

**Request for Proposal  
for  
“Empanelment of Event Management Agencies”**



**Doon University, Dehradun  
Mothorowala Road, Kedarpuram-248012**

### **Bidding Schedule**

<b>S. No</b>	<b>Activity</b>	<b>Date &amp; Time</b>
<b>1.</b>	Date of Publishing and Downloading of E-tender	<b>18.08.2025</b>
<b>2.</b>	Pre-bid Meeting	<b>25.08.2025 at 12:00PM</b>
<b>3.</b>	Last Date receipt of Pre-Bid Queries	<b>27/08/2025</b>
<b>4.</b>	Date of publication of response to the queries raised during pre-bid meeting	<b>29/08/2025</b>
<b>5.</b>	Last Date of submission of Bids	<b>08/09/2025 till 12:00 PM</b>
<b>6.</b>	Opening of Technical Bid	<b>08/09/2025 @ 3 :00 PM</b>
<b>8.</b>	Date of Presentation	<b>To be intimated later</b>

**Contact Details:**

**SPO**  
**Doon University, Dehradun**

**Email:** [spo@doonuniversity.ac.in](mailto:spo@doonuniversity.ac.in)

## **Scope of Work**

**The brief scope of work follows: -**

- 1.** Conceptualization, designing and planning of events/festivals on behalf of Doon University, Dehradun and to provide other related ancillary services in these events/festivals like convocation, conferences, and any other events etc.
- 2.** To create & Manage ambience in the various events organized by Doon University, Dehradun.
- 3.** To set up Informative Marts/Road Shows on behalf of Doon University, Dehradun.
- 4.** To set up pavilions/counters on behalf of Doon University, Dehradun for various Convocation/Conclaves/Conferences and clean up.
- 5.** Any other work related to events, initiatives taken by the Doon University, Dehradun.

**List of documents to be submitted online.**

- 1.** Audited Financial Statement for the last three years (i.e.2021-2022, 2022-2023, 2023-2024), duly certified by the Chartered Accountant with proper seal and signatures.
- 2.** Certificate of Incorporation firm/Pvt./LLP.
- 3.** Copy of Goods Service Tax Registration Certificate and GST NOC.
- 4.** Registered office document in Uttarakhand.
- 5.** List of important clients along with performance report from at least two clients – supporting documents with reference to the experience clause i.e. job order and final performance report to be attached.
- 6.** Details of ownership and organization structure of the agency. All the statutory documents are to be attached.
- 7.** The tenderer would be required to submit his /her proof in support that which is an income tax payee along with PAN Card copy.
- 8.** The tenderer should submit an undertaking cum affidavit with the technical bid that the firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.
- 9.** All the Annexure Duly filled, signed & stamped.
- 10.** Bank Account Details and cancelled cheque.
- 11.** The bidder should/will have registered office in Uttarakhand.

### **Eligibility Criteria**

- 1.** The company should have a minimum average turnover of Rs. 2 Crore each in last three financial years (i.e. 2021-2022, 2022-2023, 2023-2024).
- 2.** Company/organizations of international presence who have been in the field of organizing event management of large scale and mega events for a minimum period of last 03 years.
- 3.** Three year's experience in the field of Event Management. The firm should have successfully executed at least 03 university/government program in last 03 years relevant documents to be attached.
- 4.** The tenderer / firm / agency / company would be required to submit the proof in support that which is an income tax payee along with PAN.
- 5.** The tenderer / firm / agency / company should have valid GST registration and attach a copy of the same with the technical bid. GST-NOC need to be attached as per the Uttarakhand Government GO 10<sup>th</sup> July 2024.
- 6.** The tenderer should submit an undertaking cum affidavit with the technical bid that he or his firm has not been blacklisted by any of the organization / government department as on the date of submission of the bid.
- 7.** The bidder should have organized events of similar nature and scale for a Govt. of India Ministry/Department/PSU/State Government in last five years.
- 8.** Sub-contracted or sublet job on their name will not be considered towards eligibility. The agency which has the work order shall only be considered for this purpose.
- 9.** Application fee is non refundable of Rs. 2000 in the form of Demand Draft payable in favor of Doon University, Dehradun.

<b>Evaluation criteria of the Technical bid</b>	<b>40 Marks</b>
<p>Average turnover for the last three years i.e., 2021-2022, 2022-2023, 2023-2024.</p> <p><b>Rs. 02 crores (minimum criteria)</b>  <b>Rs. 02.00 crores to 04 crores: 05 Marks</b>  <b>Rs. 04.01 crores to 08 crores: 15 Marks</b>  <b>Above 08 crores : 20 Marks</b></p>	<p><b>Maximum Marks</b>  <b>20</b></p>
<p>The details of National and International events organized by the firm with complete project report</p> <p>The following marks (maximum) are assigned: -</p> <p><b>1. Government events/University Convocation/Conferences in last 03 years. (01 event 04 marks) :20 Marks (maximum marks)</b></p> <p><b>(Proof of work done is to be submitted)</b></p>	<p><b>Maximum Marks</b>  <b>20</b></p>
<b>Total Maximum Marks</b>	<b>40</b>
<b>Minimum Qualification Marks is 25 Marks</b>	

### **Selection of Empanelment**

#### **Presentation (Maximum Marks 40)**

An evaluation committee would assess the presentation on the following parameters:-

Presentation on various Events Organized by the applicant (Preferably for Universities and National Governments/State Governments/UTs.	<b>Maximum Marks 20</b>
Presentation on innovative ideas by way of events/ festivals/ Informative Marts /Road Shows for promoting “ <b>Initiatives taken by Doon University, Dehradun for the welfare of the students</b> ”	<b>Maximum Marks 20</b>
<b>Total Maximum Marks</b>	<b>40</b>

**Minimum qualifying marks in presentation is 25. The bidders securing composite score of 50 or more marks in technical bid and presentation would be considered for empanelment with Doon University, Dehradun, Uttarakhand.**

### **Selection Process**

- 1. Composite score consisting of marks obtained in the technical bid and presentation would be the basis for empanelment of the bidders.**
2. Presentation on the various works undertaken by company along with a presentation on innovative ideas for promoting initiatives of Doon University, Dehradun by way of festivals/events/marts/road shows.
3. Technical evaluation would be given a weightage of 40 marks and presentation would be given a weightage of 40 marks.
4. After finalizing of Empanelment process of the agencies, a limited tender will be invited through e-procurement website for specific events/festivals/ marts/road shows etc. of Doon University, Dehradun to select the **lowest one (L1)** from Empaneled agencies through Financial Bid from the Bills of Quantity (BoQ).



**Terms and Conditions: - General:**

1. The technical presentation should include the complete plan of execution of the event including branding, ambience, activity plan etc. for the venue separately.
2. The hard and soft copy of the presentation should be made available to Doon University, Dehradun at the time of presentation.
3. Doon University, Dehradun reserves the right not to accept/reject bid(s) from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
4. Each service provider considered, acceptable on evaluation of their credentials and who fulfill the requisite criteria as stated above and on the basis of the presentation made by the companies before the screening committee. The decision of Vice Chancellor, Doon University, Dehradun shall be final and no correspondence on rejection will be entertained.
5. The service provider who responds to this bid notice will only be included in the presentation for procuring services for the informative campaigns by Doon University, Dehradun.
6. Other terms & conditions for the supply of service for informative services would be as per the tender/quotation/enquiry issued from time to time which would be event specific.
7. Doon University, Dehradun reserves the right to withdraw/cancel the bid document at any stage.
8. Doon University, Dehradun reserves the right to reduce/increase the design/design elements or alter the design/design elements and decision of Vice Chancellor, Doon University, Dehradun in respect of this shall be final and binding on the selected bidder.
9. Approved rate of Govt. of Uttarakhand for any specific events/items etc. will be applicable. (If any)
10. The Application should be submitted in scan copy neatly typed (preferably in English language computer generated) and free from over writing/cutting) in the prescribed tender form and after going through the terms and conditions, which may be downloaded from the [uktender.com](http://uktender.com)
11. Correcting fluid should not be used in any case. Alterations unless legibly attested by the tenderer, shall disqualify the tender.
12. All the documents should be serially numbered and signed by the

tenderer.

13. The tenderer / firm / agency / company interested in participating in e-Tender should have registered on e- procurement portal of Uttarakhand Government with Digital Certificate / signatures.
14. Application must clarify whether the vendor is Company/Partnership/Proprietorship/LLP etc. and also submit supporting documents such as Articles & Memorandum of Association or Partnership Deed etc.
15. Proof of satisfactory supply of services in Universities/Government/Semi Government/PSUs /corporate houses and related experience during the last 03 years with proof of completion, if any, be enclosed.
16. If the service provider is registered or on the panel of other Government organizations/non-Government Organization, it should be clearly mentioned and supported by certificates/letters.
17. A presentation has to be made by all the shortlisted companies before an evaluation committee as per details given in the “Selection Process”. The details of the date and venue will be intimated to the companies shortlisted after evaluation of eligibility criteria documents.
18. At any time prior to the deadline for submission of bids, Doon University for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bid documents by amendment. The amendments will be binding on bidders. In order to allow prospective bidders reasonable time to take consideration the amendments while preparing their bids the Tendering Authority, at its discretion, it may extend the deadline for the submission of bids. Any modification in submitted proposals will not be considered.
19. An evaluation criterion has been included in the Application Form and Event Management Companies scoring at least 25 marks in the technical bid would be eligible for presentation.
20. The Bid/Tender process validity for a period of One year from the date of publishing/submission of the RFP at e-procurement or university website. This tender is only single cover.
21. The Initial contract period will be one year extendable further for two years on satisfactory performance. The contract shall come into effect on the date of signing the contract or work order (whichever is earlier) herein after referred to as effective date.

**Financial:**

22. Doon University has the right to negotiate/deduct the price for additional/short items used in variation to the tender accepted and final bidding to the tenderer.
23. Service Provider shall submit documents supporting its financials and other relevant registrations like GST, PAN No. GST-NOC etc.
24. In case of deficiency in service, Doon University reserves its right to make

deduction from the security deposit or running bills besides blacklisting the Company

25. The Event Management Agencies are required to submit an EMD of Rs. 50000/- (Rupees Fifty thousand only) in form of a DD/ Pay order drawn in favour of "Doon University, Dehradun.". The interest free EMD of the unsuccessful bidder(s) would be returned by the Doon University and EMD of the successful bidder shall be retained as interest free security deposit till the completion of the Event.

**Penalty:**

26. The Doon University reserves the rights to suspend the tender/ reject any application, if found incomplete or if information provided by the agency/firm is inconsistent and inaccurate. The date of declaration of qualified service providers will be at the discretion of the Vice Chancellor, Doon University.
27. In the event of any lapses in the application form or any incidents, fraudulent information the Competent Authority may black list the service provider by appointing a committee. The Committee shall examine the issue in depth and give its recommendation to the Competent Authority with specific period of Two Years of black listing.
28. The service provider shall be intimated after giving due opportunity of the lapses and its reasons affecting interests of company.
29. Empanelled agencies are required to appear and participate in all the limited tenders and their presentation, called by Doon University, as and when required. If any agency fails to appear regularly in 03 consecutive limited tender's, the said agency will be blacklisted/ debarred for 02 years and their security deposit will be forfeited.

**Legal:**

30. Service Provider shall submit an undertaking along with application that it shall abide by all the laws of India including Copyright, Trademark etc. during the event and shall also take applicable permissions e.g. pollution, Fire, Police etc. and shall always keep Doon University indemnified in all circumstances.
31. All the disputes shall be subject to the Jurisdiction of Dehradun Courts.
32. The Vice Chancellor, Doon University, Dehradun reserves the right to accept / reject any or all the e-tender/s in part or full without assigning any reason.
33. **Forfeiture:** Security deposit shall be forfeited in following cases:
- 31.1 Vendor withdraws or modifies the offer after opening of tender but before acceptance of tender.
- 31.2 Vendor does not execute the agreement after acceptance of tender,

within the specified time.

**31.3** Vendor fails to appear regularly in 03 consecutive limited tenders when called by Doon University, Dehradun.

**32** Corrupt, fraudulent and unethical practices: Doon University, Dehradun will reject a proposal for award and also may debar the bidder for future tenders in Doon University, Dehradun, if it is found that the bidder is engaged in corrupt, fraudulent or unethical practices in competing. Here: “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract evaluation, finalization and or execution and “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive the Purchaser of the benefits of free and open competition, “Unethical practice” means any activity on the part of bidder by which bidder tries to circumvent Empanelment process in any manner. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of first bid will be treated as unethical practice.

**32.1 CONFIDENTIALITY:** Bidder/contractor shall keep all the knowledge and information (which is not within the public domain), which may be acquired during the carrying out of this assignment, strictly confidential for all times and purposes. All documents or software submitted by the bidder in the performance of the services shall become and remain the property of Doon University, Dehradun.

**32.2 SETTLEMENT OF DISPUTE AND ARBITRATION:** Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided hereunder. A party wishing to commence arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. The dispute shall be referred to arbitration by a Sole Arbitrator to be appointed by Doon University, Dehradun.

**32.2.1.1** The cost of arbitration shall be borne by the respective parties. The cost shall inter-alia include the fees of the arbitration(s) as per the rates fixed by the arbitrator from time to time.

**32.2.1.2** The Arbitration shall be held at Dehradun, the place from where the contract has been awarded. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory

modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

**32.3 INDEMNIFICATION:** The Event Management Companies agrees to indemnify and hold the DIP harmless from and against any and all costs, losses or expenses, including reasonable attorneys' fees, that the DIP may incur by reason of any third-party claim or suit arising out of or in connection with company's failure to perform pursuant to this contract, as well as the negligence, gross negligence, or intentional misconduct of Organizer, its employees, agents and representatives, contractors or subcontractors, including the employees and representatives of said contractors or subcontractors.

**32.4 GOVERNING LAWS AND JURISDICTION OF CONTRACT:** The laws applicable to the contract shall be the laws in force in India. The courts of New Delhi shall have exclusive jurisdiction in all matters arising out of or relating to the contract.

**32.5 Force majeure.**

**32.5.1** Force Majeure is herein defined as any cause which is beyond the control of the Agency or Company as the case may be, which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the Contract, such as:

**32.5.1.1** Natural phenomena, including but not limited to floods, droughts, earthquakes and epidemics;

**32.5.1.2** Acts of any Government, domestic or foreign, including but not limited to war, declared or undeclared, priorities, guarantees, and embargoes.

**32.5.1.3** Provided either party shall within 15 (fifteen) days from the occurrence of such a cause notify the other in writing of such causes, along with proof of such occurrences.

**32.5.1.4** The Agency or DIP shall not be liable for delays in performing its obligations resulting from any force majeure cause as referred to and/or defined above. The date of completion will, subject to hereinafter provided, be extended by a reasonable time at the sole discretion of DIP.

**Bid Form**

(To be submitted on letterhead of the Bidder)

To,

Dated -----, 2025

**The Registrar  
Doon University,  
Dehradun**

**Ref: “Request for Proposal for Empanelment of Event Management”**

Dear Sir,

Having examined the tender document of Request for Proposal for ***“Empanelment of Event Management”*** as detailed in the tender document, Terms & Conditions and scope of procurement, Specifications etc., and having understood the provisions and requirements relating to the procurement and all other factors governing the tender, We hereby submit our offer for the tender document of Request for Proposal for Empanelment of Event Management.

We accept the RFP document and if we fail to complete the delivery as per the order, we agree that, Doon University shall have full authority to forfeit the earnest money/Performance Security and cancel our order with no obligation on their part.

We confirm having deposited earnest money of **INR 2.50 Lakhs (INR Two Lakhs and Fifty Thousand only)** as required.

Signature of the Bidder

With stamp and date

## **Annexure-II**

### To be filled in by the Applicant Application form for “Empanelment of Event Management”

1. Name of the  
Company.....  
.....  
.....

Address

.....  
.....

.....  
.....  
.....

Telephone No.(s).....

E. Mail .....

Fax No. ....

Type of Company

- Multinational
- Partnership
- Ltd. Company
- Franchisee
- Other (Please specify)

Contact Executive(s)

- Name (Office)

.....  
.....

- Designation

.....  
.....

- Telephone No(s)

(Mobile).....

- E-Mail

.....  
.....

Name of the Promoter/Proprietor .....

Details of the major Events

..... undertaken in  
last Five Years .....

Details of the International .....  
Events .....

Are you on the panel of any..... Govt. Agency or non  
Govt. agency),if yes, submit .....Evidence)

Date of establishment of the..... Applicant Business  
.....

Whether Income Tax Payee/ ..... Yes/No if  
so, Income Tax Authority with whom assessed and the  
Income Tax No./PAN .....

Goods & Services Tax Registration /Service Tax No.  
Certificate, details (Please attach a copy)

Name of bankers with A/c No. Including details of credit  
Worthiness/credit limit

Details of the Annual Accounts for last Five years (Enclose balance sheet)

Any other information

**(Attach documentary evidence pertaining to all the points above)**



**I/We, hereby declare that:**

- a) I/We have read and understood the system of empanelment.
- b) I/We have read and understood the terms & conditions governing the empanelment; and
- c) I/We agree to be bound by the same
- d) That I/We understand that in case of any of the above information is found to be incorrect, Doon University may reject the application or revoke the empanelment at any time, without giving any notice.

.....

(Signature)

Name

..... Address

.....

.....

.....

Company

.....

..... Telephone no.

..... Mobile No.

..... Fax No.

.....

Dated:-

Place:

**I/We hereby declare that I/We understand that:**

- a. The submission of the application does not guarantee automatic empanelment.

The address given below is the postal/communication address in which all the messages/documents, which may be addressed/sent to us.

.....

**(Signature)**

**Name** .....

**Address** .....

.....

.....

**Company** .....

..... **Telephone**

**no.** .....

**Mobile No.** ..... **Fax No.**

.....

**Dated:**

**Place:**

**Annexure-V****Project/Event Experience**

(To be submitted on letterhead of customer separately for every similar kind of project)

S.no	Item	Details
<b>General Information</b>		
1.	Customer Name	
2.	Government Department	
<b>Brief Description of Scope of Project</b>		
3.	Contract Value of the Project	
4.	Total cost of the services provided (by the bidder)	
<b>Project Details</b>		
5.	Name of the Project	
6.	Start/End Date	
7.	Date of Go-Live	
8.	Current Status (work in progress completed)	
9.	Contract Tenure	
10.	Brief Scope of Work	
11.	Number of Agents	

Authorized Signature:

Name:

Seal: