



Maharashtra Pollution Control Board
महाराष्ट्र प्रदूषण नियंत्रण मंडळ

**REQUEST FOR PROPOSAL FOR
APPOINTMENT OF EVENT MANAGEMENT AGENCY FOR
CELEBRATION OF WORLD ENVIRONMENT DAY BY
MAHARASHTRA POLLUTION CONTROL BOARD (MPCB)**

RFP Reference No: MPCB/PR/2025/06

Date of Publish: 01st May 2025

Tender Fee: INR 23,600/- (INR Twenty-Three Thousand and Six Hundred only)

ISSUED BY:

THE MEMBER SECRETARY,
MAHARASHTRA POLLUTION CONTROL BOARD,
KALPATARU POINT, 3rd FLOOR, OPP. PVR CINEMA,
SION CIRCLE, SION,
MUMBAI-400 022

Tel: +91 22 24010437 (Extn 311)

Website: <https://mpcb.gov.in>

Email ID: pro@mpcb.gov.in

Table of Contents

DISCLAIMER	4
ABBREVIATIONS	5
Key Terms- Definition.....	6
NOTICE INVITING PROPOSAL (NIT).....	8
SECTION 1: LETTER OF INVITATION	11
1.1 Background	11
1.2 Purpose	11
SECTION 2: INSTRUCTIONS TO BIDDERS	13
2.1 Consortium/ Joint Venture	13
2.2 Conflict of Interest:.....	13
2.3 Completeness of Response.....	13
2.4 Proposal Preparation Costs	14
2.5 Bidder Inquiries.....	14
2.6 Amendment of RFP Document	14
2.7 Supplementary Information to the RFP	14
2.8 MPCB's right to terminate the process.....	14
2.9 MPCB's Right to accept/ reject any bids	14
2.10 Earnest Money Deposit (EMD)	14
2.11 Authentication of Bid.....	15
2.12 Language of Bids.....	15
2.13 Patent Claim.....	15
2.14 Bid Submission Format.....	16
2.15 Preparation of Proposal	16
2.16 Bid Submission Instructions.....	17
2.17 Late Proposal and Proposal Validity Period	19
2.18 Modification and Withdrawal of Proposals	19
2.19 Non-conforming Proposals	19
2.20 Acknowledgement of Understanding of Terms.....	19
2.21 Bid Opening.....	19
2.22 Failure to agree with the Terms & Conditions of the RFP / Contract	20
2.23 Performance Bank Guarantee	20
2.24 Bid Prices	20
2.25 Bid Currency.....	21
2.26 Correction of errors.....	21
2.27 Corrections to Arithmetic errors	21
2.28 Disqualification	21
2.29 Tendering Under Different Names	21

2.30	Miscellaneous Provisions.....	22
SECTION 3: PRE-QUALIFICATION CRITERIA AND TECHNICAL EVALUATION.....		23
3.1	Pre-Qualification Criteria.....	23
3.2	Evaluation of Pre-Qualification Proposal.....	24
3.3	Technical Evaluation Criteria	25
3.4	Technical Presentation	28
3.5	Bid Evaluation.....	28
3.6	Award of Contract.....	30
3.7	Issuance of Work Order	30
3.8	Letter of Acceptance of Work Order.....	30
SECTION 4: SCOPE OF WORK		31
4.1	Detailed Scope of Work	31
4.2	Project Timeline.....	32
SECTION 5: PAYMENT TERMS.....		33
5.1	Payment Terms	33
5.2	Other Terms and Conditions.....	33
SECTION 6: KPI and Penalty		34
6.1	Penalties / KPIs	34
SECTION 7: ANNEXURES		35
Checklist for documents to be included in Pre-qualification Proposal		36
Annexure 1 Pre-Qualification Cover Letter		39
Annexure 2 Bidder's and Bidding Firms Particulars		41
Annexure 3 Financial Declaration of Bidder.....		43
Annexure 4 Project Citation (PQ & TQ)		45
Annexure 5 Format for Self-Declaration		47
Annexure 6 CV Format.....		48
Annexure 7 Declaration from HR department of the Bidder		49
Annexure 8 Declaration by the Bidder for not being Blacklisted /Debarred		50
Annexure 9 Power of Attorney.....		51
Checklist for documents to be included in Technical Proposal		52
Annexure 10 Technical Proposal Bid Cover Letter		54
Annexure 11 Approach and Methodology.....		56
Annexure 12 Financial Proposal Cover Letter		57
Annexure 13 Format for Financial Bid		59
Annexure 14 Format for Performance Bank Guarantee		66
Annexure 15 Format of sending pre-bid queries.....		68

DISCLAIMER

This Request for Proposal (RFP) for “**Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)**” (hereinafter referred to as “**Project**”) is issued by Maharashtra Pollution Control Board (MPCB).

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither MPCB, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed RFP or make any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of MPCB. It does not purport to contain all the information that a recipient may require for the purposes for deciding for participation in this process. Each Party must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed MPCB Project, the regulatory regime which applies thereto and by and all matters pertinent to the MPCB Project and to seek its own professional advice on the legal, financial, and regulatory consequences of entering into any agreement or arrangement relating to the MPCB Project. MPCB shall not be responsible for any direct or indirect loss or damage arising out of or for use of any content of the RFP in any manner whatsoever.

MPCB shall be the sole and final authority with respect to qualifying a bidder through this RFP. The decision of MPCB in selecting the Bidder who qualifies through this RFP shall be final and MPCB reserves the right to reject any or all the bids without assigning any reason thereof. MPCB further reserves the right to negotiate with the Service Provider to enhance the value through this project and to create a more amicable environment for the smooth execution of the project.

MPCB may terminate the RFP process at any time without assigning any reason and upon such termination MPCB shall not be responsible for any direct or indirect loss or damage arising out of such a termination.

ABBREVIATIONS

Abbreviation	Description
AoA	Article of Association
DFMD	Door Frame Metal Detector
DSC	Digital Signature Certificate
EMD	Earnest Money Deposit
FT	Feet
GOM	Government of Maharashtra
GST	Goods and Services Tax
ISO	International Organization for Standardization
KPI	Key Performance Indicator
LLP	Limited Liability Partnership
LoA	Letter of Acceptance
MPCB	Maharashtra Pollution Control Board
MOA	Memorandum of Association
NDA	Non-Disclosure Agreement
NEFT	National Electronic Fund Transfer
NIC	National Informatics Centre
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PDF	Portable Document Format
PSU	Public Sector Undertaking
RFP	Request for Proposal
SLA	Service Level Agreement
SP	Service Provider
SQFT	Square Feet
TCS	Tax Collected at Source
TCV	Total Contract Value
TDS	Tax Deducted at Source
TEC	Tender Evaluation Committee
ULB	Urban Local Body
UT	Union Territory

Key Terms- Definition

Term	Definition
Associate	Associate means, in relation to the Bidder, a person who controls, is controlled by, or is under the common control with such Bidder.
Applicable Laws	Shall mean the laws and any other instruments having the force of law in India as they may be issued and in force from time to time or such other territorial jurisdiction outside India, by any authority, including governmental authority, including any revisions, amendments or re-enactments including without limitation statutes, rules, regulations, bye-laws, policies made thereunder, judgments, decrees, injunctions, writs, orders issued by any court of record or other requirement or official directive of any governmental authority or any person acting under authority of any governmental authority or statutory authority including any notification issued by the Reserve Bank of India or of any governmental authorities, as may be in force or effect during the subsistence of the Bidding Documents.
Authorized Signatory/ Representative	Shall have the meaning as ascribed to it in Clause 2.15 of this RFP;
Authority/ Corporation	This means Maharashtra Pollution Control Board (MPCB).
Bid / Proposal	This means the documents in their entirety comprising of the pre-qualification Proposal, Technical and Financial Proposal, clarifications to these, technical presentation/ demo submitted by the Bidder, in response to the RFP, and accepted by MPCB.
Bidder(s)/Agency /Supplier	Business Organization/Firm who shall engage in the business of Event Management as per scope of work.
Bidder's Representative	The person or the persons appointed by the Bidder from time to time to act on its behalf for overall co-ordination, supervision, and execution of Project.
Business Day	This means any day that is not a Sunday or a public holiday (as declared by Government of Maharashtra).
Conflict of Interest	Shall have the meaning as ascribed to it in Clause 2.2 of this RFP.
Contract/Agreement	This shall mean the deed to contract, together with its original accompaniment and those latter incorporated in it by mutual consent.
Contract / Project Period	The time period for completion of the entire project scope of work starting from signing of contract till specific duration mentioned defined in the RFP
Contractor/Selected Bidder/Successful Bidder	This shall mean the successful Bidder whose tender has been accepted, and who has been authorized to proceed with the Work mentioned in the RFP.
Control	means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law.
Day	A period of 24 hours running from midnight to midnight. It means "calendar day" unless otherwise stated. Where, because of a difference in time zone, the calendar day in one country differs from another country then the calendar day shall be deemed to be the calendar day applicable to India.

Term	Definition
Deliverables	The services and other documentation, milestones and activities related to complete the Scope of Work for the Project, as defined in the RFP.
EMD/ Bid Security	This refers to the amount to be deposited by the Bidders to MPCB to demonstrate commitment and intention to complete the process of selection of Bidder to complete the bid process in MPCB.
Employer	This shall mean MPCB and is the party who will employ the Successful Bidder to carry out the Works through contractual engagement.
End of Contract	This refers to the time when the Contract Period has ended.
Letter of Intent / Letter of Award	This refers to the letter issued by MPCB to the Successful Bidder indicating its selection as the Bidder for implementation of the Project
Non- compliance	Failure / refusal to comply to the terms and conditions of the proposal / Agreement
Project	This refers to activities related to Event Management for Celebration of Environment Day for Maharashtra Pollution Control Board (MPCB)
RFP Portal	The web portal https://mahatenders.gov.in/ that is official portal for all details and submissions related to this RFP process
RFP/ Tender	Refers to Request for Proposal containing the technical, functional, commercial, and operational specification and including all clarifications/addendums, explanations and amendments issued by MPCB in respect thereof
Total Contract Value/ Contract Value	Value (Inclusive of all taxes, levies and duties) finally agreed between MPCB, and the Bidder for Services mentioned in the RFP, which will be the maximum value payable to the Bidder for this Project.

NOTICE INVITING PROPOSAL (NIT)

RFP Ref. No: MPCB/PR/2025/06

Date: 06/05/2025

Maharashtra Pollution Control Board (MPCB), Government of Maharashtra (GoM) invites sealed tenders from reputed experienced professional organizations for **Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)**. MPCB intends to solicit technical and financial bid from prospective Bidders. The prospective firms may download the tender document from website <https://mahatenders.gov.in> on or before date mentioned in the RFP.

The summary of details with regard to this invitation of bids and Tender Schedule are listed in the table below:

S. No.	Items	Description
1.	Name of the Project	Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)
2.	Tender Publish	06/05/2025 11.00 IST
3.	RFP Document Download	Start Date: 07/05/2025 11.05 IST End Date: 21/05/2025 17:00 IST Please visit the below mentioned e-Tendering website https://mahatenders.gov.in
4.	RFP Reference No.	MPCB/PR/2025/06
5.	Last date of submission of Pre-Bid Queries	12/05/2025 18.00 IST
6.	Pre-Bid meeting	Pre-Bid Meeting 13/05/2025 15:00 IST Pre-Bid meeting to be attended physically as well as virtually. Virtually through MS Teams, details shall be shared later stage
7.	Last date of Bid Submission	21/05/2025 17:00 IST
8.	Pre-qualification & Technical Proposal Opening	22/05/2025 17:30 IST
9.	Proof of concept and Technical Presentation	Will be intimated at later stage.
10.	Financial Bid Opening	Will be declared after technical scrutiny.
11.	Details to be referred for requesting clarifications	All the queries should be received on or before through email only with subject line as follows: "Pre-Bid queries - <Agency's Name>" . The queries should be submitted as per the format prescribed in Annexure 15 Format of sending pre-bid queries The Pre-Bid queries to be sent to the Email Id: mailto: pro@mpcb.gov.in
12.	Address	Maharashtra Pollution Control Board, 3 rd Floor, Kalpataru Point, Opp. PVR Cinema,

S. No.	Items	Description
		Sion Circle, Sion, Mumbai-400 022 Tel: +91 22 24010437 (Extn 311) Email ID: pro@mpcb.gov.in
13.	Tender Fee to be paid via Online Payment Gateway mode only.	INR 23,600/- (INR Twenty-Three Thousand and Six Hundred only) (inclusive of all taxes and non-refundable)
14.	Earnest Money Deposit (EMD) to be paid via Online Payment Gateway mode only	INR 10,00,000 /- (Indian Ten Lakh Only)
15.	Security Deposit / Performance Bank Guarantee (PBG)	5% of the contract value valid up to Three (3) months post end of contract. PBG should be only from Nationalized / Scheduled banks.
16.	Bid Validity Period	One Hundred and Eighty Days (180) days from the date of opening of Stage 1 bid. To be extended as per MPCB's instructions.
17.	Contract Period	Thirty (30) days from the date of Acceptance of Work Order
18.	Method of Selection	Quality and Cost Based Selection (QCBS 70:30)
19.	Additional Terms and Conditions	Considering the scope of work and its quality of work, bidders should not quote <ul style="list-style-type: none"> • <20% of total estimated value • >10% of total estimated value
20.	Estimated Project Cost (Inclusive of all taxes)	INR 5 Crore only
Contact Details Shri. Sanjay Bhuskute Maharashtra Pollution Control Board, 3 rd Floor, Kalpataru Point, Opp. PVR Cinema, Sion Circle, Sion, Mumbai-400 022 Tel: +91 22 24010437 (Extn 311) Email ID: pro@mpcb.gov.in Website: https://MPCB.maharashtra.gov.in/		

Notes:

- For complete details & formats of e-tender can also be obtained from website <https://mahatenders.gov.in>
- Tender form fee payment of **INR 23,600/- (INR Twenty-Three Thousand and Six Hundred only)** (inclusive of all taxes and non-refundable) by payment gateway online and should be credited in to MPCB by online payment gateway, otherwise Bidders cannot participate in e-tendering.
- No brokers/intermediaries shall be entertained. The MPCB reserves the right to reject any/all applications without assigning any reasons whatsoever.
- The complete bidding document shall be published on <https://mahatenders.gov.in> for the purpose of downloading. The downloaded bidding document shall be considered valid for participation in the electronic bidding process (e-Procurement/ e-Tendering) subject to the submission of required tender/ bidding document fee and EMD.
- To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying Agency such as Safecrypt, Ncode, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need

not procure a new DSC.

6. Bidders are also advised to refer "Bidders Manual Kit" available at <https://mahatenders.gov.in> for further details about the e-tendering process.
7. Bidder is advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions.
8. Prospective Bidders may visit MPCB Office for any further information/clarification regarding this RFP on prior appointment during working hours till the date of technical bid submission.
9. All eligible/interested Bidders are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering. Bidders are requested to contact on following telephone numbers for any doubts/information/difficulty regarding online enrolment or obtaining digital certificate M/s. NIC Technologies Ltd. Next Tender (India) Pvt. Ltd. on 020-3018 7500
10. Bidders should submit the documents related to tender online.
11. The electronic tendering system for MPCB will be available on separate sub-portal with URL <https://mahatenders.gov.in> as part of the Electronic Tendering System of Government of Maharashtra which is available on the portal <https://mahatenders.gov.in>.
12. Detailed timetable for the various activities to be performed in e-tendering process by the tenderer for quoting their offer is given in above table. Bidder should carefully note down the cut of dates for the carrying out each e-tendering process/activity.
13. Every effort being made to keep the website up to date and running smoothly 24 x 7 by the MPCB and the Bidder. However, MPCB takes no responsibility, and will not be liable for the website being temporarily unavailable due to any technical issue at any point of time.
14. In the event MPCB will not be liable and responsible for any damages or expenses arising from any difficulty, error, imperfection, or inaccuracy with this website, it includes all associate service, or due to such unavailability of the website or any part thereof or any contents or any associate services.
15. The Bidders must follow the timetable of e-tendering process and get their activities of e-tendering process done well in advance so as to avoid any inconvenience due to unforeseen technical problems, if any.
16. MPCB will not be responsible for any incomplete activity of e-tendering process of the tenderer due to technical error / failure of website and it cannot be challenged by way of appeal, arbitration and in the court of law.
17. Other instructions can be seen in the tender form. All or any one of the tenders may be rejected by competent authority.

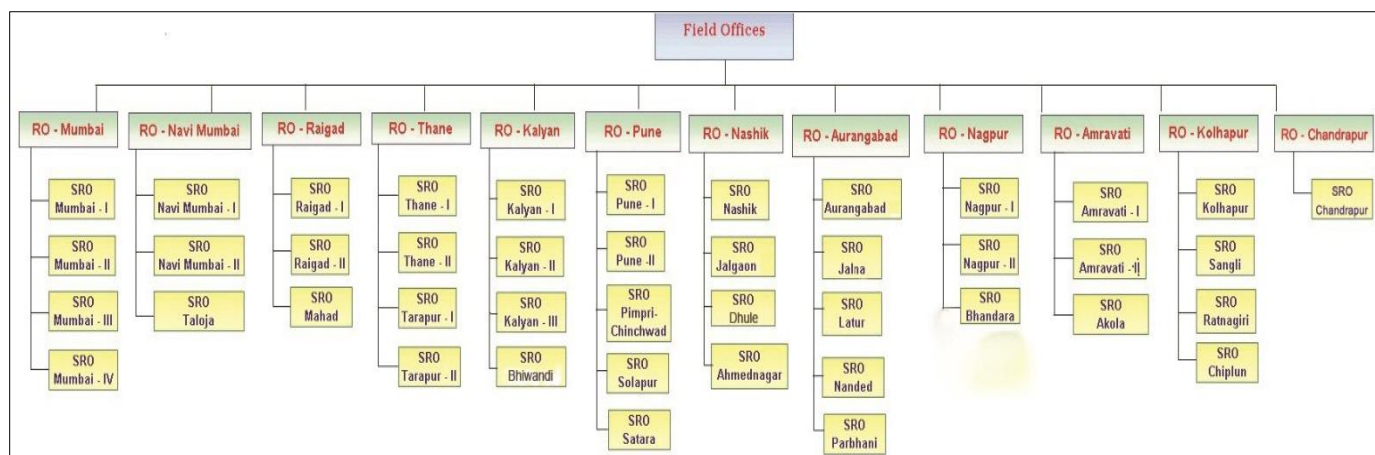
SECTION 1: LETTER OF INVITATION

1.1 Background

Maharashtra Pollution Control Board (MPCB) is implementing various environmental legislations in the state of Maharashtra, mainly including Water (Prevention and Control of Pollution) Act, 1974, Air (Prevention and Control of Pollution) Act, 1981, Water (Cess) Act, 1977 and some of the provisions under Environmental (Protection) Act, 1986 and the rules framed there under like, Biomedical Waste (M&H) Rules, 1998, Hazardous Waste (M&H) Rules, 2000, Municipal Solid Waste Rules, 2000 etc. MPCB is functioning under the administrative control of Environment Department, Government of Maharashtra.

Some of the important functions of MPCB are:

- To plan comprehensive program for the prevention, control or abatement of pollution and secure executions thereof.
- To collect and disseminate information relating to pollution and the prevention, control, or abatement thereof.
- To inspect sewage or trade effluent treatment and disposal facilities, and air pollution control systems and to review plans, specification or any other data relating to the treatment plants, disposal systems and air pollution control systems in connection with the consent granted.
- Supporting and encouraging the developments in the fields of pollution control, waste recycle reuse, eco-friendly practices etc.
- To educate and guide the entrepreneurs in improving environment by suggesting appropriate pollution control technologies and techniques.
- Creation of public awareness about the clean and healthy environment and attending the public complaints regarding pollution.



1.2 Purpose

The Maharashtra Pollution Control Board (MPCB), as the apex environmental regulatory authority in the state, plays a pivotal role in promoting sustainable development and environmental protection. As part of its continuous efforts to raise awareness and foster a culture of environmental responsibility among citizens, institutions, and industries, MPCB intends to organize the World Environment Day 2025 celebration across Maharashtra in a meaningful and impactful manner.

World Environment Day, observed globally on June 5th, serves as a powerful platform to engage the public, policymakers, and stakeholders in discussions and actions that contribute to a healthier environment. The 2025 celebration will focus on promoting community participation, green lifestyles, and spreading awareness about pressing environmental issues such as climate change, waste management, water conservation, air pollution, and biodiversity protection.

Through this initiative, MPCB aims to highlight the importance of proactive environmental stewardship and to inspire individuals and organizations to adopt sustainable practices. The event is envisioned to include a diverse array of outreach activities and campaigns, both on-ground and digital.

To execute this vision, MPCB invites proposals from experienced event management agencies capable of conceptualizing, coordinating, and managing the Environment Day celebrations with creativity, efficiency, and adherence to green protocols. The selected agency will work closely with MPCB to ensure that the program reaches a wide audience, creates a lasting impact, and aligns with the objectives of the Board's broader environmental agenda.

SECTION 2: INSTRUCTIONS TO BIDDERS

2.1 Consortium/ Joint Venture

Consortium / Joint is not allowed within the scope of this RFP.

2.2 Conflict of Interest:

A Bidder shall not have a conflict of interest (the "Conflict of Interest") that affects the Selection Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, MPCB shall be entitled to forfeit and appropriate the EMD/Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by MPCB and not by way of penalty for, inter alia, the time, cost and effort of MPCB, including consideration of such Bidder's Proposal ("the Damages"), without prejudice to any other right or remedy that may be available to MPCB under the Bidding Documents and/ or the Contract or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, in the below circumstances:

- a) A Bidder may be considered to be in a Conflict of Interest with one or more Bidders in the same Selection Process under this RFP if they have a relationship with each other, directly or indirectly through a common company / entity, which puts them in a position to have access to information about or influence the Proposal of another Bidder; or
- b) The Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; or
- c) a constituent of such Bidder is also a constituent of another Bidder in the Selection Process; or
- d) such Bidder, its Member or Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its Member or Associate thereof; or
- e) such Bidder its Member or any Associate thereof has the same legal representative for purposes of this Proposal as any other Bidder; or
- f) such Bidder, its Member or any Associate thereof, has a relationship with another
- g) Bidder, or any Associate thereof, directly or through common third party/ parties, which puts either or both of them in a position to have access to each other's information about, or to influence the Proposal of either or each other; or
- h) such Bidder, its Member or any Associate thereof has participated as a consultant to MPCB in the preparation of any Bidding Documents, design, or technical specifications of the Project.

2.3 Completeness of Response

1. Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
2. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's risk and may result in rejection of its Proposal forfeiture of the EMD.

2.4 Proposal Preparation Costs

1. The bidder shall submit the bid at its own cost and MPCB shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over MPCB and MPCB shall be at liberty to cancel any or all bids without giving any notice.
2. All materials submitted by the bidder shall be the absolute property of MPCB and no copyright/patent etc. shall be entertained by MPCB.

2.5 Bidder Inquiries

Bidder shall e-mail their queries at above mentioned e-mail address, in the Excel format as mentioned in **Annexure 15 Format of sending pre-bid queries**. The response to the queries will be published on <https://mahatenders.gov.in>. No queries will be entertained thereafter. The response of MPCB shall become integral part of RFP document. MPCB shall not make any warranty as to the accuracy and completeness of responses.

2.6 Amendment of RFP Document

1. All the amendments made in the document would be published on the e-Tendering Portal (<https://mahatenders.gov.in>) and shall be part of RFP.
2. The Bidders are advised to visit the aforementioned website/ portal on regular basis to check for necessary updates. The MPCB also reserves the right to amend the dates mentioned in this RFP.

2.7 Supplementary Information to the RFP

If MPCB deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP and shall become part of this RFP.

2.8 MPCB's right to terminate the process.

MPCB may terminate the RFP process at any time before the award of contract without assigning any reason. MPCB reserves the right to amend/edit/add/delete any clause of this Bid Document. This will be informed to all and will become part of the bid/RFP and information for the same would be published on the e-Tendering portal.

2.9 MPCB's Right to accept/ reject any bids

MPCB reserves the right to accept or reject any Bid, and to annul the bidding process and reject any or all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for MPCB's action.

2.10 Earnest Money Deposit (EMD)

1. Bidders are required to submit an Earnest Money deposit (EMD) online for an amount mentioned under the clause "NOTICE INVITING TENDER (NIT)" through Online e-Tendering Payment Gateway mode only.

2. Unsuccessful bidder's EMD will be returned within Thirty (30) days from the date of finalization of the contract / tender.
3. No interest will be paid by MPCB on the EMD amount, and it will be refunded to all Bidders (including the successful Bidder) without any accrued interest on it.
4. The Bid submitted without EMD mentioned above, will be summarily rejected.
5. The EMD may be forfeited:
 - If a Bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
 - In case of a successful bidder, if the Bidder fails to sign the contract in accordance with the terms and conditions.
 - If during the bid process, a bidder indulges in any such deliberate act as would jeopardise or unnecessarily delay the process of bid evaluation and finalisation.
 - If, during the bid process, any information is found false/fraudulent/malafide, and then MPCB shall reject the bid and, if necessary, initiate action.
 - The decision of the MPCB regarding forfeiture of the EMD shall be final and binding upon bidders.

2.11 Authentication of Bid

1. The Proposal shall be submitted through Maha-Tender Website <https://mahatenders.gov.in>. The procedure for filing of e-tender is provided on the portal. For any queries or errors faced related to uploading and submission of Technical and Financial proposals, payment of Tender Fee and proof of the Bank Guarantee, as part of this RFP, the Bidder(s) may contact the e-portal's 24 x 7 helpdesk at toll free number as mentioned on the Maha-Tender Website. The Bidder(s) may kindly note that MPCB shall not be responsible for any delays or errors faced in submission of Proposals, processing payment of Tender fees or proof of the Bank Guarantee etc., at any stage of the Proposal submission process due to issues including but not limited to network outage and connectivity, technical errors, server downtime etc. on <https://mahatenders.gov.in>.
2. The Authorized person of the bidder who signs the bid shall obtain the authority letter from the bidder, which shall be submitted with the Bid. Bid shall be submitted on official letter head of company. All pages of the bid and its annexures, etc. shall be signed and stamped by the person or persons signing the bid.
3. Notarised / irrevocable Power of Attorney executed by the Bidder in favour of the duly authorised representative, certifying him as an authorised signatory for the purpose of this bid. In the case of the Board resolution authorizing a person as the person responsible for the bid, the Board resolution shall be submitted.

2.12 Language of Bids

This bid should be submitted in English language only. If any supporting documents submitted are in any language other than English, then the translation of the same in English language is to be duly attested by the bidder and submitted with the bid, and English translation shall be validated at MPCB's discretion.

2.13 Patent Claim

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark, or industrial design rights arising from the use of the goods/services or any part thereof, the bidder shall expeditiously extinguish such claim. If the bidder fails to comply and MPCB is required to pay

compensation to a third party resulting from such infringement, the bidder shall be responsible for such compensation, including all expenses, court costs, lawyer fees etc. MPCB shall give notice to the successful bidder of any such claim and recover it from the bidder.

2.14 Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.

2.15 Preparation of Proposal

1. Bidders are requested to submit their Proposal in English language and strictly in the formats provided in this RFP. MPCB will evaluate only those Proposals that are received in the specified forms and complete in all respects.
2. In preparing their Proposal, Bidders are expected to thoroughly examine the RFP.
3. The Technical Proposal submitted by the Bidder should provide the documents as prescribed in this RFP ("Technical Proposal"). No information related to Financial Proposal should be provided in the Technical Proposal. In such a case, MPCB will be entitled to reject the Proposal.
4. Any condition or qualification or any other stipulation contained in the Proposal submitted by the Bidder shall render the Proposal liable to rejection as a non-responsive Bid.
5. Non-compliance with the instructions and conditions contained in the RFP/ Addendum(a)/ Corrigendum(a) shall render the Proposal liable to be rejected. MPCB reserves the right to further debar/ blacklist the Bidder in consequence of non-compliance of any condition of the RFP/Corrigendum(a)/Addendum(a) that impacts the Selection Process in any manner.
6. The Proposals must be digitally signed by the Authorized Representative on each page of the Technical Proposal being submitted (the "**Authorized Representative**") as detailed below:
 - a. by a partner, in case of a limited liability partnership/ Partnership under 1932 Act; or
 - b. by a duly authorized person, in case of a private and public limited company or a corporation; or
 - c. by Proprietor, in case of Sole Proprietorship Firm.
7. Bidders should note the Proposal Due Date, as specified in Notice of Request for Proposal, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by MPCB, and the evaluation will be carried out only on the basis of documents received by the closing time of Proposal Due Date as specified in notice of RFP. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material, if submitted, will be summarily rejected. For the avoidance of doubt, MPCB reserves the right to seek clarifications in case the Proposal is non-responsive on any aspects.
8. Financial Proposal: While preparing the Financial Proposal, Bidders are expected to consider the various requirements and conditions stipulated in this RFP document. The Financial Proposal should be submitted as per the standard Financial Proposal submission forms prescribed in this RFP.
9. While submitting the Financial Proposal, the Bidder shall ensure the following:
 - a) The Bidder shall submit the Financial Proposal as per the instruction provided in this RFP
 - b) The Bidder shall ensure not to submit the Financial Proposal with the Technical Proposal. Any Technical Proposal with financial details will be rejected by MPCB
 - c) The Financial Proposal shall only be submitted in soft copy through Maha Tender Website <https://mahatenders.gov.in>, in the Format as provided therein ("Financial Proposal") in a MS excel file clearly indicating the amount in both figures and words and up to 02 (two) decimal points. For example, amount shall be quoted as 10.12 instead of 10 or 10.1.

- d) In case of any discrepancy between figures and words, in the Financial Proposal, the amount indicated in words shall prevail.
- e) The Financial Proposal shall be furnished in INR (Indian Rupees) only.
- f) The Financial Proposal needs to be filled in completeness based on financial submission sheet and as per the details mentioned within the sheet.
- g) The Financial Proposal should be a Proposal inclusive of all the costs including but not limited to all taxes associated with the Project. The Financial Proposal should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. These shall cover manpower remuneration their statutory contributions, travel, lodging and boarding cost, cost of training of the staff, TA/DA, printing etc. The Financial Proposal shall consider all the expenses and tax liabilities and cost of insurance, levies, and other impositions applicable under the prevailing law except GST.
- h) If there is a change in the applicable taxes, MPCB shall bear the cost of the same
- i) Rates quoted in the Financial Proposal must be firm and final and shall not be subject to any modifications, on any account whatsoever.
- j) The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and would be liable to be rejected.
- k) NIL value quoted against any field in the Financial Proposal sheet shall lead to rejection of Proposal
- l) Bidders are required to note that they should necessarily submit their Financial Proposal in the format provided and no other format is acceptable. If during or subsequent to evaluation of Financial Proposal, it is discovered that the Financial Proposal submitted by a Bidder, has been modified in any unauthorized manner, the Proposal may be rejected. MPCB may first in exercise of its discretion seek clarifications from the Bidder on such an occurrence.

2.16 Bid Submission Instructions

Complete bidding process will be online (e-Tendering) in Two stages. Submission of bids shall be in accordance with the instructions given in the Table below:

Stages	Particulars	Instructions
Stage 1	Pre-qualification Proposal	<p>The pre-qualification proposal shall be prepared in accordance with the requirements specified in this RFP and the formats prescribed in the RFP. Each page of the pre-qualification proposal should be signed and stamped by the authorized signatory of the bidder. Pre-qualification proposal should be submitted through online e-tendering website only. Pre-Qualification Proposal shall comprise of following:</p> <ol style="list-style-type: none"> a. Checklist for Pre-Qualification Proposal along with Project Citation b. Pre-Qualification documents c. Bidder and Bidding Firm Details

Stages	Particulars	Instructions
	Technical Proposal	<p>The technical proposal shall be prepared in accordance with the requirements specified in this RFP and the formats are prescribed in this RFP. Each page of the technical proposal should be signed and stamped by the authorized signatory of the bidder. Technical proposal should be submitted through online e-tendering website only.</p> <p>Technical Qualification Proposal shall comprise of following:</p> <ol style="list-style-type: none"> Checklist for Technical-Qualification Proposal Technical Qualification documents Project citation
Stage 2	Financial Proposal	<p>The financial proposal shall be prepared in accordance with the requirements specified in this RFP and in the formats prescribed in the RFP. Each page of the financial proposal should be signed and stamped by the authorized signatory of the bidder. Financial proposal should be submitted through online e-tendering website only.</p> <p>In no way the bidder shall indicate its Financial Offer in Technical Proposal. In case it is found, MPCB shall summarily reject the proposal of the said bidder.</p>

The following points shall be kept in mind for submission of bids:

1. MPCB shall not accept delivery of proposal in any manner other than that specified in this RFP. Proposal delivered in any other manner shall be treated as defective, invalid, and rejected.
2. The Bidder is expected to price all the items and services sought in the RFP and proposed in the proposal. The Bid should be comprehensive and inclusive of all the services to be provided by the Bidder as per the scope of his work and must cover the entire Contract Period.
3. MPCB may seek clarifications from the Bidder on the Technical proposal. Any of the clarifications by the Bidder on the Technical proposal should not have any commercial implications. The Financial proposal submitted by the Bidder should be inclusive of all the items in the technical proposal and should incorporate all the clarifications provided by the Bidder on the Technical proposal during the evaluation of the technical offer.
4. Financial Proposal shall not contain any technical information. Similarly, technical proposal with any financial cost related information shall be summarily rejected and the bidder shall be disqualified from the tender process.
5. It is required that the all the proposals submitted in response to this RFP should be unconditional in all respects, failing which MPCB reserves the right to reject the proposal.
6. Proposals sent by fax/post/courier shall be rejected.
7. It shall be the sole responsibility of the bidder to ensure that all the documents required for the Eligibility criteria and the Technical Evaluation of the bid are uploaded on the portal well within time and MPCB shall not entertain any re- presentation from any bidder, who fails to upload the requisite documents within the stipulated time and date on account of any technical issues related to low internet connectivity, size of the files to be uploaded etc. Therefore, the bidders are notified that they must read the instructions / information given on the homepage of the e-tender portal and must understand all the nuances of technology in advance.

2.17 Late Proposal and Proposal Validity Period

Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall not be opened in the e-Tendering system. The validity of the proposals submitted before deadline shall be till One Hundred Eighty (180) days from the date of opening of **Stage 1** bid.

2.18 Modification and Withdrawal of Proposals

No Proposal shall be withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the Proposal form. Entire EMD shall be forfeited if any of the Bidders withdraw their proposal during the validity period.

2.19 Non-conforming Proposals

A Proposal may be construed as a non-conforming proposal and ineligible for consideration:

1. If it does not comply with the requirements of this RFP.
2. If the Proposal does not follow the format requested in this RFP or does not appear to address the requirements of the MPCB.

2.20 Acknowledgement of Understanding of Terms

By submitting a Proposal, each Bidder shall be deemed to acknowledge that he/she has carefully read and accepts all sections of this RFP, including all forms, schedules, annexure, corrigendum, and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

2.21 Bid Opening

1. Total transparency shall be observed and ensured while opening the Proposals/Bids. All Bids shall be opened in the presence of Bidder's representatives who choose to attend the Bid opening sessions on the specified date, time, and address.
2. MPCB reserves rights at all times to postpone or cancel a scheduled Bid opening.
3. Bid opening shall be conducted in **Two stages**:
 - a. In **the first stage**, Tender fee, EMD, Pre-Qualification and Technical proposals along with document checklist shall be opened and evaluated as per the criteria mentioned in the RFP.
 - b. In **the second stage**, Financial Proposal of only those Bidders, whose all pre-proposals (Prequalification and technical qualification) qualify, shall be opened.
4. All Bids shall be opened in the presence of Bidder's representatives who choose to attend the Bid opening sessions on the specified date, time, and address.
5. The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for MPCB, the bids shall be opened at the same time and location on the next working day. In addition to that, if the representative of the Bidder remains absent, MPCB will continue process and open the bids of all bidders.
6. During Bid opening, preliminary scrutiny of the Bid documents shall be made to determine whether they are complete, whether required Bid Security has been furnished, whether the Documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements shall be prima facie rejected. MPCB has the right to reject the bid after due diligence is done.

2.22 Failure to agree with the Terms & Conditions of the RFP / Contract

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP / Contract shall constitute enough grounds for the annulment of the award and forfeiture of security deposit, in which event MPCB may invite the next best bidder for negotiations or may call for fresh RFP.

2.23 Performance Bank Guarantee

1. Security Deposit / Performance Bank Guarantee is governed for services as follows:
 - a. The bidder shall carry out the services in conformity with the requirements of the RFP, generally accepted professional and technically accepted norms relevant to such projects and to the satisfaction of MPCB.
 - b. The Earnest Money deposited at the time of bid submission would be given back to the Successful Bidders after completion of agency onboarding process.
2. The Successful Bidder shall deposit the Performance Bank Guarantee as follows:
 - a. The Successful Bidder shall at his own expense, deposit with MPCB, and Performance Bank Guarantee from a Nationalised / Schedule Commercial Bank, of stated value and valid for the tenure mentioned in the RFP.
 - b. The Performance Bank Guarantee should be furnished within Seven (7) Working Days from the date of issue of Work Order to the successful bidder.
 - c. The Performance Guarantee shall be irrevocable and unconditional and shall be of a bank having its offices/branch in the city of Mumbai
 - d. The Performance Bank Guarantee may be discharged/returned by MPCB upon being satisfied that there has been due performance of the obligations of the successful bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
3. MPCB shall also be entitled to make recoveries from the Performance Bank Guarantee on the following grounds:
 - a. Any amount imposed as a fine by MPCB for irregularities Committed by the Successful Bidder for the respective project assignment.
 - b. Any amount which MPCB becomes liable to the Government /Third party on behalf of any default of the Successful Bidder or any of his/her/their agent/ employees or staff.
 - c. Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
 - d. Any other outstanding amount.
4. Once the amount under this clause is debited, the Successful Bidder shall reimburse the Performance Bank Guarantee to the extent the amount is debited within fifteen (15) days of such debit by MPCB failing which it will be treated as breach of agreement and may lead to termination of agreement with forfeiture of all amounts including interest free Performance Bank Guarantee in favour of MPCB.

2.24 Bid Prices

The bidder has to quote for “**Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)**” in the format given for financial bid. Validity of Bid shall be of 180 days (One Hundred and Eighty Days) from date of opening of Stage 1 bid.

2.25 Bid Currency

The rates quoted shall be in Indian Rupees only.

2.26 Correction of errors

The bidder is advised to take adequate care in quoting the rate. No excuse for corrections in the quoted rate will be entertained afterwards. The corrections or overwriting in bid document shall lead to cancellation of Bid.

2.27 Corrections to Arithmetic errors

In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the Bid form, adjusted in accordance with the above procedure, shall be considered as binding.

2.28 Disqualification

The Bid from the bidders is liable to be disqualified in the following cases:

1. Bid not submitted in accordance with the bid document.
2. The bidder submits conditional offer.
3. Bid is received in incomplete form.
4. Bid is received after due date and time.
5. The information submitted, concerning the qualifications of the Bidder, was false or constituted a misrepresentation.
6. The information submitted, concerning the qualifications of the Bidder, was materially in- accurate or incomplete.
7. The Bidder is not qualified as per Qualification Criteria mentioned in the RFP document.
8. The Proposal materially departs from the requirements specified in the Proposal or it contains false information.
9. The Bidder submitting the Proposal, his agent or anyone acting on his behalf, gave or agreed to give to any officer or employee of the MPCB or other governmental authority a gratification in any form or any other thing of value so as to unduly influence the Selection Process.
10. The Bidder in the opinion of the MPCB, has a Conflict of Interest materially affecting fair competition.
11. Bid is not accompanied by all requisite supporting documents.
12. Bidder enclosing Financial Bid in Technical Bid.
13. The successful bidder fails to enter into a contract within period specified by MPCB of the date of notice of award of contract or within such extended period, as fixed by MPCB.
14. The Successful Bidder has given the letter of acceptance of the contract with his conditions.
15. Non - fulfilling of any condition / term by bidder.
16. A Proposal shall be excluded/ disqualified as soon as the cause for its exclusion/disqualification is discovered.

2.29 Tendering Under Different Names

1. Firms with common proprietor/partner or connected with one another either financially or as principal and agent or as master and servant or with proprietor/partners closely related to each as

husband, wife, father, mother and minor son/daughter and brother/sister and minor brother/sister, shall not tender separately under different names for the same Contract.

2. If it is found that firms as described in clause 1 above have tendered separately under different names for the same Contract, all such tender(s) shall stand rejected and tender deposit of each such firm /establishment shall be forfeited. In addition, such firms / establishments shall be liable, at the direction of the Member Secretary, MPCB, for further penal action including blacklisting.
3. If it is found that clearly related persons as in above have submitted separate tender/quotations under different names of firms/establishments but with common address for each establishment/firm, though they have different addresses, are managed, or governed by the same person/persons jointly or severally, such Bidders shall be liable for action as in para above.
4. If after the award of Contract, it is found that the accepted tender violated for cancellation at any time during its currency in addition to penal action against the contractors as well as related firms / establishments.

2.30 Miscellaneous Provisions

1. A Bidder or their associate should, in the last 03 (three) years, 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 or their Associate, as the case may be, nor has been expelled from any Project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder, or Associate
2. Any Bidder that has been barred by the Central Government, any State Government, Union Territory, a statutory authority, or a Public Sector Undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal individually.
3. A Bidder shall be liable for disqualification if any legal, financial, or technical adviser of MPCB in relation to the Project is engaged by the Bidder, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Bidder, its Member or Associate in the past but its assignment expired or was terminated prior to the Proposal Due Date. Nor will this disqualification apply where such adviser is engaged after a period of Three (03) years from the date of commencement of services under the Project.
4. Dispute Resolution: If any dispute or difference of any kind whatsoever arises between the parties in connection with or arising out of or relating to or under this RFP, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of 30 (thirty) days from the date on which the above-mentioned dispute or difference arose, such dispute or difference shall be settled by Hon 'arable Member Secretary, MPCB whose decision shall be final.
5. Proposals shall be deemed to be under consideration immediately after they are opened and until such time MPCB makes official intimation of award/ rejection to the Bidders. While the Proposals are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, MPCB and/ or their employees/ representatives on matters related to the Proposals under consideration.

SECTION 3: PRE-QUALIFICATION CRITERIA AND TECHNICAL EVALUATION

3.1 Pre-Qualification Criteria

S. No.	Minimum Eligibility Criteria-Pre-Qualification Criteria	Document to be submitted
PQ 1	<p>The bidder should be</p> <ul style="list-style-type: none"> a Sole Proprietorship firm, registered under the Applicable Laws of India; "A Company registered in India under the Companies Act 1956 or 2013 or a partnership firm under the Indian Partnership Act, 1932 or the Limited Liability Partnerships Act, 2008, (as amended from time to time) 	<ul style="list-style-type: none"> Brief Profile of the Bidder along with Annexure 2 Bidder's and Bidding Firms Particulars For Companies registered under Companies Act 1956/ 2013: Incorporation documents such as Memorandum and Articles of Association and Copy of Certificate of Incorporation For Limited Liability Partnership (LLP) firms registered under the LLP Act, 2008 or Indian Partnership Act 1932, as amended time to time, Copy of Certificate of Incorporation/ Registration of Firm (RoF)/ Partnership deed of Bidder/ LLP deed, as applicable. For Proprietorship firm: Registration under the Shops and Establishments Act of any State/ UT of India Copy of valid PAN Card Copy of valid GST Certificate with GST Number Copy of Power of Attorney signed by legally authorized signatories as per Annexure 9 Power of Attorney along with Board Resolution Any other supporting document, as may be required
PQ 2	<p>Average Annual Turnover:</p> <p>Minimum Average Annual Turnover (MAAT) for the last three (03) audited financial years (FY 2021-22, FY 2022-23, and FY 2023-24) of the bidder should not be less than INR 1.5 Cr.</p>	<p>Copy of Annual Audited Financial Statements, Balance sheet and profit and loss statement, certified by a Statutory Auditor for the preceding Three years FY2021-22, FY 2022-23, and FY2023-24)</p> <p>Note: Audited financial statement should match with certificate of chartered accountant</p> <p>Certificate from Statutory Auditor as per Annexure 3 Financial Declaration of Bidder.</p>
PQ 3	<p>Net-worth Criteria:</p> <p>The bidder should have a positive net worth for each of the last three audited financial years. FY2021-22, FY 2022-23, and FY2023-24</p> <p>[Net Worth as defined in Companies Act 1956 / 2013 as amended from time to time.]</p>	<p>Duly filled Format for Financial years FY2021-22, FY 2022-23, and FY2023-24 to be submitted on the letterhead of the Chartered Accountant</p> <p>Net worth Certificate duly certified by Statutory Auditor.</p> <p>Certificate from Statutory Auditor as per Annexure 3 Financial Declaration of Bidder.</p>

S. No.	Minimum Eligibility Criteria-Pre-Qualification Criteria	Document to be submitted
PQ 4	<p>Project Experience 1: The Bidder must have experience in “similar works”* during last five (05) years as on last date of submission of bid as per following details: - One (01) project with “Similar works” * costing at least INR 4.0 Cr. OR Two (02) projects with “Similar works”* each costing at least INR 2.5 Cr. OR Three (03) projects with “Similar works”* each costing at least INR 2.0 Cr.</p> <p>*“Similar Works”: Assignments in the field of conceptualising, curating and organizing cultural events/ programmes for Central/State Govt./ Sate Govt. Undertaking/ PSU/ ULBs</p>	<p>a) Bidders shall submit copy of work order/ contract agreement having the relevant scope of Work. b) Completion Certificate from the client or Proof of payment received i.e. copy of Bank statement clearly reflecting the name of the Bidder and amount received matching with Minimum Project value along with GST Invoice OR In case of on-going project, a certificate from the client on client’s letter head mentioning the relevant scope of Work, having received the payment matching the ‘Minimum Project Value’ of the partially completed project. c) Project citation as per format in Annexure 4 Project Citation (PQ & TQ) d) Self-Declaration as per Annexure 5 Format for Self-Declaration</p>
PQ 5	<p>Manpower Strength: The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in overall Event Management.</p>	<p>a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder. b) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource (50 Nos.)</p>
PQ 6	<p>Certification: Bidder should have valid ISO 9001:2015 certification valid as on Bid submission due date</p>	Copy of valid Certificate as of the date of bid submission.
PQ 7	<p>Blacklisting criteria: The bidder should not have been debarred by any Government (State / Central) / Semi Government / Corporation / Union Territories/ PSU/ any other local Body or body established under or in the control of the Central or state Government in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices as specified in Rule 151 of GFR, as on date of bid submission.</p>	Self-certification signed by the Authorized Signatory, on the company letter head as per format provided in this Bid document as per format in Annexure 8 Declaration by the Bidder for not being Blacklisted /Debarred.

3.2 Evaluation of Pre-Qualification Proposal

- TEC shall review the pre-qualification proposal of the bidders to determine whether the requirements as mentioned in Section of the RFP are met. Incomplete or partial proposals are liable for disqualification. TEC reserves the right to seek clarification if required. All those bidders, whose all-pre-qualification proposal meets the requirements shall be selected for opening of the technical proposal.

2. At any time during the Bid evaluation process, TEC may seek oral / written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.

3.3 Technical Evaluation Criteria

The Bids qualifying through the Minimum Eligibility Criteria will be graded as per the criteria mentioned in the table below:

S. No.	Parameters	Max. Marks	Marks	Supporting Documents
TE 1	Financial Evaluation (10 marks)			
TE1.1	Minimum Average Annual Turnover (MAAT) for the last three (03) audited financial years (FY 2021-22, FY 2022-23, and FY 2023-24) of the bidder should not be less than INR 1.5 Cr.	10	<div> <div>>= INR 1.5 Cr. and < INR 3 Cr.</div> <div>>= INR 3 Cr. and < INR 4.5 Cr.</div> <div>>= 4.5 Cr.</div> </div>	<div> <div>5</div> <div>7</div> <div>10</div> </div> <p>Copy of Annual Audited Financial Statements, Balance sheet and profit and loss statement, certified by a Statutory Auditor for the preceding Three years FY2021-22, FY 2022-23, and FY2023-24)</p> <p>Note: Audited financial statement should match with certificate of chartered accountant</p> <p>Certificate from Statutory Auditor as per Annexure 3 Financial Declaration of Bidder.</p>
TE2	Project Experience (35 Marks)			
TE2.1	Project Experience 1: The Bidder must have experience in "similar works"* during last five (05) years as on last date of submission of bid as per following details: - One (01) project with "Similar works"* costing at least INR 4 Cr. OR	15	<div> <div>Total Project Value of maximum any three projects submitted meeting the Criteria:</div> <div>Total Project Value >= INR 4 Cr. and < INR 5 Cr.</div> <div>Total Project Value >= INR 5 Cr. and < INR 6 Cr.</div> <div>Total Project Value >= INR 6 Cr.</div> </div>	<div> <div></div> <div>10</div> <div>12</div> <div>15</div> </div> <p>a) Bidders shall submit copy of work order/ contract agreement having the relevant scope of Work.</p> <p>b) Completion Certificate from the client or Proof of payment received i.e. copy of Bank statement clearly reflecting the name of the Bidder and amount received matching</p>

S. No.	Parameters	Max. Marks	Marks		Supporting Documents
	Two (02) projects with “Similar works”* each costing at least INR 2.5 Cr. OR Three (03) projects with “Similar works”* each costing at least INR 2 Cr. *“Similar Works”: Assignments in the field of conceptualising, curating and organizing cultural events/ programmes for Central/ State Govt./ Sate Govt. Undertaking/ PSU/ ULBs				with Minimum Project value along with GST Invoice OR In case of on-going project, a certificate from the client on client’s letter head mentioning the relevant scope of Work, having received the payment matching the ‘Minimum Project Value’ of the partially completed project. c) Project citation as per format in Annexure 4 Project Citation (PQ & TQ) d) Self-Declaration as per Annexure 5 Format for Self-Declaration
TE2.2	Project Experience 2: The Bidder must have experience in “similar works”* during last five (05) years as on last date of submission of bid *“Similar Works”: Assignments in the field of conceptualising, curating and organizing cultural events/ programmes for Central/State Govt./ Sate Govt. Undertaking/ PSU/ ULBs	15	One (01) project	5	
			Two (02) projects	10	
			Three (03) or more projects	15	
TE2.3	Empanelment with DGIPR	5	Valid Certificate of empanelment with DGIPR	5	Copy of Valid Certificate of Empanelment with DGIPR.
			No Valid Certificate of empanelment with DGIPR	0	
TE 3	Manpower Strength (15 marks)				
TE3.1	Manpower Strength: The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in overall Event Management.	05	Number of manpower		a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder b) CV of the resources as per Annexure 6 CV Format c) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource.
			>= 50 and < 75	02	
			>= 75 and < 100	03	
			> 100	05	
TE3.2	Manpower expertise:	10	On pay roll Manager (Event Planner) having proficiency in Marathi & English language with minimum 5 years’ Experience	03	

S. No.	Parameters	Max. Marks	Marks		Supporting Documents
			On pay roll Event Coordinator having proficiency in Marathi & English language >= 5 no.	03	
			On pay roll Technicians >= 5 no.	02	
			On payroll Design and creative Team having proficiency in Marathi & English language >= 5 no.	02	
TE 4	Presentation & A&M (40 Marks)				
TE4.1	Approach & Methodology: Understanding of Objectives, Comments of scope and understanding of the assignment and presentation on project. Describe your Approach/ methodology and work plan to provide the required services and the compliance of your methodology, work plan, staffing schedule and activity schedule. The Successful Bidder shall present an Outreach Plan and communication strategy	10	Approach and Implementation Methodology, Work plan, Management Plan, Manpower planning and scheduling and document	10	A&M Document to be enclosed along with Technical Proposal as per Annexure 11 Approach and Methodology
TE4.2	Technical Presentation Pre-qualified bidders will be provided presentation of proposed thematic concept showing all major elements and incorporating innovative concepts to enhance overall experience of the project Bidders will be required to present the entire campaign as part of this demonstration, covering at least the following: ▪ Overall campaign strategy ▪ Thought Leadership ▪ Conceptualization of Innovative Ideas ▪ Branding strategy	30	Technical Presentation Demonstration	30	Presentation delivered by the bidder should depict Bidder's understanding of the business / functional requirements of the MPCB, the proposed solution and implementation approach. Soft/ Hard copy of the presentation to be submitted by the Bidder
	Total	100		100	

3.4 Technical Presentation

1. Bidder who meets the pre-qualification criteria shall be called for technical presentation (maximum duration of one hour) with respect to above technical evaluation criteria, approach, methodology for project implementation. Date, Time, and Venue for the Technical Presentation will be informed later to qualified bidders. MPCB reserves right to visit bidder's customer where such a similar project execution has taken place.
2. The presentation shall be done before TEC based on the criteria mentioned in the above table prior to financial bid opening. In case any bidder fails to give the Technical Presentation, the bid of the said bidder(s) shall be rejected.

3.5 Bid Evaluation

3.5.1 Overview of the Evaluation process

The following methodology and weightages will be used for objective evaluation of each of the bids.

- i. The bids from interested Bidders are invited through Procurement process.
- ii. The evaluation will be done using **02 (two) stage bid process**:
 - In the **first stage**, EMD and pre-qualification and technical proposal along with document checklist shall be opened and evaluated as per the criteria mentioned in the Bid document. POC shall be conducted for all technically qualified bidder.
- ii. In the **second stage**, the financial offer of the bidders fulfilling the minimum technical Eligibility criteria shall be opened for further evaluation. All Bids shall be opened in the presence of Bidder's representatives who choose to attend the Bid opening sessions on the specified date, time, and address.
- iii. The bidders will be selected based on QCBS (70:30).

3.5.2 Evaluation Process in QCBS

- a. Technical Bids receiving relative technical score greater than or equal to 70 (cut-off marks) will be eligible for consideration in the subsequent round of commercial evaluation.
- b. The final selection will be done based on Quality cum Cost Based System (QCBS) wherein Relative Technical Bid Score will get a weightage of 70% and Relative Commercial Bid Score will get a weightage of 30%.
- c. TEC shall review the proposal of the Bidders to determine whether the requirements as mentioned in the Bid document are met. Incomplete or partial Proposals are liable for disqualification.
- b. The technical bid will be analysed and evaluated, based on **Quality and Cost Based Score**.
- c. The Bidders in compliance with the Eligibility Criteria mentioned in Section 3.1 and who successfully demonstrates proof of concept, shall be considered as "substantially responsive" bids.
- d. The marks awarded by the Evaluation Committee (EC) would be at its sole discretion and would be final. No plea of revision/reconsideration of the same shall be considered/entertained.
- e. Technical Bids receiving greater than or equal to a score of 70 (cut-off marks) will be eligible for consideration in the subsequent round of commercial evaluation.
- f. The overall score will be calculated as follows: -

Technical Score of the Bidder (TS) = Technical Marks scored by bidder X 70%

The Bid having the Lowest Commercial Quote shall be awarded 100 Marks. Commercial score of all the bidders will be calculated on basis of following formula:

Commercial Score of the Bidder (CS) = Commercial Quote of the Lowest Bidder x 100 x 30% / Commercial quote of the Bidder.

f. Final Composite Bid Score:

The Technical Score (TS) and Commercial Score (CS) secured by each bidder will be considered for computing the Final Composite Bid Score.

The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.

The overall score will be calculated as follows: -

$CBS = TS + CS$

Where;

CBS = Final Composite Bid Score

TS = Total Technical score of the bidder (out of maximum of 100 marks)

CS = Commercial Score of the bidder

Composite Bid Score of the Bidders for this bid shall be worked out as under:

Bidder	Technical Score	Commercial Score	Composite Score
	TS	CS	CBS= TS + CS
A			
B			
C			
D			

- The preferred bidder shall be the agency securing the highest Final Composite Score.
- In the event of two or more Bidders securing exactly the same composite score, then MPCB reserves the right to:
 - Declare the bidder whose technical score is highest, among the bidders who have secured exactly the same composite score as preferred bidder, or
 - Adopt any other method as decided by MPCB.
- MPCB reserves the right to confirm the preferred bidder as Successful Bidder subject to negotiations and approval of competent authority. MPCB reserves the right to allocate all or in part to the next eligible bidder, in case the bidder securing the highest final composite score expresses his inability to execute the order in full or in part. However, the maximum business that can be allocated to the next eligible bidder is up to 30% of the total contract order.
 - The bidders should necessarily give the commercial details in the format given in this RFP. The commercial proposals should be given in the prescribed format only and in accordance with the details, terms, and conditions as mentioned in the RFP (hence the bidder is expected to understand the RFP in all respects).
 - In case the Successful Bidder does not quote for or provision for cost/expenses required to meet the requirements of the RFP, the Successful Bidder shall be solely responsible for those and shall provide them, without any additional cost to MPCB.
 - Please note that TEC may seek inputs/ clarification from their professional, external experts in the bid evaluation process
 - The Successful Bidder will enter into a Contract with MPCB and shall work in accordance with the Scope of Work mentioned in the RFP.

3.6 Award of Contract

1. Post the evaluation process indicated in Section above, MPCB will award the Contract to the Service Provider who has obtained the Highest Composite Score.
2. In case MPCB is not satisfied with the performance of the Service Provider, MPCB reserves the right to terminate the contract with such Service Provider.

3.7 Issuance of Work Order

After selection, a work order ("**Work Order**") will be issued, in duplicate, by MPCB to the Successful Bidder(s). The Work Order will be handed to the Successful Bidder(s) or emailed or posted to the Successful Bidder's address as given in the Proposal and such handing or emailing or posting shall be deemed good service of such a notice. After Work Order, security deposit to be submitted by the successful Bidder within the stipulated time mentioned in Work Order failing to do so MPCB may take necessary actions.

After issuance of Work Order, the Successful Bidder shall have to submit Performance Bank Guarantee (PBG as Security Deposit) within Seven (7) days.

Failing to submit the PBG within stated time will either attract penalty of INR 5000 per day up to One (1) week which will be deducted from any future successful Work Order, or the Work Order may be cancelled and awarded to the other eligible agency who participated in the bid.

3.8 Letter of Acceptance of Work Order

The Successful Bidder (s) shall, within Two (02) working days of the receipt of the Work Order, sign and return the duplicate copy of the Work Order in acknowledgement thereof (Letter of Acceptance- "LOA"). In the event of the LOA duly signed by the Successful Bidder is not received by the stipulated date, the MPCB may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder as Damages on account of failure of the Successful Bidder to acknowledge the LOA, and the next eligible Bidder may be considered.

Additionally, non-acceptance of the Work order by the Successful Bidder within the time prescribed therein shall lead to forfeiture/invocation of the Earnest Money Deposit of such Successful Bidder and thereafter, MPCB shall be free to award the Project to the next Bidder in sequence, or to proceed in the manner as considered in the best interest of MPCB, at sole discretion of MPCB.

SECTION 4: SCOPE OF WORK

Maharashtra Pollution Control Board (MPCB) is issuing this Request for Proposal (RFP) to invite qualified Event Management agencies to submit proposals for Celebration of Environment Day on 05th June 2025 to 8th June 2025 at MMRDA Ground, BKC Mumbai. MPCB aims to enhance its public outreach, bring attention to pressing environmental problems, educate the citizens about importance of Environment, Encourage & motivate citizen to adopt environment friendly practices.

MPCB therefore wants to engage a professional agency to plan and execute the event envisioned by MPCB on the Environment Day.

4.1 Detailed Scope of Work

- Planning and designing a mock-up of event location layout as well venue set up including making all arrangements for display, decoration, lighting, sound and promotional material (designing of display banners at the tents, stage backdrop, communication packs, etc. will be further finalized in collaboration with the MPCB team).
- Management, coordination and logistical support for all main and sub events planned by the MPCB team leading up to and during the Event period ensuring that all activities run smoothly.
 - i) A dedicated IT technician should be always present for sessions at the main stage, to minimize and resolve technical issues easily. Additionally, all technical testing (mic, lighting, etc.) should be conducted 2 hours prior to the event's start time.
 - ii) An appropriate number of the event management team staff should be at the event always.
- All arrangements for photography, videography and media coverage of the event, during and after the event
- All equipment and services utilized during the programme shall be supplied by the event management company on a rental basis for the event duration. MPCB will not bear any additional costs.
- Coordinate with the MPCB team in finalizing the concept, timeline and designs for the event.
- Closely supervise all activities ongoing during the event period to manage risk. The MPCB will not be responsible for any damage cost due to negligence by the event management company in this regard.
- The Event Management Agency must restore the venue to its original condition within 2 days following the conclusion of the event at no additional cost.
- Collecting key event metrics developed with the MPCB for post-event analysis
- Arrangement for Entertainment on main stage in between the awareness activities
- All event arrangements must be environmentally friendly, aligning with environmentally sustainable ideals as much as possible.

The Event Management Agency will be expected to provide comprehensive services that align with MPCB's objectives and contribute to a more informed and engaged public.

4.2 Project Timeline

S. No.	Milestone	Timeline (T)
1.	Kick off Meeting	T0 + 02 Days
2.	Deployment of Resources as per MPCB's requirement	T0 + 07 Days
3.	Preparation & Submission of Detailed Strategic Plan, detailed Work Plan, Activity Schedules and Deliverable Schedules	
4.	Complete Setup at event location	1 st June 2025 to 4 th June 2025
5.	Execution of event	5 th June 2025 to 8 th June 2025
6.	Dismantle of Setup	9 th June 2025 to 10 th June 2025

Note: "T0" represent the date of Letter of issue of Work Order

SECTION 5: PAYMENT TERMS

5.1 Payment Terms

1. The bidder shall submit PBG (5% of contract value) upon selection of agency.
2. Advance payment upto max of 30 % of total contract value may be considered against Bank guarantee of equal amount.
3. After completion of event, the remaining 70% payments terms (credit period) Thirty (30) days from the date of submission of invoices along with following supporting bills:
 - All event related Audio, video Recordings and photos etc. in digital forms.
 - Consolidated report detailing the activities/ initiatives/ tasks accomplished
 - Any other document as may be required by MPCB.

5.2 Other Terms and Conditions

1. In case of a dispute on the invoice amount, or any other payment related matter; such matter shall be discussed with MPCB and/ or any other authority designated by the Nodal, MPCB. In such cases, the Service Provider, shall produce requisite supporting documents, communications, acknowledgement of MPCB, etc. to support the disputed Invoice amount, or any other payment related matter; however, the decision of the Nodal, MPCB in this matter shall be considered as final.
2. Any dispute or difference or claim arising out of or in relation to the terms of the RFP, will be settled by reaching a mutual understanding and amicable settlement between the parties.

SECTION 6: KPI and Penalty

6.1 Penalties / KPIs

- 1 The penalties with respect to quality of products shall be quantified by the MPCB at its own discretion/satisfaction.
- 2 It is primarily responsibility of the Event Management agencies to ensure that services are delivered satisfactorily and that the contract is executed in accordance with the agreed terms and conditions.
- 3 In case of delayed or unsatisfactory services the MPCB may impose penalty as per the Performance matrix detailed below:

S. No.	Penalty Description	Penalty Amount
1.	Delay in preparation & submission of detailed strategic plan, detailed Work Plan, Activity Schedules and Deliverable Schedules	1% of Total Contract Value as penalty
2.	Delay in delivery of promotional materials at least 3 days before the event date.	1% of Total Contract Value as penalty
3.	Delay in event setup	2% of Total Contract Value as penalty
4.	Failure in technical systems like sound, light, screen, trussing (below optimum quality, echo etc.)	2% of deduction amount as penalty
5.	Poor or Low grade Quality of Installations and Fixture	1% of Total Contract Value as penalty
6.	Problems in Temporary structure (Construction)	1% of Total Contract Value as penalty
7.	Use of faulty or low-quality material - Furniture	1% of Total Contract Value as penalty
8.	<ul style="list-style-type: none"> Major/ Grave Incident Safety Concerns (Emergencies like medical incidents or fire hazards, fatality etc) 	Calculation of penalty will be on case-to-case basis

*Maximum penalty shall be 10% of the contract value.

SECTION 7: ANNEXURES

Checklist for documents to be included in Pre-qualification Proposal

S. No.	Minimum Eligibility Criteria-Pre-Qualification Criteria	Document to be submitted	Submitted (Yes/ No)	Document name & Page No.
	Annexure 1 Pre-Qualification Cover Letter			
PQ1	Annexure 2 Bidder's and Bidding Firms Particulars			
	Annexure 9 Power of Attorney			
	The bidder should be a Sole Proprietorship firm, registered under the Applicable Laws of India; "A Company registered in India under the Companies Act 1956 or 2013 or a partnership firm under the Indian Partnership Act, 1932 or the Limited Liability Partnerships Act, 2008, (as amended from time to time)	Brief Profile of the Bidder along with Annexure 2 Bidder's and Bidding Firms Particulars		
		For Companies registered under Companies Act 1956/ 2013: Incorporation documents such as Memorandum and Articles of Association and Copy of Certificate of Incorporation		
		For Limited Liability Partnership (LLP) firms registered under the LLP Act, 2008 or Indian Partnership Act 1932, as amended time to time, Copy of Certificate of Incorporation/ Registration of Firm (RoF)/ Partnership deed of Bidder/ LLP deed, as applicable.		
		For Proprietorship firm: Registration under the Shops and Establishments Act of any State/ UT of India (if applicable)		
		Copy of valid PAN Card		
		Copy of valid GST Certificate with GST Number		
		Copy of Power of Attorney signed by legally authorized signatories as per Annexure 9 Power of Attorney along with Board Resolution Any other supporting document, as may be required		
PQ2	Annexure 3 Financial Declaration of Bidder			
	Average Annual Turnover: Minimum Average Annual Turnover (MAAT) for the last three (03) audited financial years (FY 2021-22, FY 2022-23, and FY 2023-24) of the bidder should not be less than INR 1.5 Cr.	Copy of Annual Audited Financial Statements, Balance sheet and profit and loss statement, certified by a Statutory Auditor for the preceding Three years FY2021-22, FY 2022-23, and FY2023-24) Note: Audited financial statement should match with certificate of chartered accountant Certificate from Statutory Auditor as per Annexure 3 Financial Declaration of Bidder.		
	Annexure 3 Financial Declaration of Bidder			

S. No.	Minimum Eligibility Criteria-Pre-Qualification Criteria	Document to be submitted	Submitted (Yes/ No)	Document name & Page No.
PQ3	<p>Net-worth Criteria: The bidder should have a positive net worth for each of the last three audited financial years. [FY2021-22, FY2022-23, FY2023-24]</p> <p><u>[Net Worth as defined in Companies Act 1956 / 2013 as amended from time to time.]</u></p>	<p>Duly filled Format for Financial years FY2021-22, FY 2022-23, and FY2023-24 to be submitted on the letterhead of the Chartered Accountant</p> <p>Net worth Certificate duly certified by Statutory Auditor.</p> <p>Certificate from Statutory Auditor as per Annexure 3 Financial Declaration of Bidder.</p>		
PQ4	<p>Annexure 4 Project Citation (PQ & TQ)</p> <p>Annexure 5 Format for Self-Declaration</p> <p>Project Experience 1: The Bidder must have experience in "similar works"* during last five (05) years as on last date of submission of bid as per following details: - One (01) project with "Similar works" * costing at least INR 4 Cr. OR Two (02) projects with "Similar works"* each costing at least INR 2.5 Cr. OR Three (03) projects with "Similar works"* each costing at least INR 2 Cr.</p> <p>Similar Works: Assignments in the field of conceptualising, curating and organizing cultural events/ programmes for Central/State Govt./ Sate Govt. Undertaking/ PSU/ ULBs</p>	<p>a) Bidders shall submit copy of work order/ contract agreement having the relevant scope of Work.</p> <p>b) Completion Certificate from the client or Proof of payment received i.e. copy of Bank statement clearly reflecting the name of the Bidder and amount received matching with Minimum Project value along with GST Invoice</p> <p>OR</p> <p>In case of on-going project, a certificate from the client on client's letter head mentioning the relevant scope of Work, having received the payment matching the 'Minimum Project Value' of the partially completed project.</p> <p>c) Project citation as per format in Annexure 4 Project Citation (PQ & TQ)</p> <p>d) Self-Declaration as per Annexure 5 Format for Self-Declaration</p>		
PQ5	<p>Annexure 6 CV Format</p> <p>Annexure 7 Declaration from HR department of the Bidder</p> <p>Manpower Strength The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in Event Management</p>	<p>a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder.</p> <p>b) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource (50 Nos.)</p>		
PQ6	Certification:			

S. No.	Minimum Eligibility Criteria-Pre-Qualification Criteria	Document to be submitted	Submitted (Yes/ No)	Document name & Page No.
	Bidder should have valid ISO 9001:2015 certification valid as on Bid submission due date	Copy of valid Certificate as of the date of bid submission.		
PQ7	Annexure 8 Declaration by the Bidder for not being Blacklisted /Debarred.			
	Blacklisting criteria: The bidder should not have been debarred by any Government (State / Central) / Semi Government / Corporation / Union Territories/ PSU/ any other local Body or body established under or in the control of the Central or state Government in India for unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices as specified in Rule 151 of GFR , as on date of bid submission.	Self-certification signed by the Authorized Signatory, on the company letter head as per format provided in this Bid document as per format in Annexure 8 Declaration by the Bidder for not being Blacklisted /Debarred.		

Annexure 1 Pre-Qualification Cover Letter

(To be submitted on the letterhead of the bidder)

Place:

Date: DD/MM/YYYY

To

The Member Secretary,
Maharashtra Pollution Control Board,
Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Sion Circle, Sion,
Mumbai-400 022

Subject: Bid Submission Cover Letter for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB).

RFP Reference No:

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the *RFP for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)*

We attach hereto our responses to Pre-Qualification proposal required by the RFP. We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MPCB, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the MPCB in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

If our proposal is accepted, we will obtain a Performance Security Deposit (Bank Guarantee) issued by a nationalized/ schedule commercial bank in India, as mentioned in the Contract, 5% of contract value.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and corrigenda, if any, and agree to abide by this tender response for a period of One Hundred and Eighty (180) days from the date of opening of Stage 1 bid and ready to extend the validity of the bid for further period as informed by MPCB. We hereby declare that in case the contract is awarded to us, we shall submit the security deposit in the form prescribed the RFP.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to MPCB is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead MPCB as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products / services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized Signatory (with official seal)

Name :
Designation :
Address :
Telephone :
E-mail address :

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I _____, the Company Secretary of _____, certify that _____ who signed the above Bid is authorized to do so and bind the Company by authority of its board/ governing body.

Date:

Signature:

(Company Seal) (Name)

Annexure 2 Bidder's and Bidding Firms Particulars

(To be submitted on the Letterhead of the Bidder)

Place:

Date: DD/MM/YYYY

To

The Member Secretary,

Maharashtra Pollution Control Board,

Kalpataru Point, 3rd floor,

Opp. PVR Cinema, Sion Circle, Sion,

Mumbai-400 022

Subject: Bid Submission Cover Letter for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB).

RFP Reference No:

Dear Sir,

In reference to the above RFP please find below our firm/company details:

S. No	Description	Details/Information
1	Name of the firm	
2	Address	
3	Email	
4	Contact number/s (Tel / Mobile)	
5	Office address of Maharashtra	
6	Year of establishment	
7	Name/s of partners (Membership certificates issued by authorized body should be enclosed)	
8	Name of Office In charge of Mumbai	
9	Name, address and account number of the firm's banker(s)	
10	PAN of the firm	
11	GST registration number of the firm	
12	Number of Employees	
13	Average Turnover during last three financial years (FY 2021-22, FY 2022-23 & FY 2023-24)	

S. No	Description	Details/Information
14	Details of major assignments	
15	Any other information considered relevant.	

Please submit the relevant proofs for all the details mentioned above along with your Bid response

Signature of Authorized Signatory (with official seal)

Name

Designation

Address

Telephone

E-mail address

:
:
:
:
:

Annexure 3 Financial Declaration of Bidder

(To be submitted on Letterhead of Statutory Auditor of respective Bidders)

Place:

Date: DD/MM/YYYY

To

The Member Secretary,
Maharashtra Pollution Control Board,
Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Sion Circle, Sion,
Mumbai-400 022

Subject: Bid Submission Cover Letter for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB).

RFP Reference No:

Dear Sir,

We,, certify that we have verified the relevant financial statements and other records of (Name of Company), having its Indian registered office at..... The financials for the past Three (3) years have been summarized below:

- Financial Declaration of Bidder

Description	Financial Year		
	2021-22	2022-23	2023-24
(All Currency in INR and Crores)			
Annual Turnover			
Net Worth			
Average Annual Turnover for the mentioned Financial Years			

The Average Annual Turnover for (Name of the Company) is INR <Insert Value> (Rupees <Insert Value in Words> and the (Name of the Company) has Positive Net Worth during the last 3 (three) Financial Years. (FY 2021-22, FY 2022-23 & FY 2023-24)

This is to certify that the (insert name of Bidder) has a Positive Net Worth in each of the last three (03) (FY 2021-22, FY 2022-23 & FY 2023-24)

It is further certified that based on our review of financial statements together with the book of accounts, records and documents for the aforesaid financial years, the above-mentioned figures are true and correct to the best of our knowledge and as per information and explanations provided to our satisfaction by the (Name of the Company).

Signature of Authorized Signatory (with official seal)

Date :
Name :
Designation :
Address :
Telephone :
E-mail address :

:

Notes:

1. Numbers available in currency other than Indian Currency have been converted using the Reserve Bank of India exchange rate prevailing on the last day of respective financial year.
2. The Financial Declaration submitted with the Bid must be certified and signed by a competent and qualified Chartered Accountant/ Statutory Auditor and should be on the Firms' letterhead; affixed with the Firm's seal.
3. Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years FY 2021-22, FY 2022-23 and FY 2023-24 shall submitted as supporting evidence.

Annexure 4 Project Citation (PQ & TQ)
(To be submitted on the Letterhead of the Bidder)

Place:

Date: DD/MM/YYYY

To

The Member Secretary,
Maharashtra Pollution Control Board,
Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Sion Circle, Sion,
Mumbai-400 022

RFP Reference No:

Dear Sir,

In reference to the above RFP please find below our firm/company details:

Details of past assignments / experience

S. No.	Client Name	Handling		Work related to
		From	To	

Individual Project Citation Format

S. No.	Item	Details
1	Name of The Project	
2	Date of Work Order	
3	Client Details with Address and Contact Numbers	
4	Scope of Work	
5	Contract Value	
6	Start date	
7	Completion Date	
8	Current Status (Work In progress, Completed)	
9	Number of staff deployed on the assignment	
10	Narrative description of project describing the scope of work	
11	Progress of the project (Description)	
12	Payment Received till Date	

Note:

- The Bidder is required to use above formats for all the projects referenced by the bidder for the pre-qualification criteria.
- Documents/Proofs are required for all of the above
- Kindly provide copies of supporting documents such as Letter of award/ work order/ agreement/ contract/ MoU/ Completion certificate etc.
- The Bidder is required to use above formats for all the projects referenced by the bidder for the Qualifying technical bid evaluation.

Signature of Authorized Signatory (with official seal)

Date :
Name :
Designation :
Address :
Telephone :
E-mail address :

Annexure 5 Format for Self-Declaration
(To be submitted on the Letterhead of the Bidder)

To,
The Member Secretary,
Maharashtra Pollution Control Board,
Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Sion Circle, Sion,
Mumbai-400 022

Ref: RFP for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB).

Sub: Declaration for having experience as per pre-qualification criteria and technical criteria in Section 3

RFP Reference No:

Dear Sir,
I, authorized representative of _____, hereby confirm that the Company _____ has the experience as per Section 3, Clause 3.1 in last Seven (7) years as on last date of submission of bid.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date :
Name :
Designation :
Address :
Telephone :
E-mail address :

:

Annexure 6 CV Format

CV of the Key Manpower proposed to be submitted in the following format:

1	Name of the Staff																																	
2	Current Designation in the Organisation																																	
3	Proposed Role in the Project																																	
4	Proposed Responsibilities in the Project																																	
5	Date of Birth																																	
6	Education																																	
7	Summary of Key Training and Certifications																																	
8	Language Proficiency	Language	Reading	Writing	Speaking																													
9	Total No. Of Years of Work Experience																																	
10	Highlights of relevant assignments handled and significant accomplishments (Use following format for each project)	<table border="1"> <tr> <td>Name of assignment or Project- 1:</td> <td></td> </tr> <tr> <td>Year:</td> <td></td> </tr> <tr> <td>Location:</td> <td></td> </tr> <tr> <td>Client:</td> <td></td> </tr> <tr> <td>Main project features:</td> <td></td> </tr> <tr> <td>Positions held:</td> <td></td> </tr> <tr> <td>Activities performed:</td> <td></td> </tr> <tr> <td>Name of assignment or Project- 2:</td> <td></td> </tr> <tr> <td>Year:</td> <td></td> </tr> <tr> <td>Location:</td> <td></td> </tr> <tr> <td>Client:</td> <td></td> </tr> <tr> <td>Main project features:</td> <td></td> </tr> <tr> <td>Positions held:</td> <td></td> </tr> <tr> <td>Activities performed:</td> <td></td> </tr> </table>					Name of assignment or Project- 1:		Year:		Location:		Client:		Main project features:		Positions held:		Activities performed:		Name of assignment or Project- 2:		Year:		Location:		Client:		Main project features:		Positions held:		Activities performed:	
Name of assignment or Project- 1:																																		
Year:																																		
Location:																																		
Client:																																		
Main project features:																																		
Positions held:																																		
Activities performed:																																		
Name of assignment or Project- 2:																																		
Year:																																		
Location:																																		
Client:																																		
Main project features:																																		
Positions held:																																		
Activities performed:																																		

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Place:

Date:

Signature of Candidate

Signature of authorized signatory of the bidder

Annexure 7 Declaration from HR department of the Bidder

(To be printed on Bidder Company's Letter Head and Signed by Authorized Signatory/HR Head)

To,

Member Secretary

Maharashtra Pollution Control Board,
Kalpataru Point, 3rd floor, Opp. PVR Cinema,
Sion Circle, Sion, Mumbai-400 022

Dear Sir,

Subject: HR Department Declaration - _____

RFP Reference No.

With reference to the subject RFP, we hereby declare that we have ____ employees working on our payroll or associated with us through proper binding agreement having minimum qualification as graduate in any stream and having minimum experience in the domains required to execute this assignment as per the requirements of the RFP. We are attaching herewith the Bio Data of each of the proposed team member highlighting their Educational Qualification, Relevant Experience and major assignments handled in relevant field.

We also accept that, if it is found that any of the information provided by us is proved wrong/ falsified/ deviated/ incorrect/ concealed from facts, our bid will be summarily rejected along with the blacklisting of our firm and forfeiture of our EMD/ PBG, as the case may be.

S. No.	Position proposed for	Employee Name	Employee ID	Education & Area of Expertise	No. of Years with firm

Yours sincerely,

Authorized Signatory/ HR Head

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)

Annexure 8 Declaration by the Bidder for not being Blacklisted /Debarred

(To be submitted on the Letterhead of the bidder)

Date: DD/MM/YYYY

To

The Member Secretary,

Maharashtra Pollution Control Board,

Kalpataru Point, 3rd floor,

Opp. PVR Cinema, Sion Circle, Sion,

Mumbai-400 022

Subject: Declaration for not being debarred / black-listed by Central / any Government or PSU in India as on the date of submission of the bid

RFP Reference No:

Dear Sir,

I, authorized representative of _____, hereby solemnly confirm that the Company _____ is not debarred /blacklisted by any Government or PSU for any reason as on last date of submission of the Bid. In the event of any deviation from the factual information / declaration, MPCB, Government of Maharashtra reserves the right to reject the Bid or terminate the Contract without any compensation to the Company and forfeiture of Earnest Money Deposit and/or Performance Security.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date :

Name :

Designation :

Address :

Telephone :

E-mail address :

:

Annexure 9 Power of Attorney

(On Non – Judicial stamp paper of INR 500/- duly attested by Notary Public)

Know by all men by these presents, We _____ (Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr. / Ms _____ (name and residential address of Power of attorney holder) who is presently employed with us and holding the position of _____ as our Attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for the “**Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)**” including signing and submission of all documents and providing information / responses to the MPCB, representing us in all matters before MPCB, and generally dealing with the MPCB in all matters in connection with our Proposal for the said Project.

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

For _____

Name :
Designation :
Date :
Time :
Seal :
Business Address :

:

Accepted,

_____ (Signature)
(Name, Title and Address of the Attorney)

Note:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- The Power of Attorney shall be provided on Non – Judicial stamp paper of INR 500/- duly attested by Notary Public.
- The Power of Attorney should be supported by a duly authorized resolution of the Board of Directors of the Bidder authorizing the person who is issuing this power of attorney on behalf of the Bidder.

Checklist for documents to be included in Technical Proposal

S. No.	Minimum Eligibility Criteria-Pre-Qualification Criteria	Document to be submitted	Submitted (Yes/ No)	Document name & Page No.
	Annexure 10 Technical Proposal Bid Cover Letter			
TE1	Financial Evaluation			
TE1.1	Annexure 3 Financial Declaration of Bidder			
	<p>Average Annual Turnover: Minimum Average Annual Turnover (MAAT) for the last three (03) audited financial years (FY 2021-22, FY 2022-23, and FY 2023-24) of the bidder should not be less than INR 1.5 Cr.</p>	<p>Copy of Annual Audited Financial Statements, Balance sheet and profit and loss statement, certified by a Statutory Auditor for the preceding Three years FY2021-22, FY 2022-23, and FY2023-24)</p> <p>Note: Audited financial statement should match with certificate of chartered accountant</p> <p>Certificate from Statutory Auditor as per Annexure 3 Financial Declaration of Bidder.</p>		
TE2	Project Experience			
TE2.1	Annexure 4 Project Citation (PQ & TQ)			
	Annexure 5 Format for Self-Declaration			
	<p>Project Experience 1: The Bidder must have experience in "similar works"* during last five (05) years as on last date of submission of bid as per following details: - One (01) project with "Similar works" * costing at least INR 4 Cr. OR Two (02) projects with "Similar works"* each costing at least INR 2.5 Cr. OR Three (03) projects with "Similar works"* each costing at least INR 2 Cr.</p> <p>*"Similar Works": Assignments in the field of conceptualising, curating and organizing cultural events/ programmes for Central/State Govt./ Sate Govt. Undertaking/ PSU/ ULBs.</p>	<p>a) Bidders shall submit copy of work order/ contract agreement having the relevant scope of Work.</p> <p>b) Completion Certificate from the client or Proof of payment received i.e. copy of Bank statement clearly reflecting the name of the Bidder and amount received matching with Minimum Project value along with GST Invoice OR In case of on-going project, a certificate from the client on client's letter head mentioning the relevant scope of Work, having received the payment matching the 'Minimum Project Value' of the partially completed project.</p> <p>c) Project citation as per format in Annexure 4 Project Citation (PQ & TQ)</p>		
TE2.2	<p>Project Experience 2: The Bidder must have experience in "similar works"* during last five (05) years as on last date of submission of bid.</p> <p>*"Similar Works": Assignments in the</p>	<p>d) Self-Declaration as per Annexure 5 Format for Self-Declaration.</p>		

S. No.	Minimum Eligibility Criteria-Pre-Qualification Criteria	Document to be submitted	Submitted (Yes/ No)	Document name & Page No.
	field of conceptualising, curating and organizing cultural events/ programmes for Central/State Govt./ Sate Govt. Undertaking/ PSU/ ULBs.			
TE2.3	Empanelment with DGIPR	Copy of Valid Certificate of Empanelment with DGIPR.		
TE3	Manpower Strength			
TE3.1	Annexure 6 CV Format			
	Annexure 7 Declaration from HR department of the Bidder			
	Manpower Strength The bidder should have minimum Fifty (50) full time resources on its payroll as on date of submission of the bid. having experience in Event Management.	a) HR declaration as in format given in Annexure 7 Declaration from HR department of the Bidder b) CV of the resources as per Annexure 6 CV Format .		
TE3.2	Manpower expertise:	c) Copy of Electronic Challan Cum Return (ECR) along with UAN detail and employee ID of each of the resource.		
TE4	Approach & Methodology			
TE4.1	Annexure 11 Approach and Methodology			
	Approach & Methodology: Understanding of Objectives, Comments of scope and understanding of the assignment and presentation on project. Describe your Approach/methodology and work plan to provide the required services and the compliance of your methodology, work plan, staffing schedule and activity schedule The Successful Bidder shall present an Outreach Plan and communication strategy	A&M Document to be enclosed along with Technical Proposal as per Annexure 11 Approach and Methodology		
	Annexure 12 Financial Proposal Cover Letter			

Annexure 10 Technical Proposal Bid Cover Letter

(To be submitted on the Letterhead of the bidder)

Date: DD/MM/YYYY

To
Member Secretary
Maharashtra Pollution Control Board,
Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Sion Circle, Sion,
Mumbai-400 022

Sub: Request for Proposal for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)

Ref: RFP Notification number:

Dear Sir,

Having examined the RFP, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP for **“Request for Proposal for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)”**

We attach hereto the technical response as required by the RFP, which constitutes our proposal. We undertake, if our proposal is accepted, to adhere to the implementation plan (Project schedule) for providing Professional Services in **“Request for Proposal for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)”** put forward in RFP or such adjusted plan as may subsequently be mutually agreed between us and MPCB or its appointed representatives.

If our proposal is accepted, we will obtain a Performance Security Deposit (Bank Guarantee) issued by a nationalized/ schedule commercial bank in India, as mentioned in the Contract, 5% of Total Contract Value as per the Financial Format of the RFP.

We agree for unconditional acceptance of all the terms and conditions set out in the RFP document and also agree to abide by this tender response for a period of One Hundred and Eighty (180) days from date of opening Stage 1 Bid and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and MPCB.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to MPCB is true, accurate,

and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead MPCB as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

(Signature)

(Name)

(In the capacity of)

[Seal / Stamp of bidder]

Witness Signature:

Witness Name:

Witness Address:

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I _____, the Company Secretary of _____, certify that _____ who signed the above Bid is authorized to do so and bind the Company by authority of its board/ governing body.

Date:

Signature:

(Company Seal) (Name)

Annexure 11 Approach and Methodology

(on the letterhead of the bidder)

A detailed Approach and Methodology pertaining to each point delineated in the Scope of Work must be provided by the bidder in the Technical Proposal. The approach and methodology should provide understanding of the requirements, details on how the bidder envisages to perform the activities, detailed work plan and project schedule. The Bidder shall be evaluated on the following parameters:

- Brief Profile of the Bidder
- Understanding of Objectives, Comments of scope and understanding of the assignment and presentation on project.
- Describe your Approach/methodology and work plan to provide the required services and the compliance of your methodology, work plan, staffing schedule and activity schedule.
- The Successful Bidder shall present an Outreach Plan and communication strategy.

Annexure 12 Financial Proposal Cover Letter

(To be submitted on the Letterhead of the bidder)

Date: DD/MM/YYYY

To
The Member Secretary,
Maharashtra Pollution Control Board,
Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Sion Circle, Sion,
Mumbai-400 022

Subject: Commercial Proposal Cover Letter for- “Appointment of Event Management Agency at Celebration of Environment Day for Maharashtra Pollution Control Board (MPCB)”

Ref: RFP No:

Dear Sir,

We, the undersigned Bidders, having read and examined in detail all the bidding documents in respect of the RFP for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB) do hereby propose to provide Services as specified in the bidding documents.

1. Price and Validity: All the prices mentioned in our Bid are in accordance with the terms as specified in the bidding documents. All the prices and other terms and conditions of this Bid are valid for a period of One Hundred and Eighty (180) from the date of opening of Stage 1 Bid.
2. The prices we have offered, will remain fixed and subject to price escalation mention in the RFP during the period of Contract.
3. Taxes: We are an entity registered in India and do hereby confirm that our bid price is exclusive of all applicable taxes (i.e., GST). All relevant/ applicable taxes would be considered for reimbursement on actuals as per MPCB's discretion and prevailing Government laws.
4. Deviations: We hereby declare that all terms and conditions mentioned in the RFP (all volumes, annexures, and corrigendum's) are acceptable to us without any deviations and all the services shall be performed strictly in accordance with the bid documents
5. Unit Rates: We have indicated in the relevant Annexures enclosed, the unit rates for the purpose of an account of payment as well as for price adjustment, in case of any increase / decrease from the scope of work under the contract.
6. Bid Price: We declare that our Bid Prices, exclusive of all applicable taxes, duties, and GST are for the entire scope of the work and requirements as specified in the Bid documents.
7. Contract Performance Bank Guarantee: We hereby declare that in case the Contract / Order is awarded to us, we shall submit the Contract Performance Bank Guarantee in the form prescribed in the RFP.
8. We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the Bid is true and correct to the best of our knowledge and belief. We also understand that if our bid is conditional in any way, it shall be summarily rejected.

9. We understand that our Bid is binding on us and that you are not bound to accept a bid you receive.
10. We confirm that no technical information or deviations are attached here with this Commercial offer.

We understand that our RFP is binding on us and that you are not bound to accept a RFP you receive. We confirm that no technical deviations are attached here with this financial offer. We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]

:

Name and Title of Signatory

:

Date and Stamp of the signatory

Name of Firm

:

Annexure 13 Format for Financial Bid
(NOT TO BE ENCLOSED ALONG WITH TECHNICAL BID)
(To be submitted on e-tender portal only)

Table A. Project Cost

The following cost is sought from the bidder, which shall be used for the evaluation purpose. Bidders are required to quote the rates for all the instruments as per the event plan.

Venue Construction (A)						
Sr. no	Elements	Size	Unit	Basic Unit Rate (All inclusive, excl. GST)	Total Amount (All-inclusive excl. GST)	Total Amount (All-inclusive incl. GST)
1	Main Entry Gate	40ft x 20ft	1			

Experience Center (B)						
Sr. no	Elements	Size	Unit	Basic Unit Rate (All inclusive, excl. GST)	Total Amount (All-inclusive excl. GST)	Total Amount (All-inclusive incl. GST)
1	AC Hangar	40m x 40m	1			
2	Aluminium Trussing Inside Hangar with 8 Pillars and 8 Beams	80ft x 60ft x 20ft H	2			
3	Wooden Platform in Hangar	18000sqft	1			
4	Synthetic Carpeting	18000sqft	1			
5	Tin Partition	500rnft	1			
6	Barricading	1000rnft	1			
7	Platform for LED Screen	8ft x 4ft	6			
8	Console Table in 4 Zones for Technical team • Table • Chairs • Plug Points • Power Connections	-	4			
9	Dustbins	-	20			
Technical Work						
1	AC Inside hangar	225 TON	1			
2	Generator	125kv 10 Shift	9			

3	LED Screen	40ft x 12ft	1			
4		8ft x 8ft	6			
General Lights						
1	Metal Lights	-	60			
2	Plug Points	15 Amp	15			
3		5 Amp	30			
Intelligent Lights						
1	LED Par Light	-	300			
2	LED Bars	-	800			
3	Battens	-	200			
4	Spot Lights	-	150			
5	Pin Point Sharpy	-	100			
6	Profile Lights	-	60			
Ambience Sound in 4 Sections-						
1	Speakers	-	20			
2	Subwoofers	-	10			
Special Effects						
1	Smoke Machine	-	6			
2	Haze Machine	-	6			
3	Flame Machine	-	6			

Entertainment Zone						
©						
Sr. no.	Elements	Size	Unit	Basic Unit Rate (All inclusive, excl. GST)	Total Amount (All-inclusive excl. GST)	Total Amount (All-inclusive incl. GST)
1	AC Hangar	20m x 60m	2			
2	Alluminium Truss for Stage	60ft x 40ft x 20ft H	1			
3	Stage	40ft x 32ft	1			
4	Steps on Both Sides of Stage	-	2			
5	Platform for LED Screen	40ft x 4ft	1			
6		6ft x 4ft	2			
7	Wooden Platform in Hangar	36000sqft	1			
8	Synthetic Carpeting	36000sqft	1			
9	Green rooms	20ft x 20ft	4			
10	Netting on Ground	3500sqft	1			
11	Tin Partition	500rnft	1			

12	Cloth Partition	700rnft	1			
13	Barricading	1000rnft	1			
14	Console for Technical team Table (10) Chairs (20) Plug Points (20) Power connections (20)	As per Requirement	1			
15	Riser for Camera	4ft x 4ft	5			
16	Media Platform	12ft x 16ft	1			
17	Floral Décor Bouquets- 100 Nos	300 rnft	1			
18	Cable Managers	-	100			
19	Dustbins	-	10			
Furniture						
1	Box Sofa	-	30			
2	Dunlop Chairs	-	3000			
3	Center Table	-	15			
Branding						
1	Sunfabric Branding inside Hanger	500ft x 20ft	1			
VIP Lounge						
1	LED Screen	16ft x 10ft	4			
2	Platform for LED Screen	16ft x 4ft	4			
3	Box Sofa	-	30			
4	Center Table	-	15			
Technical Work						
1	AC Inside hangar	350 TON	1			
2	Generator	250kv 10 Shift	6			
3	LED Screen on Stage	40ft x 12ft	1			
4	LED Screen wings on Stage	6ft x 12ft	2			
General Lights						
1	Metal Lights	-	60			
2	Plug Points	15 Amp	15			
3		5 Amp	30			
Intelligent Lights						
1	LED Par Lights	-	100			
2	Sharpy Lights	-	20			

3	Moving Head Wash	-	10			
4	RGB Strobe	-	8			
5	Smoke Machines	-	2			
Sound						
1	Top	-	8			
2	Base	-	4			
3	Stage Monitors	-	8			
4	Podium Mics	-	2			
5	Cordless Mics	-	6			

Open Garden/Stall Area (D)						
Sr.no	Elements	Size	Unit	Basic Unit Rate (All inclusive, excl. GST)	Total Amount (All- inclusive excl. GST)	Total Amount (All- inclusive incl. GST)
1	Open Garden Area	50ft x 300ft	-			
	Plantations (Palm Tree)	-	300			
	Installations	24ft Dia	1			
	Seating Area (Seating Bench)	2 seater	30			
2	Netting	15000sqft	1			
3	Hangar for Stall Area	20m x 100m	1			
4	Platform for Hangar	21000sqft	1			
5	Octonorm Stalls Inside Hangar Tables Chairs Stand Fans Spotlights Plug Points	10ft x 10ft	26			
6	Rostrums for Light	24ft	12			
7	Carpeting	15000sqft	1			
8	Dustbins in stall area	-	30			
Furniture in Stall Area						
1	Round Tables	-	50			
2	Tall Tables	-	30			
3	Catering Tables	-	300			
4	Plastic Chairs	-	500			
Technical Work						
1	Ceiling Fans	-	100			

2	Stand Fans (Mist)	-	100			
3	Generators	125kv 10 shift	6			
General Lights						
1	Metal Lights	-	200			
2	Spot Lights In stalls	-	55			
3	Plug Points	-	150			
4	Power Supply	-	10			
5	Connections	-	10			
	Intelligent Lights	-				
1	LED Par Lights	-	200			
2	Battens	-	100			

Parking Area (E)						
Sr. No.	Elements	Size	Unit	Basic Unit Rate (All inclusive, excl. GST)	Total Amount (All- inclusive excl. GST)	Total Amount (All- inclusive incl. GST)
General Lights						
1	Metal lights	-	80			
2	Dom Lights	-	20			
3	Rostrums for Light	6ft x 4ft x 28ft h	6			
4	Partition	2000 mft	1			

Extra Work (F)						
Sr. no	Elements	Size	Unit	Basic Unit Rate (All inclusive, excl. GST)	Total Amount (All- inclusive excl. GST)	Total Amount (All- inclusive incl. GST)

1	Multicamera Camera Setup, Video Camera Setup, jimmy Jib, Drone, Online Video Mixer, Live Streaming	-	1			
2	Walkies	-	50			
3	DFMD	-	5			
4	Fire extinguisher	-	75			
5	CCTV Camera	-	20			
6	Toilet container	-	4			
7	Ac Toilet Van	-	4			
8	Vanity Van	-	2			

	Total Amount (All-inclusive excl. GST)	Total Amount (All-inclusive incl. GST)
Total Amount (A+B+C+D+E+F)		
Total Cost (In Figures) (In INR):		
Total Cost (In Words) (In INR):		

Note:

1. The Bidder shall provision for all costs required for the entire duration of the contract. MPCB shall not be liable to pay any additional costs, apart from that mentioned in the table above.
2. The rate quoted by bidder shall include all costs associated with fulfilling the project deliverables, Out of Pocket Expenses including Travelling, Lodging, Food, insurance, etc. MPCB shall not pay any additional cost to bidder.
3. All costs shall remain valid for the entire duration of the contract.
4. All factor/services/components need to be taken into consideration before filling rate in the Financial Proposal Format. No changes will be entertained once the bid has been submitted. MPCB does not guarantee work order for the bids submitted.
5. All the prices are to be entered in Indian Rupees ONLY.
6. The quoted rates shall be inclusive of all taxes and excluding GST. GST shall be paid as actual at prevailing rates by MPCB after awarding the contract to successful bidder at the time of releasing the payments.
7. Bids not conforming to the formats and instructions given below, the Bids will be considered as invalid / non-responsive. MPCB's decision will be final in such case.
8. The PRICE BID has to be submitted online in the BOQ format provided.
9. **BIDDERS ARE REQUESTED TO SUBMIT ONLINE COMMERCIAL BID FORMAT**
10. **A COPY OF COMMERCIAL BID PRINTED ON LETTERHEAD TO BE UPLOADED on Mahatender portal.**

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Date and Stamp of the signatory

Name of Firm:

Annexure 14 Format for Performance Bank Guarantee

(to be Submitted After Award of Contract)

Form of Bid Security (Bank Guarantee)

(To be stamped in accordance with the Stamp Act of the Country of Issuing Bank)

To

The Member Secretary,

Maharashtra Pollution Control Board,

Kalpataru Point, 3rd floor,

Opp. PVR Cinema, Sion Circle, Sion,

Mumbai-400 022

Whereas <<name of the Service Provider and address>> (hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> for the **RFP for Appointment of Event Management Agency at Celebration of Environment Day for Maharashtra Pollution Control Board (MPCB)** (hereinafter called “the beneficiary”)

And whereas it has been stipulated in the said contract that the Bidder shall furnish a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract.

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its offices at <Address of Local Office> have agreed to give the Service Provider such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, up to a total of Rs. <Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <Insert Value> (Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>).

Notwithstanding anything contained herein:

- Our liability under this bank guarantee shall not exceed Rs. <Insert Value> (Rupees <Insert Value in Words> only).
- This bank guarantee shall be valid up to <Insert Expiry Date>)

- It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <Insert Expiry Date>) failing which our liability under the guarantee will automatically cease.

Dated _____ Day of _____ 2025

For

(Indicate the name of the Bank)

Annexure 15 Format of sending pre-bid queries

All queries for the pre-bid meeting needs to be submitted in the following format (both soft copy (**editable excel format**) and **hard copy**) as mentioned in section "Invitation for Bids"

Sub: Request for Proposal for Appointment of Event Management Agency for Celebration of World Environment Day by Maharashtra Pollution Control Board (MPCB)

Ref: RFP Ref. No.

Bidder's Request for Clarification			
Name and complete official address of Organization submitting query / request for clarification		Telephone, Fax, and E-mail of the organization Tel: Email:	
Sr. No.	Clause & Page No.	Content of RFP Requiring Clarification	Change Requested/ Clarification required
1			
2			

Signature :

Name of the Authorized signatory :

Company seal :

Date and Stamped :

:

-----End of Document-----