Copy of Registration to be submitted

Part - B QCBS Evaluation Criteria

S. No.	Parameter	Evaluation Criteria	Claimed marks	Minimum marks	Supporting Documents attached (Page no.)										
1	Average Annual Turnover- The bidder must have an Average Annual Turnover of Rs. 3 crores during last three financial years i.e., , 2023-24, 2024-25 and 2025-26).	Average Annual Turnover •INR 10 Crores or above– 20 Marks • INR \geq 7 Crores and < 10 Crores – 15 Marks • INR \geq 5 Crores and < 7 Crores – 10 Marks • INR \geq 3 Crores and < 5 Crores – 05 Marks	20 Marks	05 Marks											
2	Number of On-roll Employees available with the agency (undertaking with EPF / Payment Roll to be submitted by HR of Company)	Number of On-roll Employees • More than More than 20 employees– 20 Marks • 16- 20 employees – 15 Marks • 11- 15 employees – 10 Marks • 5 to 10 employees– 05 Marks	20 Marks	05 Marks											
3	The bidders must have undertaken and delivered at least 3 relevant Event Management Projects with minimum each having work order values not less than Rs. 1 Crore (INR) in the last five (4) years. (ie, FY 2022-2023, FY 2023-2024, FY 2024-2025, FY 2025-26)	Number of Relevant Projects Executed with value 1 Cr. – 20 Marks <table border="1"> <thead> <tr> <th>No. of Projects</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>3 to 5</td> <td>5</td> </tr> <tr> <td>6 to 8</td> <td>10</td> </tr> <tr> <td>9 to 11</td> <td>15</td> </tr> <tr> <td>12 or more</td> <td>20</td> </tr> </tbody> </table>	No. of Projects	Marks	3 to 5	5	6 to 8	10	9 to 11	15	12 or more	20	20 Marks	5 Marks	
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3 to 5	5														
6 to 8	10														
9 to 11	15														
12 or more	20														
4	Experience of organizing international events in last four FY (2022-23, 2023-24, 2024-25 and 2025-26)	Experience of Organizing International Events • 5 or more events – 10 Marks • 2 to 4 events – 07 Marks • 1 event– 05 Marks	10 Marks	05 Marks											
5	Presentation The agencies shall be required to give an AV presentation before the Technical Evaluation Committee.	The presentation shall cover the following points: • Understanding of Assignment • Event Planning & Execution Methodology • Innovation & Creativity • Deployment Plan (Including Manpower, Equipment etc.)	30 marks	15 Marks											