



NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal

EMPANELLEMENT OF EVENT MANAGEMENT AGENCY.

EOI No.: NLIU/Miscell./Event-Management/01

Dated: 26.04.2025

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for "Empanelment of Event Management Agency" at NLIU, Bhopal- 462044, Madhya Pradesh. Bidders can download this document from University Website (www.nliu.ac.in/tenders) and submit their EOI in the given format duly filled, signed with company seal with required enclosures and documents.

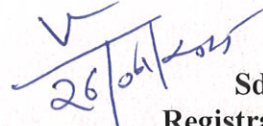
The EOI is to be submitted in a sealed envelope super scribed "EOI for Empanelment of Event Management Agency at NLIU, Bhopal" addressed to the Registrar, NLIU, Bhopal to be placed in the tender box provided at the Reception of the University at NLIU, Bhopal Campus.

LAST DATE FOR SUBMISSION OF EOI 09.05.2025 up to 3:00 PM

The bidders are expected to examine all instructions, form, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per requirement of the EOI document. The bid should be unconditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the EOI.

The firms are advised to visit the site of the University at NLIU, Bhopal Campus, to acquaint themselves regarding the nature and extent of work for Empanelment of Event Management Agency at NLIU, Bhopal in an effective and efficient manner.

[Note: All subsequent corrigendum / amendment, if any, shall be published only on www.nliu.ac.in/tenders]


Sd/-

Registrar

National Law Institute University





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General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Individual/firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. Amendment of Bidding Documents: At any time prior to the submission of the bids, the University may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments. The amendment will be notified on the University Website.
4. Signing of Bid The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. Submission of Bid
 - (a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as "Technical Bid" should contain an introductory letter of contractor along with copies of documents as evidences. The Individuals/firms/Supplier has to fill up **Annexure "A"** with his signature along with all supporting documents and samples.
 - (b) **Envelope No. II** super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with price bid. The Individual/firm has to fill up Price Bid.
6. Both Envelope I & II should be placed in large envelope which should be super-scribed as "EOI for Empanelment of Event Management Agency" and addressed to Registrar, NLIU, Bhopal, Madhya Pradesh 462-044.
7. More than one vendor may be empaneled for this work.
8. NLIU reserves absolute right to take services of any vendors empaneled or otherwise based on its requirements. No further communication shall be entertained in this regard.
9. NLIU may add or remove any vendor during the empaneled period on its requirement and performance.
10. There is no minimum guarantee of work to empaneled agency.
11. NLIU will be its discretion in awarding work on the basis of its requirements. No queries shall be considered in this regard.
12. Further, work may be allocated to one or more than two agencies on the requirement of the university.
13. If the envelope is not sealed and marked, the university will assume no responsibility for the bid's misplacement or premature opening.
14. Deadline for submission of Bids must be received by the university at the address specified under commercial bid not later than **3:00 PM on 09.05.2025**.





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15. The university may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

16. The services for one year from the date of executing the agreement in a Rs.100/- non-judicial stamp paper, which can be extended for a further period of two years on year-to-year basis on satisfactory performance on the mutual consent basis on the same rates and terms and conditions.

17. Contacting the Purchaser

No bidder shall contact the university officials on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

18. Evaluation of Bid

- i. The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
- ii. Those bidders who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.
- iii. The bidder has to attach following with technical bid:
 - Valid GSTIN no.
 - Valid PAN no.
 - Valid Bank Account No.
 - IFSC Code
- iv. The envelope II i.e. Financial Bid will be opened for those parties who are qualified technically.
- vii. The rate contract shall be valid for one year which can be further extended for two more years based on mutual consent and the satisfactory services.

19. Eligibility Criteria: -

- A. The Agency/Company/Firm/Society/Organisation should be registered entity having experience in the business of Event Management for at least last 3 years. Preference may be given to the agency which are on the approved panel of at least 2 reputed organization either in central/ state Government organization or Public Sector Undertaking.
- B. The Agency/Company/Firm/Society/Organisation must have organized and managed at least 10 events during the last 3 financial years (Attach work order and completion certificate).
- C. Average annual turnover during the preceding three years should not be less than Rs. 10 Lacs each during FY 2022-23, 2023-24 and 2024-25 duly certified by a Chartered Accountant.
- D. Agency/Firm/Company should not have been blacklisted by any institute/department/ organization (format given as Annexure-B).
- E. The Agency/Company/Firm/Society/Organisation should be equipped with adequate, qualified & experienced manpower on rolls and infrastructure.





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20. **Payment:** Payment will be made for the quantities executed and accepted by the university.
21. NLIU reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
22. NLIU reserves the right to allot fully or partially work order to different vendors according to its requirement.
23. The Vice Chancellor, NLIU is the final authority and his decision will be final and binding on the supplier for any disputes.
24. All legal disputes will have the jurisdiction of Bhopal City only.





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Empanelment No. NLIU/Miscell/Event-Management/2025

TECHNICAL BID FORMAT

1. Name of the Agency : _____

2. Address of Office : _____

Tele Nos./Mobile No. _____

Email: _____

Sl. No	Particulars	Yes	No	Number of Enclosure
1	Permanent office address of the firm in Bhopal. (submit copy of registration under MP shop & Establishment Act from Bhopal Municipal Corporation)			
2	GST Registration Certificate			
3	Average annual turnover during the preceding three years should not be less than Rs. 10 Lacs each during FY 2022-23, 2023-24 and 2024-25			
4	Copy of PAN			
5	Copies of Income Tax return of last three years FY 2022-23, 2023-24 and 2024-25			
6	Undertaking that the bidder has not been blacklisted			
7	The contractor should have executed similar works of at least 2 reputed organization either in central/ state Government organization or Public Sector Undertaking			

Place:

Date:

(Signature, Name and Office Seal of the Agency)





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Undertaking from the Bidder

From:

M/s-----

(Tenderer)

To: The Registrar

NLIU Bhopal

Bhopal- 462 044

SUB: EMPANELLMENT FOR EMPANELLMENT FOR EVENT MANAGEMENT AGENCY at NLIU Bhopal.

- 1) Having carefully examined the Empanelment Document, we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We certify that we have carefully read each and every condition and the scope of work given in the EOI document and having understood the same we confirm our acceptance without any condition or deviation.
- 3) We agree to keep the Bid valid for a period of 365 **days** from the date of opening of Bid and it shall remain binding on us and may be accepted at any time before the expiry of that period. We also understand that we shall not withdraw this Bid during this period of 365 **days** and in the event of default, NLIU Bhopal shall have the right to debar us for tendering for NLIU Bhopal.
- 4) Should this Bid be accepted, we hereby agree to abide by and fulfil all terms and conditions of the Bid document and in default thereof, to debar for tendering/EOI. We understand that NLIU Bhopal is not bound to accept the lowest or any other Bid received, fully or in part thereof.
- 5) Unless and until a formal contract is prepared and executed, this EOI Document together with written acceptance of tenderer thereof shall constitute a binding contract between NLIU Bhopal and ourselves.
- 6) ***I/We declare that no contract/work order has been terminated due to unsatisfactory performance and/or default in payment of statutory liabilities on time, if at any stage of tender it comes to university knowledge our firm may be debarred from participating in this EOI or any other tender in future related to NLIU Bhopal.***
- 7) We hereby submit our offer in two parts as required.

8) **Opening of EOI:**

- i) Firstly, the technical bids of the bidders shall be opened.
- ii) Secondly, the price bid of technically qualified bidders will be opened.

Date: Name:

For and on behalf of Director / Chairman of company
Seal & signature of the company)





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ANNEXURE-A

Details For Empanelment for Event Management

1.	Type of Organization	Brief profile of the agency to be enclosed.
2.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
3.	Do you possess trade / business license issued by Competent authority? Authorities in India? If so, please enclose a copy.	
4.	Name of Proprietor / Director and other officers with designation who will be directly concerned with this work.	Name: _____ Phone/Mobile: _____ Email: _____
5.	Furnish following particulars of the Registered Office: a. Complete Postal Address b. Telephone No./ Mobile No. c. E-Mail Address	
6.	Furnish following particulars of the Local Branch Office, if any. a. Contact Person b. Complete Postal Address c. Telephone No. / Mobile No. d. E-mail Address	
7.	PAN No. (Attach Attested Copy)	
8.	GSTIN No. (Attach Attested Copy)	
9.	Year of establishment and length of experience	(Copy of registration of the firm to be enclosed)
10.	Legal status (attach copy of original document defining the legal status): a) Limited company or corporation firm b) Pvt. Ltd. Firm c) Proprietary firm d) Partnership firm e) An individual	(Copy of registration of the firm to be enclosed)





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11.	Information on any litigation in which the applicant was involved during the last 05 (five) years including any current litigation.	
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12. Give details of the major clients – NLUs/IITs/ IIMs/ NITs / IISERs, all Central University, NITTR, NCERT and similar level educational Institutions/Universities, Government / Semi Govt. Departments, Research Organisations and Pvt. Companies to whom services of housekeeping / services provided in the **last five years** in the following format.

Sl. No.	Name and address of the client with details- Name of the contract person, phone no. email-ID	Particular of work	Work order No. and date	Value of work order or work done amount
i)				
ii)				
iii)	The agency should not have been blacklisted or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc			
iv)	Additional information, if any (Attach separate sheet, if required)			

Note: - Bidders are requested to completely fill all the space provided. If it leaves blank, it will be read as N.A.





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ANNEXURE-B

DECLARATION

We hereby declare that our firm named _____ is not under liquidation, arbitration, court receivership or any other similar proceedings. We further declare that our firm is not blacklisted by any central/state/local government organization/academic institute/PSU.

Stamp & Seal of the Tenderer





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FINANCIAL BID/ PRICE BID

[To be submitted in a separate sealed cover on Letter Head]

To,
The Registrar,
National Law Institute University,
Kerwa Dam Road,
Bhopal – 462044

Sir,

Subject: - Financial Bid for EOI of Empanelment of Event Management Agency at NLIU, Bhopal.

Sl. No.	Description	Quantity	Unit	Unit Rate (in Rupees)
<u>PRINTING</u>				
1.	Backdrop Print and Installation Black Out Star Flex Medium, Installation on scaffolding structure 1ft away from wall Si ze 16 Ft x 24 Ft with Black Masking on two sides of structure	Sqft	-	
2.	Flex Branding at Main Gate 10 x 15 02 Nos.	Sqft	-	
3.	Rollup Standees (3 x 6)	Sqft	-	
4.	Standees (3 x 6)	Sqft	-	
5.	Flex Printing (15 x 8)	Sqft	-	
6.	Flex Printing (26 x 10)	Sqft	-	
7.	Flex Printing (12 x 6)	Sqft	-	
8.	Flex Printing (15 x 10)	Sqft	-	
9.	Side Banner Printing (32 x 10)	Sqft	-	
10.	ID Card with lanyard	Sqft	-	
11.	Participants Certificates 300 GSM Paper	Sqft	-	
12.	Signage Branding 8 x 4	Sqft	-	
13.	Flex Gate 15 Ft Clear Ht. 20 Ft with 4 x 4 -2 nos. Pillar	Sqft	-	
14.	Satin Flags with NLIU Logo on 20 Ft Pole	Sqft	-	
15.	Seating Signages in hall 10 nos with	-	1	





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Sl. No.	Description	Quantity	Unit	Unit Rate (in Rupees)
	stand 3Ft			
16.	Branding on Display Board of 2 x 4 ft in Main Hall	Sqft		
17.	Drop Down 2 x 4 ft Branding in Main Hall and Between Pillars at Porch Area	-	1	
18.	Air Balloon	-	1	
TENT				
1.	Tent (White) Covering with Carpet for lunch – at two different venues – 500-1500 pax	Sqft	-	
2.	Food Stall Covering	Sqft	-	
3.	Carpet for Food Area	Sqft	-	
4.	Carpet Foyer Ground	Sqft	-	
5.	Cloth Masking 8 Ft Height 250 Ft for passage	Rft	-	
6.	Round Table with 06 Chairs Each for lunch	-	-	
7.	Tables with sheet and Frill for Lunch	-	1	
8.	VIP Lounge for Hi-Tea including Sofa Seating arrangements for 50 persons	L.S.	-	
9.	Cloths Scalps and drops on both sides of stage back drop	Rft	-	
10.	Red Carpet (New) for passages and Stage Front	Sqft	-	
11.	Extra Cloth masking for passages,	Rft	-	
12.	Tent for Registration Desk & Food counter, optional item	Sqft	-	
13.	Photography Zone and Media Riser	Sqft	-	
14.	Que Manager	-	1	
15.	Cooler Fan	-	1	
16.	Jumbo Cooler	-	1	





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Sl. No.	Description	Quantity	Unit	Unit Rate (in Rupees)
17.	Red Carpet for Stage	Sqft	-	
18.	Natural Flower Decoration with Carnation, Orchids, Lilium, Chrysanthemum with support green (Four Types) on stage front head table, Podium	L.S	-	
19.	Artificial Flower Decoration with Carnation, Orchids, Lilium, Chrysanthemum with support green (Four Types) on stage front head table, Podium	L.S	-	
20.	Flower Decoration for Tables	L.S	-	
21.	Canopy	Sq.ft.	-	
<u>LIGHTING</u>				
1.	Light arrangements on Stage	Sqft	-	
2.	Fog Light	-	01	
3.	Par Light	-	01	
4.	Foyer Ground Lighting	-	01	
5.	Standing Pole Light	-	01	
6.	Gol Chakkar Lighting	-	01	
7.	LED Series Light	-	01	
8.	Building Lighting – Convention Centre, Main Gate, Central Islands in front of Main Gate Both Sides Road to Auditorium Samadhan Bhawan, Administrative Building, Tree Uplighters etc.	L.S.		
9.	Generator 125 KVA with change over and 50Ft Cable without Diesel	-	1	
10.	Generator 250 KVA with change over and 50Ft Cable without Diesel	-	1	





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Sl. No.	Description	Quantity	Unit	Unit Rate (in Rupees)
<u>LIVE STREAMING, SOUND AND PHOTOGRAPHY</u>				
1.	Live Streaming using 03 camera, Video Mixer, Web Presenter, Recorder, tailback system, 3 laptop, convertor, Kramer Switch with Live Video Editing by a Technical Expert Internet will be provided by NLIU	-	1	
2.	Still photography without editing	-	1	
3.	Sound System – JBL 6 tops, 4 Podium Mic, 6 additional Mics with Stand, 2 Cordless Mics with delay and 03 monitors	L.S.		
4.	Video Wall For Main Hall (12 x 16)	L.S.	-	

451 *✓*
The bidders may quote for all or some of the items as per their capability and experience. Items for which rates are not quoted please mention N.A.

Signature of Bidder with Seal



