



IIM Lucknow Enterprise Incubation Centre

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

TENDER NO.IIMLEIC/Vendor Empanelment of an Event Management Agencies/011/2025-26

Notice Inviting Tender for Empanelment of an Event Management Agency

IIMLEIC Enterprise Incubation Centre is invites sealed bids from reputed, experienced Event Management Agencies to provide event management and related services on an as-and-when-required basis.

IIML EIC reserves the right to select one or more agency(ies) based on the evaluation criteria and requirements of IIML EIC. The decision of IIML EIC shall be final and binding on all bidders.

Last date and time for submission of tender	26/02/26 at 1700 hrs
Venue for opening of Technical and Financial bids	Chief Operating Officer, IIMLEIC, B-1,Sector-62 Noida-201301 (U.P.)
Earnest Money Deposit (EMD)	Demand Drafts of Rs.5,000/- (Rupees Five thousand only) towards EMD drawn on any scheduled bank in favor of “ IIM Lucknow Enterprise Incubation Centre ” payable at “ Noida ”.

Note: The EMD will be converted to security deposit for the selected bidder and will be retained till the validity of the contract.

Please go through the complete tender document. Bids complete in all respects should reach the IIMLEIC on or before the due date & time. Bids received after the due date and time is liable to be rejected.

IIM Lucknow Enterprise Incubation Centre reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

Yours sincerely

Arunodaya Bajpai
(Chief Operating Officer, IIML-EIC)

DETAILED SCOPE OF WORK:

The selected Event Management Agency(ies), preferably having minimum 5 (Five) years of proven experience, may be required to provide end-to-end event management services, including but not limited to the following:

Event Planning & Conceptualization

- Understanding event objectives, audience profile, and IIML EIC requirements
- Developing event concepts, themes, layouts, and execution plans
- Preparing detailed event timelines, checklists, and responsibility matrices

Stage, Set-up & Infrastructure

- Design and fabrication of stage, backdrop, podiums, exhibition stalls, and kiosks
- Installation of truss systems, branding panels, and décor elements
- Compliance with structural and safety standards

Audio-Visual & Technical Services

- Supply and operation of professional sound systems
- LED walls, projection systems, screens, and presentation equipment
- Event lighting (stage, ambient, and functional lighting)
- Power backup and technical redundancy

Manpower Deployment

- Deployment of trained manpower including event managers, coordinators, ushers, volunteers, and technical staff
- Proper uniforming, briefing, and supervision of manpower

Photography, Videography & Documentation

- Professional photography and videography coverage
- Live feed management and post-event edited videos

Digital, Hybrid & Virtual Event Support

- Live streaming of events on approved platforms
- Hybrid event setup including virtual speaker integration
- Webinar platforms, audience engagement tools, and technical moderation

Post-Event Activities

- Dismantling and restoration of venue
- Submission of post-event report, photographs, videos, and feedback
- Submission of invoices with supporting documents

The scope of work may vary depending upon the nature, scale, and requirements of each event, and IIML EIC may engage the selected agency(ies) for full or partial scope as deemed necessary.

A: ELIGIBILITY CRITERIA:

Only those firms/Proprietary Firms/Partnership Firms/Agencies which fulfill the following minimum criteria need to submit their bids along with necessary documents. Those firms who do not meet the minimum eligibility criteria and not submitting the required document will be disqualified on technical grounds.

1. The Firm/agency should have PAN, GST Registration (Proof in this regard must be attached with the bid).
2. The Firm/agency should have a minimum of Three (3) years of working experience in the same kind of work as a reputed organization after registration. Out of Three (3) years of working experience, the firm/Agency should have experience in Govt. Departments OR Autonomous Organization or Corporate or Section 8 companies. The Firm/agency should not have been blacklisted/debarred by Government Organization. Undertaking in this regard is to be furnished.
3. Bidders must have achieved minimum average annual financial turnover of Rs. 1 Cr during the previous three years ending 31.03.2025 i.e. 2022-23, 2023-24 and 2024-25 duly certified by Chartered Accountant should be submitted.
4. The Bidding Firm should possess the experience of successfully handling this type of order.

The tender shall be accompanied by the following documents:

- Copy of certificate of work experience and other documents as specified shall be deposited in a **sealed Envelope** marked as "**Technical Bid**".
- All the envelopes shall be placed in a **large, sealed envelope** marked as "**Tender for Vendor Empanelment of an Event Management Agency**". The large sealed envelope shall be submitted to the Chief Operating Officer of IIMLEIC up to 05:00 PM on 26.02.2026.

B: SELECTION PROCESS: -

- Tenders' documents submitted without proper information, without documentary evidence, without submission of EMD/inadequate EMD shall be summarily rejected.
- The Organization/Firm/Agency having qualified in all the points of eligibility criteria and fulfilling all the relevant details of Annexure-I & II and annexure-III.
- IIML EIC may select **one or more agency(ies)** based on its requirements
- Selection does not imply any commitment or guarantee of minimum business
- Engagement shall be on an **event-to-event basis** through issue of Work Orders
- IIML EIC reserves the right to invite quotations from any of the selected agency(ies) for specific events
- The decision of IIML EIC regarding selection, engagement, or rejection shall be final and no correspondence shall be entertained in this regard

C. EARNEST MONEY DEPOSIT:

The firm registered with MSME/NSIC/Startup India should attached the document for Exemption.

D. GENERAL TERMS & CONDITIONS

1. The IIMLEIC shall have the right of rejecting all or any of the tenders and shall not be bound to accept the lowest or any other tender.
2. Upon acceptance of the tender, the name of the accredited representative(s) of the tenderer, responsible for taking instructions from the IIMLEIC.
3. GST or any other tax applicable in respect of the supply shall be payable by the Vendor and IIMLEIC shall not entertain any claim whatsoever in respect of the same.
4. Sub-contracting shall not be permitted without prior written approval from IIML EIC
5. Payment terms shall be governed by the terms specified in individual Work Orders

E. GUIDELINES FOR BIDDERS

1. The Bidder/Tenderer should address their complete bids in all respect in a sealed envelope to the Head Operations, IIMLEIC Noida Campus B-1, Institutional Area, Sector-62 Noida 201307 UP.
2. The complete bidding document shall remain valid for 60 days (Sixty Days) after the date of bid opening. The bid valid for a shorter period shall be rejected by the IIMEIC as non- responsive. In exceptional circumstances, the IIMLEIC may request the consent of the bidder for an extension to the period of bid validity. A bidder accepting the request and granting an extension will not be permitted to modify his bid.
3. This bidding document should be duly signed and stamped by the authorized person agencies/firms/Dealer on each page as proof to confirm the acceptance of the entire Terms & Conditions of Tender. Tender with Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected.
4. At any stage, if it is found that the documents and certificates submitted by the bidder/tenderer agencies/firms/Dealer are found forged or have been manipulated, the supply shall be canceled. Further, the IIMLEIC can also take action as appropriate under the extant laws.
5. IIMLEIC will not provide any Manpower or any Tools, Vehicle, Cartage to perform the contract. The contractor has to bear it at his own cost.
6. The vendor will be fully responsible for the complete safety norms of his Engineers/workers/staff during the performance of their duty in the IIMLEIC. In case of any mishap/accident, the contractor will take full responsibility relating to pay

compensation/medical care to his Engineers/workers/staff.

7. Since the supply/jobs are specialized in nature, the Vendor/contractor should deploy the skilled/duly trained/qualified Engineer/technician. In case any un- skilled found the contract shall deem the canceled.

8. If the bidder/tenderer fails to start the work within 03 days of receipt of the letter of acceptance, the supply shall be withdrawn and EMD deposit will be forfeited

F. PAYMENT TERMS: -

- a. Payment will be made after the successful supply of the material or Product.
- b. Bill to be made in the name of IIM Lucknow Enterprise Incubation Centre.

G. CONCILIATION/ARBITRATION/APPLICABLE LAW & JURISDICTION:

1. If any dispute(s) or difference(s) of any kind whatsoever arising between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by IIMLEIC.

2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by IIMLEIC.

3. All matters connected with this Tender document shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction in Noida(UP).

I have read all the terms and conditions of this document. I hereby accept all the mentioned Terms & Conditions of the above contract of IIMLEIC Noida Campus.

Date:

(Signature of the Bidder, with Official Seal)

(ON LETTERHEAD OF THE BIDDER)

Date:04/02/2026

Technical Bid

ANNEXURE- "I"

Sr.No.	PARTICULARS	DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY
1.	Name of the Organization /Firm/Agency	
2.	Address of the Organization /Firm/Agency	
3.	Name of the Managing Director/ Director/ Owner/Proprietor (authorize a person who signs this tender document). E-mail address Phone No/Mobile No.	
4.	GST No. of the Organisation/Firm/ Agency. (Attach a photocopy).	
5.	PAN No of the Organisation/ Firm/ Agency. (Attach a photocopy).	
6	Total Work Experience (in months) in relevant filed as on (31 st March 2025).	
7.	Does the firm have prior work experience minimum of Three (3) years as on (31 st March 2025) in the business of Event Management Services.	
8.	Does the firm have at least three year work experience in government office/PSU/Corporate Offices/Sector 8 companies.	

	Please attach work completion report along with Work Orders.	
10.	Does your firm have ever been Blacklisted? (if NO) Attach certificate (Self-declaration) on company letterhead, as per Annexure-III .	

List of corporate

11.	Description	Financial Years		
		2022-23	2023-24	2024-25
	Gross Annual Turnover			

Place :

(Signature of the Contractor or His authorized signatory)

Date :

(Name with Official Seal/Stamp)

**Annexure-II
(ON LETTERHEAD OF THE BIDDER) UNDERTAKING**

With respect my/our bid submitted against NIT No. _____ date

d _____, I / We _____ Partner / Sole Proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____ to hereby declare and solemnly affirm:-

- a) That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government or an Autonomous IIMLEIC.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. or Autonomous IIMLEIC.
- c) That the terms and conditions for FMS at IIMLEIC are acceptable to me/ us. I/We will abide by them in letter and spirit.
- d) That no partner or shareholder, directly or indirectly is connected/related to any employee working in the IIMLEIC.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us is found to be false/ incomplete at any stage, our bid/empanelment will be liable to be canceled/terminated and attract appropriate action.

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER

ANNEXURE – III

MANDATORY IN-HOUSE INFRASTRUCTURE DECLARATION

(To be submitted on the bidder’s letterhead, duly signed and stamped)

The bidder is required to confirm availability of the following **mandatory in-house infrastructure**. Outsourced or third-party arrangements may be mentioned separately but will not be considered as in-house infrastructure unless specifically stated.

1. ORGANIZATIONAL INFRASTRUCTURE

Sl. No.	Particulars	Available (Yes/No)	Remarks
1	Dedicated event management team		
2	Full-time project / event managers		
3	Accounts & billing team		
4	Design & creative support team		

2. TECHNICAL & EVENT INFRASTRUCTURE

Sl. No.	Infrastructure Details	In-house (Yes/No)	Make and Model	Remarks
1	Professional sound system			
2	LED screens / display panels			
3	Event lighting equipment			
4	VC Setup			

3. IT & DIGITAL CAPABILITIES

Sl. No.	Particulars	Available (Yes/No)	Remarks
1	Computers / laptops for event operations		
2	Event registration software / tools		
3	Live streaming / webinar setup		

4. PHOTOGRAPHY, VIDEOGRAPHY & EDITING INFRASTRUCTURE

Sl. No.	Particulars	In-house (Yes/No)	Make and Model	Remarks
1	In-house professional photographer(s)			
2	In-house professional videographer(s)			
3	Audio recording & editing equipment			

5. MANPOWER RESOURCES

Sl. No.	Category	Number Available	Remarks
1	Event Managers / Coordinators		
2	Technical staff (AV, lighting, IT)		

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER