



EXPRESSION OF INTEREST (EOI)

For Engagement of Event Production/Tentage Agency for Organizing the State-level Launch Event of Haryana Progressive MSME & Export Promotion Policy, 2026

EOI Reference	MSME/MEANS/Policy-2026/001
Date of issue	05.08.2026
Event date	10.08.2026
Event location	Karnal, Haryana
Proposal due	06.08.2026 at 15:00 HRS

Directorate of Micro, Small and Medium Enterprises, Haryana

Plot No. C-3, HSVP Complex (Front Block), 3rd Floor, Sector 6, Panchkula - 134109

Tel: 0172-2580707 | Email: info-msme@hry.gov.in | <https://msme.haryana.gov.in>

Disclaimer

1. This EOI is issued to invite competitive proposals and does not constitute a commitment to award work. The Directorate may amend, suspend, cancel, accept or reject the process or any proposal, wholly or partly, without assigning reasons, subject to applicable rules.
2. Information in this EOI has been prepared in good faith from the final advertisement, eligibility criteria and BoQ. Applicants are advised to independently examine the site conditions, logistics, statutory requirements and all information necessary for an informed quotation.
3. Any clarification, corrigendum, extension or change will be published only at <https://msme.haryana.gov.in>. Applicants are responsible for checking the website regularly up to award.
4. The Directorate will not reimburse any cost incurred in preparing, submitting, presenting or clarifying a proposal.
5. In case of an inconsistency affecting the submission date, event date, submission mode or location, the latest corrigendum and the final newspaper advertisement shall prevail. For all other matters, the interpretation of the competent authority shall be final.

1. Background

The Directorate of MSME, Government of Haryana is organising the State-level launch of the Haryana Progressive MSME & Export Promotion Policy, 2026, scheduled to be held on 10th August 2026, in Karnal, Haryana.

The proposed event is envisaged as a flagship outreach programme of the Government of Haryana and is expected to be attended by the senior dignitaries of state government, representatives of industry associations, financial institutions, exporters, MSMEs and other stakeholders from across the State.

The programme shall also feature an MSME Success Exhibition showcasing beneficiary enterprises supported under various State Government schemes and programmes.

Considering the scale, importance and nature of the event, comprehensive event production/ tentage services shall be required for venue preparation, stage design and fabrication, audio-visual arrangements, exhibition setup, registration and delegate management, printing and publicity material, photography and videography, logistics and other associated activities.

2. Scope of Services

The selected agency shall provide all labour, supervision, equipment, materials, transport, loading/unloading, consumables, fuel, tools, rigging, cabling, testing, licences, permissions, certificates and incidentals required to deliver the BoQ items complete in all respects, except items expressly stated to be provided by the Directorate or venue.

2.1 Pre-production and coordination

1. Undertake immediate mobilisation, site inspection, measurement and coordination after issue of the work order or letter of acceptance.
2. Prepare and obtain approval for layouts, fabrication drawings, power-load plans, rigging plans, branding artwork adaptations, production schedules and deployment plans before execution.
3. Coordinate with the Directorate, venue, speakers, protocol, security, media and other nominated stakeholders, without claiming separate coordination charges.
4. Provide a single authorised project lead and sufficient technical, production, safety and operations personnel from build-up through dismantling.

2.2 Event production and technical services

1. Stage, dais, steps, podium, media riser, console masking, VIP furniture and name cards.
2. Main LED wall and distributed displays; AV playback/control, processors, laptops, teleprompters and operators.
3. Sound reinforcement, microphones, stage monitors, delay and fill speakers, amplification and digital mixing.
4. Stage and hall lighting, truss, rigging and DMX control.
5. Photography, videography, live feed, multi-angle recording, technical manpower, complete cabling, rehearsal support and show operation.

2.3 Venue infrastructure, branding and delegate services

1. Clear-span German hangar, platform flooring, carpeting, fire-retardant ceiling draping, air-conditioning, wall branding, facade prints, doors and emergency exit arrangements.
2. DG sets, fuel, operators, AMF panels, power cabling, distribution boards, earthing and ELCB protection for the specified connected load.
3. Exhibition stalls, red-carpet approach and queue-management arrangements.
4. Fabricated gates, backdrops, standees, digital LED standees, registration counters/backdrops, signage and photo-op installations.

5. Delegate identity cards and lanyards, kits, brochures, compendium and coffee table books as specified in the BoQ and approved artwork/specifications.

2.4 Safety, testing and handover

1. Comply with all applicable statutory, fire, structural, electrical, labour, environmental, venue and safety requirements.
2. Submit structural stability certification for temporary structures, fire-retardancy documentation, electrical safety/test reports and other certificates required by the Directorate or venue before handover.
3. Maintain safe access, emergency exits, barricading, cable protection, housekeeping, fire extinguishers and competent operators throughout installation and event operation.
4. Rectify defects immediately, maintain adequate backups for critical show systems and replace failed or unsafe equipment without additional cost.
5. Dismantle all temporary works, remove waste and restore the site to the satisfaction of the Directorate and venue after the event.

The detailed item-wise scope, specifications, units and quantities are set out in Annexure I. No deviation, substitution or reduction in specification is permitted without prior written approval of the Directorate.

3. Date & Place of Event

Particular	Requirement
Event date	10.08.2026
Place	Karnal, Haryana
Expected participation	Approximately 1,000 to 1,200 persons
Exact venue and access schedule	To be communicated by the Directorate; the selected agency shall mobilise immediately and comply with all venue instructions
Build, testing, rehearsal and dismantling	As directed by the Directorate and venue within the available access windows; all systems must be complete, tested and show-ready before the scheduled rehearsal/event and dismantled after the event.

4. Eligibility Criteria

Eligibility is mandatory and will be evaluated on a pass/fail basis before the financial proposal is opened. Failure to meet any criterion, or to submit the specified proof, may result in rejection without further financial evaluation.

S. No.	Criterion	Minimum requirement	Documentary proof
1	Annual turnover	Minimum average annual turnover of INR 2.00 crore (Rupees Two Crore) in each of the last three completed financial years.	Audited profit and loss account and balance sheet for the last three financial years, together with a certificate from a Chartered Accountant stating the turnover for each year.
2	Project experience	At least one completed assignment of minimum order value INR 25.00 lakh (Rupees Twenty-Five Lakh), executed for a State Government/ Central Government/ Public Sector Undertaking/ autonomous body/ private organization, within the last three financial years.	Copy of work order/letter of intent/ invoice copies / contract copies
3	Event scale	At least one event managed with a minimum footfall of 250 attendees.	Self-Declaration from the agency along with element sheet
4	Temporary structure capability	At least one clear-span or German hangar structure of minimum 10,000 sq ft erected within the last three years.	Self-Declaration from the agency along with element sheet

S. No.	Criterion	Minimum requirement	Documentary proof
5	Statutory registration	Valid GST registration, PAN	Copies of GST registration certificate, PAN card
6	Non-debarment	The bidder must not be blacklisted, debarred or suspended by any Central or State Government department, Public Sector Undertaking or statutory body as on the bid submission date.	Self-declaration on the agency letterhead
7	Financial standing	Positive net worth in the latest audited financial year.	Certificate from a Chartered Accountant, together with a self-declaration by the authorised signatory.

4.1 Eligibility conditions

1. All supporting documents shall be self-attested by the authorised signatory and stamped with the agency seal.
2. The Agency shall remain solely responsible for the complete assignment.
3. The Directorate may seek clarification, verify credentials directly with issuing clients.
4. Misrepresentation, forged/altered documents or suppression of a material fact will result in rejection and may lead to cancellation of award and other action under applicable rules.

5. Submission of Proposal - Financials in BoQ (Annexure I) in Hard Copy

Responses shall be submitted in English only.

The Applicant shall submit one complete hard-copy of proposal in a sealed outer envelope. The outer envelope shall contain two separately sealed and clearly marked inner envelopes as follows:

Envelope	Contents	Required marking
Envelope A	Eligibility Proposal: covering letter, index, agency profile, eligibility compliance matrix and all documentary evidence/annexures. It must contain no price information.	"ENVELOPE A - ELIGIBILITY PROPOSAL"
Envelope B	Financial Proposal: duly completed and signed BoQ in Annexure I only, with rates, amounts, section subtotals, GST and grand total.	"ENVELOPE B - FINANCIAL PROPOSAL / BOQ"

The sealed outer envelope shall state the EOI reference, assignment name, Applicant's name and address, and the words: 'SEALED EOI - DO NOT OPEN EXCEPT BY THE AUTHORISED COMMITTEE'. It shall be submitted by 15:00 HRS on 06.08.2026 to the address in the Critical Fact Sheet.

5.1 Financial proposal requirements

1. Quote the rate and amount for every BoQ item; do not alter the item description, specification, unit or quantity.
2. Item rates shall include all costs necessary for complete delivery - labour, equipment, materials, transport, loading/unloading, fuel, supervision, consumables, licences, certificates, insurance and incidentals - except GST or any other applicable taxes, which shall be shown separately in the Price Summary.
3. The Grand Total shall be stated in figures and words and shall remain firm during proposal validity and execution, except for an approved change in quantity or scope.
4. The BoQ shall be signed and stamped on each page by the authorised signatory. Conditional, incomplete, unsigned, overwritten or alternative financial proposals may be rejected.
5. The proposal shall remain valid for 90 days from last date of proposal submission. Withdrawal or material modification during the validity period may result in rejection and action under applicable rules.

6. Selection Process (L1 Based)

1. Preliminary scrutiny: proposals received by the deadline will be checked for sealing, completeness, authorisation and material responsiveness.
2. Eligibility evaluation: Envelope A will be evaluated against Annexure II. The Directorate may seek written clarification or verification; no new credential that changes eligibility may be introduced after the deadline.
3. Opening of financial proposals: Envelope B of only eligible and responsive Applicants will be opened by the authorised committee. Financial proposals of ineligible Applicants will remain unopened and will be dealt with as decided by the Directorate.
4. L1 determination: financial proposals will be ranked on the corrected Grand Total inclusive of GST, representing the Directorate's total evaluated financial outgo. The lowest evaluated responsive proposal will be L1.
5. Arithmetic correction: where quantity multiplied by unit rate differs from the amount, the unit rate shall prevail and the amount will be corrected. Section subtotals, GST and grand total will be corrected accordingly. If the grand total in figures differs from words, the amount derived from corrected item-wise rates and applicable GST shall prevail.
6. Award: engagement of L1 is subject to credential verification, price reasonableness, approval of the competent authority and acceptance of the work order/contract. If L1 fails verification or refuses the award, the Directorate may proceed in accordance with applicable Government rules.
7. The Directorate reserves the right to undertake price negotiation with the selected Applicant, if considered necessary, before issuance of the work order.

Any presentation, site demonstration or clarification called by the Directorate will be for verification/understanding only and will not carry marks or replace the L1 selection method.

7. Instructions to Applicants

1. Read the final advertisement, this EOI, all annexures and every corrigendum as one procurement package before submitting.
2. Visit/inspect the venue when access is facilitated and satisfy yourself regarding dimensions, entry routes, floor loading, rigging, fire access, electrical supply, DG placement, HVAC interfaces and working-hour restrictions.
3. Prepare a page-numbered and indexed proposal. Cross-reference every eligibility document in Annexure II to its proposal page number.
4. Ensure that the covering letter, declarations, BoQ and authorisation are signed by a person legally authorised to bind the Applicant. Submit the authority document in Annexure VII.
5. Do not include price information anywhere in Envelope A. Any indication of price in the eligibility proposal may lead to rejection.
6. Submit only one proposal as a single legal entity. The Applicant shall not submit multiple proposals under different arrangements.
7. Clarification requests may be made at the contact details given in this EOI document. Only a written corrigendum or clarification published by the Directorate may modify the EOI.
8. The Directorate may require originals for verification and may retain copies of submitted documents. Applicants should keep a complete copy of their proposal.
9. No material alteration, erasure or overwriting shall be made. Any unavoidable correction shall be legible and initialled with seal by the authorised signatory.
10. Canvassing, collusion, inducement, conflict of interest or an attempt to improperly influence evaluation may result in rejection and further action.

8. General Terms & Conditions

8.1 Turnkey responsibility

The selected agency shall be the single point of responsibility for complete, safe and timely delivery of the assignment, including all BoQ items, coordination, testing, operation, backups, dismantling and restoration.

8.2 Mobilisation and time

Time is of the essence. The selected agency shall mobilise immediately on award and comply with the Directorate's production, rehearsal, event and dismantling schedules. No additional payment shall arise merely from the compressed timeline, extended working hours or phased access.

8.3 Approvals and quality

All layouts, samples, artworks, prints, finishes and substitutions require prior written approval. Approval does not relieve the agency of responsibility for measurements, stability, safety, quality, fitness for purpose or compliance.

8.4 Quantities and measurement

BoQ quantities are the basis of quotation. The Directorate may vary quantities or omit items to suit actual requirements. Payment shall be based on quantities/services actually ordered, provided and accepted at the quoted rates, subject to written approval for variations.

8.5 Price and taxes

Quoted rates shall be firm and inclusive of all inputs and incidental costs and GST. Statutory deductions will be made at source. No price escalation, idle charge, mobilisation charge or separate reimbursement is payable unless expressly authorised in writing.

8.6 Payment

Payment will be processed after satisfactory completion, measurement/verification and submission of a correct tax invoice and required certificates/documents. The Directorate may withhold payment for deficient, unsafe, unapproved or undelivered items until rectified or may make proportionate deductions for accepted shortfall.

8.7 Equipment and backups

All equipment and materials shall be safe, serviceable and of the approved specification. The agency shall maintain adequate tested backups for critical sound, display, playback, power and communication systems and sufficient technical staff for uninterrupted operation.

8.8 Safety and statutory compliance

The agency is responsible for all labour, fire, electrical, structural, environmental, venue, insurance and safety compliances applicable to its work and personnel. It shall promptly report and remedy any unsafe condition and comply with directions of the Directorate, venue and competent authorities.

8.9 Damage and indemnity

The agency shall be responsible for loss, injury or damage caused by its personnel, equipment, structures, vehicles, operations and shall indemnify the Directorate and Government of Haryana against related third-party claims, subject to applicable law.

8.10 Personnel and conduct

Personnel shall be competent, properly supervised, identifiable and compliant with security/protocol requirements. The Directorate may require removal and replacement of any person whose conduct, capability or presence is considered unsuitable.

8.11 Confidentiality, branding and intellectual property

Information and content supplied by the Directorate shall be used only for this assignment. Government names, emblems and marks shall be reproduced only in approved artwork. Final approved event designs, adaptations, editable source files, photographs, video recordings and other deliverables produced and paid for under the engagement shall be handed over to the Directorate and shall be available for its official use, subject to any third-party licence terms disclosed in advance.

8.12 Records and inspection

The agency shall maintain orders, approvals, deployment records, measurement sheets, safety certificates and invoices and make them available for inspection/audit as required under applicable Government rules.

8.13 Deficiency and termination

If the agency fails to mobilise, delivers unsafe/deficient work, breaches a material condition or jeopardises the event, the Directorate may require immediate cure, procure substitute services at the agency's risk and cost, reduce payment for shortfall or terminate the engagement, after such notice as circumstances permit and subject to applicable rules.

8.14 Force majeure

A party affected by an event beyond reasonable control shall promptly notify the other, provide evidence and mitigate the impact. Force majeure does not excuse payment obligations already accrued or failures that could reasonably have been prevented through required backups, planning or statutory compliance.

8.15 Integrity and conflict of interest

The Applicant/agency shall disclose any actual or potential conflict of interest and shall not offer any inducement or engage in collusion. The Directorate may reject or terminate for false disclosure, conflict, corrupt practice or fraudulent conduct.

8.16 Right of the Directorate

The competent authority may amend, suspend or cancel the EOI, reject any or all proposals, split/omit quantities, seek clarifications, verify documents and take any action permitted under applicable rules, without creating a right to compensation.

8.17 Governing law and jurisdiction

The EOI and resulting engagement shall be governed by the laws applicable in India and Haryana. The parties shall first attempt amicable resolution; subject to applicable law, courts at Panchkula, Haryana shall have jurisdiction.

8.18 Government Protocol

The selected agency shall strictly comply with all security, protocol and access instructions issued by the Directorate, District Administration, Police Department, venue management and any other competent authority. No claim arising from such protocol requirements shall be entertained.

8.19 Performance

The selected agency shall ensure that all event infrastructure, equipment and services remain fully operational throughout the event. Any failure affecting the event may result in proportionate deductions from the payable amount.

9. Annexures

Annexure	Title
Annexure I	Financial Proposal - Bill of Quantities
Annexure II	Eligibility Compliance Matrix and Bidder Declaration
Annexure III	Format of Covering Letter
Annexure IV	Applicant Profile
Annexure V	Relevant Experience and Element Sheets
Annexure VI	Non-debarment and Financial Standing Declarations
Annexure VII	Authorisation of Signatory
Annexure VIII	Submission Checklist

Annexure I - Financial Proposal / Bill of Quantities

Assignment: Haryana MSME Policy Launch | Event production, fabrication and technical services | Expected participation: 1,000 to 1,200 persons

Financial instructions: Quote all items. Amount = Quantity x Rate. Rates include all delivery costs except GST, which is shown separately in the Price Summary. Corrections must be initialed by the authorised signatory.

Section A | Stage, Dais and Plenary Set-up

S. No.	Item	Size / Specification	UOM	Qty	Rate (INR)	Amount (INR)
A1	Stage with carpet, masking and front branding	36 x 20 x 2.5 ft - deck 720 sq ft, masking 190 sq ft, front branding 90 sq ft	Lot	1		
A2	Side steps with handrail and carpet	Matched to 2.5 ft stage height	Nos.	2		
A3	Podium with branding panel	With mic mount	Nos.	1		
A4	Media riser, two-tier, with carpet	32 x 4 x 1 ft and 32 x 4 x 2 ft - 256 sq ft	Nos.	1		
A5	Dais furniture and name cards	VIP chairs 15 nos., VIP tables 8 nos., name tent cards 20 nos.	Lot	1		
A6	Console masking for control position	Minimum 3 ft height	Nos.	1		
	Sub-total - Section A					

Section B | Audio, Visual, Lighting and Content Capture

S. No.	Item	Size / Specification	UOM	Qty	Rate (INR)	Amount (INR)
B1	LED video wall, main stage	36 x 12 ft - 432 sq ft, P3 pitch or equivalent	Sq. Ft.	432		
B2	LED television 55" with floor stands	Distributed across the hall	Nos.	10		
B3	AV playback and control	Media server/Watchout with licensed operator, video processor, slide clicker, 4 laptops, live feed cabling	Lot	1		
B4	Teleprompter, LED TV based	Stage-facing pair with operator	Nos.	2		
B5	Sound system for 1,000 to 1,200 pax	12 tops + 4 subs, 4 delay speakers, 4 stage monitors, 2 centre fills, digital mixer with amplification	Set	1		
B6	Microphones	Podium 2 nos., handheld wireless 15 nos. with spare batteries	Lot	1		

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S. No.	Item	Size / Specification	UOM	Qty	Rate (INR)	Amount (INR)
B7	Stage and hall lighting	10 white parcans, 40 LED RGB, 4 profiles, 6 Sharpies, DMX control board, 2 T-truss with rigging	Set	1		
B8	Technical manpower and cabling	AV, sound and light technicians through build, rehearsal and show	Lot	1		
B9	Photography and videography	2 photographers, 2 gimbal videographers, 3 multi-angle videographers with tripod - live feed and full recording	Lot	1		
	Sub-total - Section B					

Section C | Branding, Fabrication and Signage

S. No.	Item	Size / Specification	UOM	Qty	Rate (INR)	Amount (INR)
C1	Standeers	3 x 6 ft	Nos.	45		
C2	Box arch gate - Hotel main entrance, lower floor	3 pillars 8 x 2 ft, top 36 x 2 ft, depth 2 ft	Nos.	1		
C3	Box arch gate - Darbar Hall entrance	Pillars 7.5 x 1.5 ft, top 10.5 x 1.5 ft, depth 1 ft	Nos.	1		
C4	Box arch gates - Rang Mahal and Sheesh Mahal entrances	Rang Mahal 2 nos. (pillars 7.5 x 1 ft, top 6.5 x 1 ft); Sheesh Mahal 1 no. (pillars 7.5 x 1.5 ft, top 9 x 1.5 ft); depth 1 ft	Nos.	3		
C5	Main hotel lobby entrance backdrop	30 x 10 ft	Nos.	1		
C6	Darbar Hall entrance and lobby backdrops	15 x 10 ft (2), 14 x 10 ft (1), 10 x 10 ft (2), 9 x 10 ft (1), 5 x 10 ft (2)	Nos.	8		
C7	Darbar Hall internal branding backdrops	20 x 10 ft (2), 16 x 10 ft (1)	Nos.	3		
C8	Registration counters with branding	3 x 2.5 x 2 ft	Nos.	12		
C9	Registration backdrops	10 x 8 ft	Nos.	6		
C10	LED standees, digital	Indoor grade, with content playback	Nos.	6		
C11	Photo-op backdrop with platform and carpet	Backdrop 8 x 8 ft, platform 4 x 8 ft, reinforced frame	Nos.	2		
	Sub-total - Section C					

Section D | German Hangar, Cooling and Power

S. No.	Item	Size / Specification	UOM	Qty	Rate (INR)	Amount (INR)
D1	German hangar structure	80 x 20 m + 40 x 20 m - 25,833 sq ft, clear span, with structural stability certificate	Sq. Ft.	25,833		
D2	Platform flooring	Full hangar footprint	Sq. Ft.	25,833		
D3	Carpet, blue, over platform	Full hangar footprint	Sq. Ft.	25,833		
D4	Ceiling draping	Fire-retardant fabric, full footprint	Sq. Ft.	25,833		
D5	Air conditioning for hangar	550 TR inclusive of ducting, distribution and operation	Ton (TR)	550		
D6	Hangar wall flex branding	Outside wall 7,092 sq ft; inside walls 2 x 7,092 sq ft	Sq. Ft.	21,276		
D7	Hangar facade print	3 faces x 2,178 sq ft	Sq. Ft.	6,534		
D8	DG sets for air conditioning and hangar lighting	250 kVA silent sets, 12 hrs per day operation, inclusive of fuel, operator and AMF panel	Nos.	12		
D9	Power cabling and distribution	Approx. 1,500 kW connected load, with DBs, earthing and ELCB protection	R. Mtr.	900		
D10	Glass door assembly	2 entry/exit and 1 emergency exit	Nos.	3		
	Sub-total - Section D					

Section E | Exhibition and Guest Areas

S. No.	Item	Size / Specification	UOM	Qty	Rate (INR)	Amount (INR)
E1	Octanorm stall	3 x 3 m, inclusive of table, 2 chairs, 2 spotlights, power socket and printed fascia	Nos.	30		
E2	Red carpet	Approach and entry route	Sq. Ft.	900		
E3	Bollards/queue managers with blue belt		Nos.	20		
	Sub-total - Section E					

Section F | Registration, Kits and Print

S. No.	Item	Size / Specification	UOM	Qty	Rate (INR)	Amount (INR)
F1	Registration ID and lanyard	Printed, per delegate	Nos.	1,500		
F2	Delegate kit	Printed tote bag, branded notepad and pen	Nos.	1,500		
F3	Brochure	A4 - page count and GSM	Nos.	1,500		
F4	Compendium	A4 - page count and binding	Nos.	1,500		
F5	Coffee table book	Premium print and binding - specification to be confirmed at award	Nos.	30		
	Sub-total - Section F					

Price Summary

Section	Scope Head	Amount (INR)
A	Stage, Dais and Plenary Set-up	
B	Audio, Visual, Lighting and Content Capture	
C	Branding, Fabrication and Signage	
D	German Hangar, Cooling and Power	
E	Exhibition and Guest Areas	
F	Registration, Kits and Print	
	Sub-total (Sections A to F)	
	GST as applicable	
	Grand Total (inclusive of GST) - in figures	
	Grand Total (inclusive of GST) - in words	

Bidder Declaration

1. We have examined the EOI, the Bill of Quantities, site/logistical requirements and all conditions, and quote the rates entered above.
2. Our item rates include everything required to deliver each item complete in all respects, except GST shown separately in the Price Summary.

3. We will comply with all statutory, safety, fire, electrical, structural and labour requirements and furnish the required certificates before venue handover.
4. This financial proposal remains valid for 90 days from last date of proposal submission.

Name of bidding entity	
Authorised signatory and designation	
Signature and company seal	
Date and place	
GSTIN / PAN	
Contact - phone and email	

Annexure II - Eligibility Compliance Matrix

#	Criterion	Requirement	Proof enclosed	Complied Yes/No	Page ref.
1	Annual turnover	Minimum average annual turnover of INR 2.00 crore (Rupees Two Crore) in each of the last three completed financial years.	Audited profit and loss account and balance sheet for the last three financial years, together with a certificate from a Chartered Accountant		
2	Project experience	At least one completed assignment of minimum order value INR 25.00 lakh (Rupees Twenty-Five Lakh), executed for a State Government/ Central Government/ Public Sector Undertaking/ autonomous body/ private organization, within the last three financial years.	Annexure V and Work order/Lol/ invoice/contract/completion proof		
3	Event scale	At least one event managed with a minimum footfall of 250 attendees.	Self-declaration and Annexure V element sheet		
4	Temporary structure capability	At least one clear-span or German hangar structure of minimum 10,000 sq ft erected within the last three years.	Self-declaration, Annexure V		
5	Statutory registration	Valid GST registration, PAN	Self-attested copies		
6	Non-debarment	The bidder must not be blacklisted, debarred or suspended by any Central or State Government department, Public Sector Undertaking or statutory body as on the bid submission date.	Annexure VI declaration		
7	Financial standing	Positive net worth in the latest audited financial year.	CA certificate and Annexure VI declaration		

Declaration by the Applicant

1. We confirm that we meet every eligibility criterion and that the enclosed supporting documents are true, complete and current.
2. We authorise the Directorate to verify any credential with the issuing organisation and to inspect relevant facilities/inventory.
3. We understand that misrepresentation or forged/altered documents may result in rejection, cancellation of award and other action under applicable rules.

Name of Applicant	
Authorised signatory and designation	
Signature and company seal	
Date and place	
GSTIN / PAN	
Contact - phone and email	

Annexure III - Format of Covering Letter

[On the Applicant's letterhead]

To
The Director General
Directorate of Micro, Small and Medium Enterprises, Haryana
Plot No. C-3, HSVP Complex (Front Block), 3rd Floor
Sector 6, Panchkula - 134109, Haryana

Subject: Expression of Interest for engagement of an Event Production/Tentage Agency for the Haryana MSME Policy Launch - EOI Ref. MSME/MEANS/Policy-2026/001

Sir/Madam,

Having examined the final advertisement, detailed EOI, eligibility criteria, BoQ and all corrigendum, we submit our Eligibility Proposal and sealed Financial Proposal for the above assignment.

We confirm that the information and documents submitted are true, complete and best of our knowledge; that we satisfy the eligibility criteria; that our proposal is valid for 90 days from last date of proposal submission; and that, if selected, we will mobilise immediately and execute the assignment in accordance with the EOI and directions of the Directorate.

We have not included any price information in Envelope A.

Yours faithfully,

Name and designation	
Signature and company seal	
Applicant's legal name and address	
Date and place	
Phone and email	

Annexure IV – Applicant Company/Firm Profile

Field	Applicant's response
Legal name of entity	
Constitution and year of establishment	
Registered office address	
Authorised contact person and designation	
Phone and email	
PAN	
GSTIN	
Average annual turnover - last three completed FYs	FY _____: INR _____ FY _____: INR _____ FY _____: INR _____ Average: INR _____
Net worth - latest audited FY	FY _____: INR _____

Annexure V - Relevant Experience and Element Sheets

V-A. Completed assignment of minimum INR 25.00 lakh

Field	Details
Assignment name	
Client and address	
Government/PSU/autonomous/private	
Order value	
Start date	
Completion date	
Location	
Brief scope actually delivered	
Document references/page numbers	

V-B. Event with minimum footfall of 250 attendees

Field	Details
Event/client	
Date and location	
Declared footfall	
Scope handled	
Supporting evidence and page references	

V-C. Clear-span or German hangar of minimum 10,000 sq ft

Field	Details
Project/event and client	
Date and location	
Structure type and erected area	
Photograph(s) of erected structure	

Annexure VI - Declarations

VI-A. Non-debarment declaration

We, _____ [legal name], declare that we are not blacklisted, debarred or suspended by any Central or State Government department, Public Sector Undertaking or statutory body as on the proposal submission date. We undertake to notify the Directorate immediately of any change before completion of the engagement.

VI-B. Financial standing and insolvency declaration

We declare that our net worth is positive in the latest audited financial year. The supporting Chartered Accountant's certificate is enclosed at page _____.

Annexure VII - Authorisation of Signatory

[To be issued on the Applicant's letterhead]

We, _____ [legal name of Applicant], hereby authorise Mr./Ms. _____, holding the designation _____, to sign, submit, clarify and bind the Applicant in relation to EOI Ref. MSME/MEANS/Policy-2026/001 and, if selected, to accept and execute the resulting work order/contract and related documents.

The specimen signature of the authorised person is attested below. This authority remains valid until revoked by written notice received by the Directorate; such revocation shall not affect actions already taken in reliance on this authorisation.

Specimen signature of authorised person	
Name/designation of person granting authority	
Signature and company seal	
Date and place	

Annexure VIII - Submission Checklist

#	Document / check	Envelope	Enclosed Yes/No	Page ref.
1	Signed covering letter - Annexure III	A		
2	Indexed and page-numbered Applicant Profile - Annexure IV	A		
3	Eligibility Compliance Matrix - Annexure II	A		
4	Audited accounts for last three financial years and CA turnover certificate	A		
5	CA net worth certificate	A		
6	Work order/Lol/invoice/contract/completion evidence for INR 25 lakh assignment	A		
7	Event footfall element sheet/evidence - Annexure V-B	A		
8	Hangar element sheet/evidence - Annexure V-C	A		
9	GST, PAN documents	A		
10	Non-debarment and financial standing declarations - Annexure VI	A		
11	Authorisation of signatory - Annexure VII	A		
12	Financial BoQ completed, signed and sealed - Annexure I	B		
13	Envelope A contains no price information	A		
14	Signed copy of the complete EOI document in token of acceptance.	A		

Certified that the proposal is complete and all relevant pages have been signed/stamped as required.

Authorised signatory	
Signature and company seal	
Date and place	