



EXPRESSION OF INTEREST (EOI)

For Engagement of Event Production Agency for Organizing the State-Level Outreach Workshop on Leveraging India's Free Trade Agreements (FTAs) for Haryana

EOI Reference	MSME/RAMP-2026/001
Date of issue	26.10.2026
Event date	03.11.2026
Event location	Gurugram, Haryana
Proposal due	28.10.2026 at 17:00 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: cd-cell.msme@gmail.com and clusterharyana@gmail.com | <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 organizing a State-level MSME Outreach Workshop on Leveraging India's Free Trade Agreements (FTAs) for Haryana, scheduled to be held on 03.11.2026 in Gurugram, Haryana.

The workshop is envisaged as a State-level outreach and awareness program to sensitize MSMEs and exporters on the opportunities available under India's Free Trade Agreements, including tariff preferences, rules of origin, certificates of origin and market access, along with related export-promotion policies and schemes of the State and Central Governments, and to provide a platform for interaction between MSMEs, entrepreneurs, industry associations, exporters and Government departments.

Considering the nature and criticality of the workshop, the Directorate intends to engage a competent event management/ production agency through this EOI to provide comprehensive event management and production services, including venue set-up, stage design and fabrication, audio-visual arrangements, branding, registration and participant 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, run-of-show and deployment plans before execution.
3. Coordinate with the Directorate, venue, speakers, participating departments and institutions, protocol, security, media and other nominated stakeholders, without claiming separate coordination.
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, presentations, laptops, slide changers, teleprompters and operators.
3. Sound reinforcement, wired and wireless microphones (including floor microphones for question-and-answer sessions), stage monitors, delay and fill speakers, amplification and digital mixing.
4. Stage and hall lighting, truss, rigging, lighting control and DMX control.
5. Photography, videography, live feed, multi-angle recording, technical manpower, complete cabling, rehearsal support and show operation, live streaming on the Directorate's official platforms.

2.3 Venue infrastructure, branding and delegate services

1. Set-up of the hotel ballroom and pre-function area as per the approved layout, including stage, seating arrangement, entry and registration zone, and branding, in coordination with the hotel.
2. Power distribution and cabling for all event equipment from the hotel supply, with back-up (UPS) for critical show systems, in compliance with the hotel's electrical norms.
3. VIP lounge / green room, help desks / facilitation counters for participating departments and institutions as specified, to the extent not provided by the hotel.
4. Fabricated gates, backdrops, standees, digital LED standees, registration counters/backdrops,

directional signage and photo-op installations.

5. Registration desk, identity cards and lanyards, attendance records and a participant database in the format approved by the Directorate.
6. Workshop kit with Notepad, Agenda and Pen.

2.4 Safety, testing and handover

1. Comply with all applicable statutory, fire, structural, electrical, labour, environmental, venue and safety requirements.
2. Submit stability certification for stage, truss and fabricated structures, fire-retardancy documentation for fabrics and branding material, 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, installations, remove waste and restore the site to the satisfaction of the Directorate and venue after the event.

2.5 Post-event deliverables

Within [7] working days of the workshop, the selected agency shall submit to the Directorate:

1. An event completion report with photographs, the final attendance record and the participant database (soft copy, in the approved format).
2. High-resolution edited photographs, an edited highlights video of [3-5] minutes and the complete unedited recordings of all sessions, on a storage device or through a secure link.
3. A compilation of participant feedback, where feedback forms are administered.

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	03.11.2026
Place	Gurugram, Haryana
Expected participation	Approximately 250 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
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S. No.	Criterion	Minimum requirement	Documentary proof
1	Legal status	The bidder shall be a company registered under the Companies Act, 1956/2013, or a Limited Liability Partnership/ Partnership firm/ proprietorship firm registered in India, and shall have been in existence for at least three (3) years as on the last date of proposal submission.	Certificate of incorporation / registration certificate / partnership deed, as applicable
2	Annual turnover	Average annual turnover of not less than INR 50.00 lakh (Rupees Fifty Lakh) during the last three financial years, i.e. FY 2023-24, 2024-25 and 2025-26.	Certificate from a Chartered Accountant stating the turnover for each year.
3	Financial standing	Positive net worth in the last three financial year.	Certificate from a Chartered Accountant, together with a self-declaration by the authorised signatory. (Annexure VI-B)
4	Project experience	At least one completed event management / event production assignment of order value not less than INR 10.00 lakh (Rupees Ten Lakh), executed for a Central Government / State Government / Public Sector Undertaking / autonomous body / private organisation during the last three years ending on the last date of proposal submission.	Copy of work order / purchase order / letter of intent / contract / invoice / completion certificate, with element sheet (Annexure V-A)
5	Event scale	At least one event (conference / seminar / workshop / corporate or public event) managed end-to-end with a minimum footfall of 250 attendees during the last three years ending on the last date of proposal submission.	Self-declaration from the agency along with element sheet (Annexure V-B) and supporting evidence
6	Statutory registration	Valid GST registration and PAN.	Copies of GST registration certificate and PAN card
7	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 last date of proposal submission.	Self-declaration on the agency letterhead (Annexure VI-A)

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/alterd 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. The bidder shall be a single legal entity. Consortium or joint venture proposals are not permitted. Credentials of a parent, subsidiary, associate or sister concern shall not be considered.
6. A single assignment may be relied upon to meet both criteria 4 and 5, provided it independently satisfies each such criterion and supporting evidence is furnished.
7. Assignments executed by the bidder for another agency shall be considered, provided the work order / purchase order and invoice were issued to the bidder.
8. Sourcing specialized items (such as LED walls, sound, lighting and printing) from vendors is permitted, without any dilution of the agency's responsibility.

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

Responses shall be submitted in English only.

The Bidder 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 and a signed copy of this EOI and corrigenda (if any). 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 17:00 HRS on 28.10.2026 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)

Selection under this EOI shall be made solely on the basis of the lowest evaluated financial quote (L1) among bidders who meet all the eligibility criteria. Eligibility shall be assessed on a pass/fail basis only, and no technical scores or marks shall be assigned at any stage

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: State-level MSME Outreach Workshop on Leveraging India's Free Trade Agreements | Expected participation: 250 to 300 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.

Price Summary

S. No.	Elements	Size	Qty	Rate	Cost
	Stage & Fabrication				
1	Stage	36 x20x2.5 ft	1		
2	Stage Masking	20x2.5ft	2		
3	Stage Front branding	36x2.5ft	1		
4	Stage Carpet	36x20 ft	1		
5	Stage Side Steps	4 ft	2		
6	Console Masking front+ sides Black masking with frame	40x4 ft	1		
7	Podium with Branding	4x2 ft	3		
8	Registration Backdrop	24*10	1		
9	Registration Table with Branding	6x2.5	3		
10	Standee	3*6	15		
11	Box Gate	Top 12* 2, Pillars 8*2	1		
12	Media Interview Backdrop with platform (6")	8 x 10	1		
13	EPC Registration Backdrop	8 x 10	1		
14	EPC Registration Table with Branding	6 x 2.5	1		
15	Venue Branding Backdrop	20x10 ft	1		
16	Stage Flower Decor fix flowers		1		
	Visual				
17	LED Wall 2.6 mm	36x12ft	1		
18	4K Processor with Hot backup		2		
19	Switcher		1		
20	Clicker-Cue commander		1		
21	Laptop		2		
22	Slide Clicker		1		
23	LED TV Teleprompter with Box	55"	3		

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24	Cable for Live Feed		1		
25	Technician		1		
26	Watchout Software with hot backup		1		
	Sound				
27	Sound System for 200-250 pax	8 Top & 4 Bass	1		
28	Delay Speaker	4	4		
29	Mixer & Amplifier		1		
30	Cordless Handheld Mics		10		
31	Media Box 12 Channels		1		
32	Podium Mics		4		
33	Backup Sound System		1		
34	Backup Podium Mic		1		
	Lights				
35	LED White Parcans		10		
36	LED RGB		25		
37	Profile lights		4		
38	Sharpies		6		
39	Light Control Board		1		
40	T Truss		2		
41	Technician & Cabling		1		
	Photo & Video				
42	Gimbal Videographer		1		
43	Multi-Angle Videography (3 camera for Live-Feed & Recording)		1		
	Other Elements				
44	Registration Id Cards		300		
45	Lanyards		300		
46	Folder		300		
47	Food Coupons - Driver & Support Staff		100		
48	Queue Manager		30		
49	Red Carpet	250x 6	1500		
50	Electric Cabling		2		
51	VIP Chair on Stage		15		
52	VIP Table on Stage		8		

53	Media Riser with carpet	(32x4x1) + (32 x 4 x 2)	1		
54	Transportation and installation		1		
				Sub Total	
				Agency Fees @ 10%	
	Note : Taxes will be Applicable			Total	

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	Legal status	The bidder shall be a company registered under the Companies Act, 1956/2013, or a Limited Liability Partnership/ partnership firm/ proprietorship firm registered in India, and shall have been in existence for at least three (3) years as on the last date of proposal submission.	Incorporation / registration certificate		
2	Annual turnover	Average annual turnover of not less than INR 50.00 lakh (Rupees Fifty Lakh) during the last three financial years, i.e. FY 2023-24, 2024-25 and 2025-26.	CA certificate		
3	Financial standing	Positive net worth in the last three financial years.	CA certificate and Annexure VI-B		
4	Project experience	At least one completed event management / event production assignment of order value not less than INR 10.00 lakh (Rupees Ten Lakh), executed for a Central Government / State Government / Public Sector Undertaking / autonomous body / private organisation during the last three years ending on the last date of proposal submission.	Annexure V-A and work order / PO / Lol / contract / invoice / completion proof		
5	Event scale	At least one event (conference / seminar / workshop / corporate or public event) managed end-to-end with a minimum footfall of 250 attendees during the last three years ending on the last date of proposal submission.	Self-declaration and Annexure V-B		
6	Statutory registration	Valid GST registration and PAN.	Self-attested copies of GST certificate and PAN		
7	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 last date of proposal submission.	Annexure VI-A		

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 Agency for organising the State-level MSME Outreach Workshop on Leveraging India's Free Trade Agreements - EOI Ref. MSME/RAMP/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 - last three FYs	FY _____: INR _____ FY _____: INR _____ FY _____: INR _____

Annexure V - Relevant Experience and Element Sheets

V-A. Completed assignment of minimum INR 10.00 lakh

Field	Details
Assignment name	
Client and address	
Central Govt / State Govt / PSU / autonomous body / private	
Order value (INR)	
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 and client	
Date and location	
Declared footfall	
Scope handled	
Supporting evidence and page references	

Annexure VI - Declarations

[To be submitted on the bidder's letterhead]

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 last three 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/RAMP/ 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	Certificate of incorporation / registration	A		
5	CA turnover certificate	A		
6	CA net worth certificate	A		
7	Work order/Lol/invoice/contract/completion evidence for INR 10 lakh assignment – Annexure VA	A		
8	Event footfall element sheet/evidence - Annexure V-B	A		
9	GST, PAN documents	A		
10	Non-debarment and financial standing declarations - Annexure VI	A		
11	Authorisation of signatory - Annexure VII	A		
12	Envelope A contains no price information	A		
13	Signed copy of the complete EOI document in token of acceptance.	A		
14	Financial BoQ completed, signed and sealed - Annexure I	B		

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	