



WAPCOS Limited
(A Government of India Undertaking)

EXPRESSION OF INTEREST DOCUMENT

EOI Reference Number: EOI/ WAP/EM/2025-26/01

Expression of Interest

For

**Empanelment of Event Management Agency for
Conceptualization, Curation, Ideation, Designing,
Fabrication, Installation and Dismantling of Conference
Signage and Exhibition Stall Set-Up and Other Related
Services Including Large, Medium and Small National and
International Level Conferences / Exhibitions or Events, etc.
on Hire Basis for the Period of 2 Years (Pan India)**

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January, 2026

DISCALIMER

WAPCOS Limited has prepared this Request for Expression of Interest (REOI) document for Empanelment of Event Management Agency for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall Set-Up and Other Related Services Including Large, Medium and Small National and International Level Conferences / Exhibitions or Events, etc. on Hire Basis for the Period of 2 Years (Pan India).

The purpose of this document is to provide bidders with information to assist the formulation of their EOI. The information is provided on the basis that it is non-binding on WAPCOS Limited, any of its authorities or agencies or subsidiaries or any of their respective officers, employees, agents or advisors.

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PART I: REOI PROCESS

SECTION I: EXPRESSION OF INTEREST (EOI) DOCUMENT

1. EXPRESSION OF INTEREST (EOI)

WAPCOS Limited, a Government of India Undertaking under the Ministry of Jal Shakti and acting as the Procuring Entity and Tender Inviting Authority (TIA), invites Expression of Interest (hereinafter referred as the 'EOIs') for **“Empanelment of Event Management Agency for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall Set-Up and Other Related Services Including Large, Medium and Small National and International Level Conferences / Exhibitions or Events, etc. on Hire Basis for the Period of 2 Years (Pan India)”** from the eligible and qualified Agency/ Service Provider for the delivery of Non-Consultancy Services as described in 'Part II: Schedule of Requirements – Section IV: Terms of Reference (TOR)' (hereinafter referred to as 'the Services'). The empanelment shall be carried out under **five (05) different categories** as specified in the TOR. **Agencies / Service Providers may apply for empanelment under one or more categories**, subject to fulfilment of the eligibility criteria and requirements prescribed for the respective category/categories. Interested Agencies/ Service Providers should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to perform the Services. This Request for Expression of Interest Document, reference number, EOI/WAP/EM/2025-26/01 (hereinafter referred to as 'The EOI Document'), details the process of such shortlisting. **As part of this procurement process, a Request for Proposals (RFP) for selecting Agency/Service Provider shall be subsequently issued to only such shortlisted Agencies.**

2. INSTRUCTIONS FOR EOI DOCUMENT

2.1. Governing Language and Law

- 1) The EOI submitted by the Agency/ Service Provider and all subsequent correspondence and documents relating to the EOI exchanged between the Agency/ Service Provider and the Procuring Entity shall be written in Indian English language specified in Section II: Appendix. However, the language of any printed literature furnished by a Agency/ Service Provider in connection with its EOI may be written in any other language provided a certified translation accompanies the same in the EOI language i.e. in English. For purposes of interpretation of the EOI, translation in the language of the EOI shall prevail.
- 2) The REOI process shall be interpreted under the laws of the Union of India. It shall be subjected to the exclusive jurisdiction of courts relevant to the address of the Tender Inviting Authority.

2.2. Acronyms

The following Acronyms have been used in this REOI Document:

AEOI	Appendix to Expression of Interest (EOI Document)	RFP	Request for Proposals
EOI	Expression of Interest	REOI	Request for Expression of Interest
DPIIT	Department for Promotion of Industry and Internal Trade	TIA	Tender Inviting Authority
JV/C	Joint Venture/Consortium	TOR	Terms of Reference
WAPCOS	WAPCOS Limited	EMA	Event Management Agency
GeM	Government e Marketplace		

2.3. The Contents of the EOI Document

This REOI document provides the relevant information and instructions to assist the prospective Agencies/ Service Providers in preparing and submitting EOIs. It also includes the mode and procedure for receipt/ opening, evaluation of EOIs, and shortlisting of Agency/ Service Provider. The Deputy Manager (Admin), WAPCOS is the designated officer for uploading and clarifying this EOI Document. The following are parts of the EOI Document and are detailed in Section II; Appendix.

Part I: REOI Process

- 1) Section I: Request for Expression of Interest (REOI)
- 2) Section II: Appendix
- 3) Section III: Qualification Criteria

Part II: Schedule of Requirements

- 1) Section IV: Terms of Reference (TOR)

Part III: EOI Submission Formats

- 1) Form 1: EOI Form (Covering Letter)
 - a) Form 1.1 Agency/ Service Provider Information
 - b) Form 1.2 Eligibility Declarations
- 2) Form 2: Qualification Criteria – Compliance
 - a) Form 2.1: Performance Capability Statement
 - (i) Form 2.1.1: Undertaking for Manpower
 - b) Form 2.2: Financial Capability Statement
 - (i) Form 2.2.1: Financial Statement
 - (ii) Form 2.2.2: Average Annual Turnover
- 3) Form 3: Checklist for Agency/ Service Provider
- 4) Other Formats: Format 1: Authorisation to Attend Pre-EOI Conference

2.3.1. Section II: Appendix to the EOI Document (AEOI)

Variable parameters and information related to this specific REOI process are summarised in the Appendix of this EOI Document.

2.3.2. Section III: Qualification Criteria

This section lays down the Qualifying Criteria for shortlisting Agency/ Service Provider. The Agency/ Service Provider must have requisite experience with assignments similar in nature in general and specific sectors relevant to the subject assignment. It may indicate the extent of dispensation, if any, allowed for Start-ups under Clause 5.1 below. Unless otherwise stated in Section II: Appendix, Agency/ Service Provider may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a Joint venture/ Consortium (JV/C) and/ or a Sub-Consultancy. In response to this section, Agency/ Service Provider must submit Form 2: Qualification Criteria – Compliance and its sub-forms 2.1, 2.2, 2.2.1 and 2.2.2.

2.3.3. Section IV: Terms of Reference (TOR)

Section IV: Terms of Reference' describes the background, purpose/ objectives, description/ scope, deliverables/ outcomes, and timelines of Consultancy Services (hereinafter called the 'Services') required. The 'Services' may include incidental Goods, Works, and other Services, if so, indicated therein. Any generic reference to 'Services' shall be deemed to include such incidental Goods, Works, and other Services. Procuring Entity reserves its rights to vary the TOR to be included in RFP that would follow this EOI.

2.3.4. EOI Formats for Submission (To be filled, digitally signed, and uploaded by Agency/ Service Provider)

The Agency/ Service Provider must fill, digitally sign and upload the EOI in the Formats given in Part III: 'EOI Submission Formats'.

2.4. Corrigendum/Addendum to REOI Document

- 1) Before the deadline for submitting EOIs, the Procuring Entity may update, amend, modify, or supplement the information, assessment or assumptions contained in the REOI Document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original REOI Document. Without any liability or obligation, the Portal may send intimation of such corrigenda/ addenda to Agency/ Service Provider who have downloaded the document under their login. However, the Agency/ Service Provider must check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the REOI Document.
- 2) If considered necessary, the Procuring Entity may suitably extend the EOI submission deadline to give reasonable time to the prospective Agency/ Service Provider to take

such corrigendum/ addendum into account in preparing their EOI. After the Procuring Entity makes such modifications, any Agency/ Service Provider who has submitted his EOI shall have the opportunity to either withdraw his EOI or re- submit his EOI superseding the original EOI within the extended time of submission as per Clause 8.4 below.

- 3) The Procuring Entity may extend the deadline for the EOI submission by issuing an amendment. In such a case, all rights and obligations of the Procuring Entity and the Agency/ Service Providers previously subject to the original deadline shall then be subject to the new deadline for the EOI submission.

3. PROCURING ENTITY – RIGHT TO REJECT ANY OR ALL EOIS & DISCLAIMERS

The issue of the REOI Document does not imply that Procuring Entity is bound to shortlist Agencies. Procuring Entity reserves its right to accept or reject any or all EOIs, abandon/ bypass/ cancel the REOI process, and issue another REOI for the same or similar Services before shortlisting the Agencies. It would have no liability to the affected Agency or Agencies or any obligation to inform the affected Agency or Agencies of the grounds for such action(s).

4. PARTICIPATION IN REOI – ELIGIBILITY CRITERIA

4.1. Eligibility Criteria

Subject to other provisions in the EOI Document, participation in this shortlisting process is open to all Agencies who fulfil the 'Eligibility' and 'Qualification' criteria. Agencies should meet the following eligibility criteria as of the date of their EOI submission and should continue to meet these until the subsequent RFP process and contract award. Agencies shall be required to declare fulfilment of Eligibility Criteria in Form 1.2 (Eligibility Declarations). Agency/ Service Provider unless otherwise stipulated in Section II: Appendix:

1) must be:

- a) A natural person (an Individual Agency/ Service Provider), a private Entity (a Consulting Company/ LLP /Partnership firm/ Society registered under an applicable Act in India), a public Entity (Government-owned enterprise or institution), or unless otherwise stipulated in Section II: Appendix - Joint Venture/ Consortium (an association of several persons, firms, or companies - hereinafter referred to as JV/C).
- b) A Services provider with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate issued by the concerned authority/ government as applicable to the subject Services.
- c) The Agency/Service Provider with valid GeM Seller ID in the specified category. The GeM Seller-ID must be provided in Form 1.1 (Agency/Service Provider Information).

2) must:

- a) Not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.
- b) (Including their affiliates or subsidiaries or contractors/ subcontractors for any part of the contract):
 - (i) Not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/Department/ State Governments from participation in its procurement processes; and/ or
 - (ii) Not be convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India/ State Governments from participation in procurement processes of all its entities, for:
 - Offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
 - Offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
 - Suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
 - (iii) Not have changed its name or created a new “Allied Firm”, consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above.
- c) Not have an association (as a Agency/ Service Provider / partner/ director/ employee in any capacity)
 - Of any retired employee (of Gazetted Rank) or any retired Gazetted Officer of the Central or State Government or its Public Sector Undertakings, if such a retired person has not completed the cooling-off period of one year after his retirement. However, this shall not apply if such employees/ officers have obtained a waiver of the cooling-off period from their erstwhile organisation.
 - Of the near relations of executives of Procuring Entity involved in this procurement process.

Note: A near relative includes wife, husband, parents, in-laws, children, brothers, sisters, uncles, aunts and cousins.
- d) Not have a conflict of interest (as defined in Clause 4.5 below), which substantially affects fair competition. The EOIs submitted should be competitive without adopting unfair/ unethical/ anti-competitive means. No attempt should be made to induce any other Agency/ Service Provider to submit or not to submit an offer for restricting competition.
- e) Must fulfil any other additional eligibility condition, if any, as may be prescribed in REOI Document.

- 3) From certain countries shall be eligible subject to certain conditions as detailed in Clause 4.2 below
- 4) Must provide such evidence of their continued eligibility to the Procuring Entity if requested.

4.2. Eligibility of Agency/ Service Providers from Restricted Countries

4.2.1. Restrictions Based on Reciprocity

Entities from countries (if so, identified in Section II: Appendix) as not allowing Indian companies to participate in their Government procurement shall not be allowed to participate (directly or as a sub-contractor or as a member of a JV/C) on a reciprocal basis in this REOI process under the “Public Procurement (Preference to Make in India) Order 2017” (MII) of Department for Promotion of Industry and Internal Trade, (DPIIT). The term ‘Entity’ of a Country shall have the same meaning as under the FDI Policy of DPIIT. The Agency/ Service Providers must apprise themselves of the latest version of this order.

4.2.2. Restrictions Based on Land Borders

Order issued by the Government of India (Ministry of Finance Department of Expenditure Public Procurement Division) restricting procurement from Agency/ Service Providers from certain countries that share a land border with India shall apply to this procurement. Agency/ Service Providers must apprise themselves of the latest version of this order.

Any Agency/ Service Provider from a country that shares a land border with India (<http://mea.gov.in/india-and-neighbours.htm>), excluding countries to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (as listed on the website of the Ministry of External Affairs – <https://meadashboard.gov.in/indicators/92>), – hereinafter called ‘Restricted Countries’ shall be eligible to participate in this REOI, only if the Agency/ Service Provider is registered with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). Agency/ Service Providers shall enclose the certificate in Form 1 - EOI Form.

4.3. Sub-contracting

Agencies may propose to associate Sub-Agency/ Service Providers for specialised parts of the Services provided their names and details are clearly stated in the EOI. Such Sub Agency/ Service Providers should not circumvent the eligibility condition laid down above. The value of such sub-contracts shall not exceed the limit specified (25% of the contract price, if not specified) in Section II: Appendix. Nevertheless, the Agency/ Service Provider shall solely remain responsible for sub-contracted portions of the Services. Key and Non-key personnel, whether full-time employees or on contract, shall not be considered sub-Agency/ Service Providers. Procurement of incidental goods, equipment hires, or labour engagement shall not be treated as sub-contracting.

4.4. Joint Venture/ Consortium (JV/C) – Not Allowed

4.5. Conflict of Interest

- 1) Any Agency/ Service Provider with a conflict of interest that substantially affects fair competition shall not be eligible to participate in this procurement process. EOIs found to have a conflict of interest shall be rejected as nonresponsive. Agency/ Service Provider shall be required to declare the absence of such conflict of interest in Form 1.2 – Eligibility Declarations. Agency/ Service Provider in this procurement process shall be considered to have a conflict of interest if the Agency/ Service Provider:
 - a) Directly or indirectly controls, is controlled by or is under common control with another Agency/ Service Provider; or
 - b) Receives or has received any direct or indirect subsidy/ financial stake from another Agency/ Service Provider; or
 - c) Has the same correspondence address or same legal representative/ agent as another Agency/ Service Provider for purposes of this EOI; or
 - d) has a relationship with another Agency/ Service Provider, directly or through common third parties, which puts it in a position to have access to information about or influence the EOI of another Agency/ Service Provider; or
 - e) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm) for the procurement planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (TOR)/ Activity Schedule/ schedule of requirements or the EOI/ RFP Document etc.) of this procurement process; or
 - f) has a close business or family relationship with a staff of the Procuring Organisation who:
 - (i) are directly or indirectly involved in the preparation of the REOI document or Terms of Reference of the procurement process and/or the evaluation in EOI and/ or RFP process; or
 - (ii) would be involved in the implementation or supervision of the resulting contract

Any conflict stemming from such a relationship must be reported and resolved in a manner acceptable to the Procuring Entity throughout the REOI and RFP processes and execution of the contract.

- 2) A Agency/ Service Provider may participate as a sub-Agency/ Service Provider in more than one bid but only in that capacity (i.e., without bidding in an individual capacity). Bids submitted in violation of this procedure will be rejected.
- 3) **Participation of only One Entity from Affiliates:** Only one entity from among a Agency/ Service Provider and its affiliates (that directly or indirectly control or are controlled by or

are under common control with that firm) individually or shall be permitted to participate in EOI.

- 4) The Agency/ Service Provider shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this REOI and RFP process.

5. PURCHASE PREFERENCE POLICIES OF THE GOVERNMENT

5.1. Relaxation in Prior Turnover and Experience to Start-ups

- 1) In this REOI process, under the policy of the Government, the Procuring Entity reserves its right to relax the condition of prior turnover and prior experience for Start-ups (as defined by the Department for Promotion of Industry and Internal Trade) subject to meeting of quality & technical specifications. The quality and technical parameters shall not be diluted. The decision of the Procuring Entity in this regard shall be final.
- 2) Agency/ Service Providers with Startup status can claim relaxation for prior turnover and experience mentioned in Section III by providing a valid 'Certificate of Recognition' issued by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India. Such relaxation shall be given only for the specific domain of goods/ services they are registered for.

6. DOWNLOADING THE REOI DOCUMENT; CLARIFICATIONS AND PRE-EOI CONFERENCE

6.1. Availability and Downloading of the EOI Document

The Request for Expression of Interest shall be published on the Central E-procurement Portal (<https://eprocure.gov.in/eprocure/app>) and WAPCOS website (<https://wapcos.co.in>). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in Section II: Appendix. Unless otherwise stipulated in Section II: Appendix, the downloaded Request for Expression of Interest is free of cost. If the Procuring Entity happens to be closed on the deadline for submitting the EOIs as specified above, this deadline shall not be extended. Any query/ clarification regarding downloading Request for Expression of Interest and uploading EOIs on the portal may be addressed to their Help Desk (contact details given in Section II: Appendix).

6.2. Clarifications

A Agency/ Service Provider may seek clarification of the REOI document through the eProcurement portal before the date and time prescribed in Section II: Appendix (or, if not mentioned, before fourteen days of the deadline for the EOI submission). This deadline shall not be extended in case of any intervening holidays. No other means of submission of queries shall be entertained. All such queries shall relate to the REOI document alone, and queries related to a detailed analysis of Terms of Reference, payment terms and mode of selection shall only be entertained during the RFP Process. The Procuring Entity shall respond no later than seven days before the deadline for EOI submission. The query and clarification shall be shared with all prospective Agency/ Service Providers on the portal without disclosing its source. If required, the Procuring Entity may modify the REOI

document that may become necessary due to the clarification through an Addendum/ Corrigendum issued as per clause 2.4 above.

6.3. Pre-EOI Conference

- 1) If a Pre-EOI conference is stipulated in Section II: Appendix, prospective Agency/ Service Providers interested in participating in this REOI may attend a Pre-EOI conference to clarify the conditions of the REOI process at the venue, date and time specified therein. Participation in the Pre-EOI conference is not mandatory but is restricted to prospective Agency/ Service Providers who have registered for the Pre-EOI conference.
- 2) The date and time by which the written queries for the Pre-EOI must reach the authority and the last date for registration for participation in the Pre-EOI conference are also mentioned in Section II: Appendix. If the dates are not mentioned, such date and time shall be seven days before the date and time of the Pre-EOI conference.
- 3) Delegates participating in the Pre-EOI conference must provide a photo identity and an authorisation letter as per Format 1: "Authorisation to Attend Pre-EOI Conference" from their organisation; else, they shall not be allowed to participate. The Pre-EOI conference may also be held online at the discretion of the Procuring Entity.
- 4) After the Pre-EOI conference, minutes of the Pre-EOI conference (including the questions asked in writing and those asked during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting, shall be published on the Procuring Entity's Portal within seven days from the Pre-EOI conference. If required, a clarification letter and corrigendum to the REOI document shall be issued, containing amendments, if any, of various provisions (including the TOR, if required) of the REOI document, which shall be deemed part of the REOI document. As per clause 2.4 above, the Procuring Entity may suitably extend by at least three days the deadline for the EOI submission to give reasonable time to the prospective Agency/ Service Providers to consider such clarifications in preparing their EOIs.

7. PREPARATION OF EOIs

7.1. EOI Submission Formats

Agencies must fill and submit the EOI in the Formats in Part III - 'EOI Submission Formats'. EOI by the Agency/ Service Provider shall include inter-alia duly signed or digitally signed scanned copies of the original documents in pdf format. Pdf documents should not be password.

7.2. EOI Validity

- 1) Unless specified to the contrary in the Section II: Appendix, EOIs shall remain valid for a period not less than Sixty (60) days from the deadline for the EOI submission stipulated in Section II: Appendix. An EOI valid for a shorter period shall be rejected as nonresponsive.
- 2) In case the day up to which the EOIs are to remain valid falls on/ subsequently declared a holiday or closed day for the Procuring Entity, the EOI validity shall automatically be deemed to be extended up to the next working day.
- 3) In In exceptional circumstances, before the expiry of the original time limit, the Procuring Entity may request the Agency/ Service Providers to extend the validity period for a

specified additional period. The request and the Agency/ Service Providers' responses shall be made in writing or electronically. An Agency/ Service Provider may agree to or reject the request. An Agency/ Service Provider who has agreed to the Procuring Entity's request for extension of EOI validity, however, in no case he shall be permitted to modify his EOI.

8. SIGNING AND UPLOADING OF EOIS

8.1. Relationships between Agency/ Service Provider and e-procurement portal

The Procuring Entity is neither a party nor a principal in the relationship between the Agency/ Service Provider and the organisation hosting the e-procurement portal (hereinafter called the Portal). Agency/ Service Providers must comply with the rules, conditions, regulations, procedures, and implied conditions/ agreements of the e-procurement portal, including registration, compatible Digital Signature Certificate (DSC) etc. Agency/ Service Providers intending to participate in the REOI must register in the Portal. Agency/ Service Providers shall settle clarifications and disputes, if any, regarding the Portal directly with them. In case of conflict between provisions of the Portal with the REOI Document, provisions of the Portal shall prevail. Agency/ Service Providers may study the resources provided by the Portal for Agency/ Service Providers.

8.2. Signing of EOI

The individual signing/ digitally signing the EOI or any other connected documents should submit an authenticated copy of the document(s), which authorises the signatory to commit and submit EOIs on behalf of the Agency/ Service Provider along with Form 1.1: Agency/ Service Provider Information.

8.3. Submission / Uploading of EOI

8.3.1. Submission / Uploading to the Portal

- 1) EOIs must be uploaded on the E-procurement Portal mentioned in Section II: Appendix until the submission deadline. If the office happens to be closed on the deadline to submit the EOIs as specified above, this deadline shall not be extended. No manual EOIs shall neither be made available nor accepted for submission. EOI submitted through modalities other than those stipulated in Section II: Appendix shall be liable to be rejected as nonresponsive.
- 2) In the case of downloaded documents, Agency/ Service Providers must not make any changes to the contents of the documents while uploading, except for filling in the required information. Otherwise, the EOI shall be rejected as nonresponsive. Uploaded Pdf documents should not be password protected. Agency/ Service Providers should ensure the clarity/ legibility of the scanned documents uploaded by them.
- 3) The date and time of the e-Procurement server clock, which is also displayed on the dashboard of the Agency/ Service Providers, shall be taken as the reference time for

deciding the closing time of EOI submission. Agency/ Service Providers are advised to ensure they submit their EOI within the deadline of EOI submission, taking the server clock as a reference, failing which the portal shall not accept the EOIs. No request on the account that the server clock was not showing the correct time and that a particular Agency/ Service Provider could not submit their EOI because of this shall be entertained. Failure or defects on the internet or heavy traffic at the server shall not be accepted as a reason for a complaint. The Procuring Entity shall not be responsible for any failure, malfunction or breakdown of the electronic system used during the e-Tender process.

- 4) Only one copy of the EOI can be uploaded, and the Agency/ Service Provider shall digitally sign all statements, documents, and certificates uploaded by him, owning sole and complete responsibility for their correctness/ authenticity as per the IT Act 2000 as amended from time to time.
- 5) All EOIs uploaded by Agency/ Service Providers to the portal shall get automatically encrypted. The encrypted EOI can only be decrypted/ opened by the authorised persons on or after the due date and time. The Agency/ Service Provider should ensure the correctness of the EOI before uploading and take a printout of the system-generated submission summary to confirm successful EOI upload.

8.3.2. Implied Acceptance of Procedures by Agency/ Service Providers

Submission of EOI in response to the REOI document is deemed to be acceptance of the procedures and conditions of the e-Procurement and REOI document.

8.3.3. Responsibility of the Agency/ Service Provider to Declare all Changes

Agency/ Service Providers must advise the Procuring Entity immediately in writing of any material change to the information provided in their EOI submission, including any substantial change in their ownership, eligibility, or financial or performance capacity. For shortlisted Agencies, this requirement applies until a contract is awarded in the following RFP process. For the Agency successful in the RFP process, this requirement shall apply till the execution of the resultant contract.

8.4. Modification, Resubmission and Withdrawal of EOIs

8.4.1. Modification & Resubmission

Once submitted in E-procurement Portal, Agency/ Service Providers cannot view or modify their EOI since it is locked by encryption. However, resubmission of the EOI by Agency/ Service Providers for any number of times superseding earlier EOI(s) is allowed up to the submission deadline by following procedures prescribed by the portal. Resubmission of an EOI shall require uploading all documents afresh. The system shall consider only the last EOI submitted.

8.4.2. Withdrawal

The Agency/ Service Provider may withdraw his EOI before the submission deadline by following procedures prescribed by the portal, and it shall be marked as withdrawn and shall not get opened during the EOI opening. No EOI should be withdrawn after the submission deadline and before its validity period expires.

9. EOI OPENING

EOIs received shall be opened online on or after the specified date and time in Section II: Appendix. EOIs cannot be opened before the specified date & time, even by the Tender Inviting Authority, the Procurement Officer, or the Publisher. If the specified date of EOI opening falls on or is subsequently declared a holiday or closed day for the Procuring Entity, the EOIs shall be opened at the appointed time on the next working day.

10. EVALUATION OF EOIS AND SHORTLISTING OF AGENCY/ SERVICE PROVIDERS

10.1. General Norms

10.1.1. Evaluation Based only on Declared Criteria.

- 1) The evaluation shall be based upon scrutiny and examination of all relevant data and details submitted by Agency/ Service Providers in its/ his EOI and other allied information deemed appropriate by Procuring Entity. Evaluation of EOIs shall be based only on the criteria/ conditions included in the REOI Document.
- 2) Information relating to the evaluation of EOIs and shortlisting results shall not be disclosed to any participant or any other persons not officially concerned with such process until the notification of shortlisting is made in accordance with clause 10.2.5 below.
- 3) The determination shall not consider the qualifications of other firms, such as the Agency/ Service Provider's subsidiaries, parent entities, affiliates, or any other firm(s) different from the Agency/ Service Provider.

10.1.2. Clarification of EOIs and Shortfall Documents

- 1) During the evaluation of EOIs, the Procuring Entity may, at its discretion, but without any obligation to do so, ask Agency/ Service Providers to clarify its EOI by a specified date (or, if not specified, seven days from the date of receipt of such request). Agency/ Service Providers should answer the clarification within that specified date. The clarification request and response shall be submitted in writing or electronically. No change in the substance of the EOI shall be sought, offered, or permitted that may grant any undue advantage to such an Agency/ Service Provider. Any clarification submitted by a Agency/ Service Provider regarding its EOI that is not in response to a request by the Purchasing Entity shall not be considered.
- 2) The Procuring Entity reserves its right to, but without any obligation to do so, seek any shortfall information/ documents. Provided such information/ documents are historical, which pre-existed at the time of the EOI opening and which have not undergone change

since then and do not grant any undue advantage to any Agency/ Service Provider. There is a provision on the portal for requesting Short-fall documents from the Agency/ Service Providers. The system allows taking the shortfall documents from Agency/ Service Providers only once after the EOI opening.

- 3) If the Agency/ Service Provider fails to provide satisfactory clarification and/or missing information, its EOI shall be evaluated based on available information and documents.

10.1.3. Contacting Procuring Entity During the Evaluation

From EOI submission to shortlisting of Agency/ Service Providers, no Agency/ Service Provider shall contact the Procuring Entity on any matter relating to the submitted EOI. If an Agency/ Service Provider needs to contact the Procuring Entity relating to this EOI, it should do so only in writing or electronically. Any effort by an Agency/ Service Provider to influence the Procuring Entity during the REOI process shall be construed as a breach of the Code of Integrity, and EOI shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach as per the REOI document.

10.2. Evaluation of EOIs and Shortlisting

In evaluating the EOI, conformity to the eligibility and qualification criteria to those in the REOI document is ascertained. Additional factors incorporated in the REOI document shall also be considered as indicated therein.

10.2.1. Determining Responsiveness

Only substantively responsive EOIs shall be evaluated for shortlisting. A substantively responsive EOI is complete and conforms to the REOI document's essential terms and conditions. Unless otherwise stipulated in Section II: Appendix, the following are some of the crucial aspects for which an EOI shall be rejected as nonresponsive:

- 1) The EOI is not in the prescribed format or is not submitted as per the stipulations in the REOI document.
- 2) The Agency/ Service Provider is not eligible to participate in the EOI as per laid down eligibility criteria;
- 3) The EOI validity is shorter than the required period.
- 4) The EOI departs from the essential requirements stipulated in the EOI document;
- 5) Non-submission or submission of illegible scanned copies of stipulated documents/ declarations, if any
- 6) The Agency/Agency/ Service Provider fails to provide and/ or comply with the required information, instructions etc., incorporated in the REOI document or gives evasive information/ reply against any such stipulations.

- 7) The Agency/ Service Provider furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejecting the EOI as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the REOI document for breach of the Code of Integrity.

10.2.2. Evaluation of Eligibility

Procuring entity shall determine, to its satisfaction, whether the Agency/ Service Providers are eligible as per Clause 4 above to participate in the REOI process as per submission in 'Form 1.2: Eligibility Declarations'. The eligibility evaluation shall be on a "pass" or "fail" basis. A Agency/ Service Provider must achieve a "pass" on all the criteria to proceed to the next step. Any Agency/ Service Provider not achieving a 'pass' in any of the eligibility criteria shall be rejected as nonresponsive.

10.2.3. Evaluation of Qualification Criteria

- 1) Procuring entity shall determine whether the Agency/ Service Providers are qualified and capable in all respects to be shortlisted to provide the 'Services' as per Section III: Qualification Criteria and submission in Forms listed in Part II: 'EOI Submission Formats'. The determination shall not consider the qualifications of other firms, such as the Agency/ Service Provider's subsidiaries, parent entities, affiliates, or any other entity different from the Agency/ Service Provider. The Procuring Entity reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Agency/ Service Provider to perform the contract. Experience of Key Experts are not included in the shortlisting criteria but shall be evaluated at the RFP stage.
- 2) Agency/ Service Providers planning to subcontract any of the Key Activities indicated in Part III, Schedule of Requirements to Sub-Agency/ Service Providers in accordance with clause 4.3 above, shall specify the activity(ies) or parts of the Services to be subcontracted in their EOI identifying the proposed Sub-Agency/ Service Providers in their EOI. Experience (but not Financial Qualifications) of such proposed Sub-Agency/ Service Provider (s) can be used to meet the experience requirements specified in Section III, Qualification Criteria.
- 3) Unless otherwise stipulated in Section II: Appendix, assignments completed by the Agency/ Service Provider 's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Agency/ Service Provider or that of the Agency/ Service Provider 's partners or sub-Agency/ Service Providers in Form 2.1: Performance Capability Statement.

10.2.4. Verification of Original Documents

The Procuring Entity reserves its right to call for verification, originals of all self-certified copies of uploaded documents from the Agency/ Service Providers during the following RFP Process. If the shortlisted Agency/ Service Provider fails at that stage to provide such

originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

10.2.5. Declaration of Shortlisted Agencies/ Service Providers

- 1) EOIs of Agency/ Service Providers that succeed in the above evaluation shall be shortlisted. Provisionally shortlisted consultants will be informed of the condition(s) that must be met before submitting their Proposal in the RFP process. Such shortlisting shall remain valid for a period specified in Section II: Appendix (six months from the date of declaration, if not so specified).
- 2) Only shortlisted (including provisionally shortlisted) Agency/ Service Provider shall be invited to participate in the following RFP process. If stipulated in Section II: Appendix, if there are a larger number of consultants meeting the evaluation criteria, the shortlist shall be restricted to a specified number of Consultants (if not specified, eight (8) consultants) based on higher Average Turnover (or any other criteria, if so, stipulated therein).
- 3) The name and address of the shortlisted Agencies shall be published in the portal and notice board/ bulletin/ website of the Procuring Entity. All Agencies/Agency/ Service Providers shall be advised about shortlisting of their EOIs or otherwise without disclosing the comparative position of their EOIs with that of others. Shortlisted Agency/ Service Providers must not advertise or publish the same in any form without the prior written consent of the Procuring Entity.
- 4) Shortlisting a Agency/ Service Provider is an administrative process and does not confer any legal or contractual rights on him. Since original documents/ certificates are not being called for and examined at this stage, all shortlisted shall be conditional upon final verification of such documents/ certificates during the RFP Process.

10.3. Publication of RFP following this EOI

The Procuring Entity shall publish a Request for Proposal (RFP) addressed exclusively to empanelled Agencies/Agency/ Service Providers for the following procurement process through the eProcurement portal. Procuring Entity/ the Portal may issue notifications/ alerts to such Agency/ Service Providers but without any liability. Such Agency/ Service Providers shall be responsible for being on the lookout for the RFP on the portal. While publishing the RFP, the Procuring Entity reserves its right to elaborate further on the brief overview of the proposed procurement/scope of work, qualification Criteria and other terms & conditions without vitiating the shortlisting process. Shortlisted Agency/ Service Providers shall have no claim in this regard.

11. GRIEVANCE REDRESSAL/COMPLAINT PROCEDURE

- 1) Agency/ Service Providers have the right to submit a complaint or seek de-briefing if he is not shortlisted in this REOI process, in writing or electronically, within ten days of the declaration of EOI evaluation results. The complaint shall be addressed to the Head of Procurement.
- 2) Within five working days of receipt of the complaint, the Tender Inviting Authority shall acknowledge the receipt in writing to the complainant, indicating that it has been received. The response shall be sent in due course after a detailed examination.
- 3) The Tender Inviting Authority shall convey the final decision to the complainant within 15 days of receiving the complaint. No response shall be given regarding the confidential process of evaluating EOIs before the results are notified, although the complaint shall be kept in view during such a process. However, no response shall be given regarding the following topics explicitly excluded from such complaint process:
 - a) Only a Agency/ Service Provider who has participated in the REOI process and has not been shortlisted can make such a representation. Complaints regarding shortlisting or exclusion of other Agency/ Service Providers shall not be entertained.
 - b) No third-party information (EOIs, eligibility/ qualification) shall be sought and must not be included in the response.
 - c) Following decisions of the Procuring Entity shall not be subject to review:
 - (i) Determination of the need for procurement.
 - (ii) Complaints against eligibility and qualification criteria except under the premise that they are either vague or too specific to limit competition.
 - (iii) Choice of the selection procedure.
 - (iv) Provisions limiting the participation of Agency/ Service Providers in the REOI process, in terms of policies of the Government.
 - (v) Provisions regarding purchase preferences to specific categories of Agency/ Service Providers in terms of policies of the Government.
 - (vi) Cancellation of the REOI process except where it is intended to subsequently re-tender the same Services.

12. CODE OF INTEGRITY IN PUBLIC PROCUREMENT, MISDEMEANOURS AND PENALTIES

Code of Integrity and penalties for violation thereof as detailed in Rule 175 and Rule 151 of the General Financial Rules (https://www.dow.gov.in/sites/default/files/GFR2017_0.pdf) (and its amendments, if any) of the Govt of India, Ministry of Finance, Department of Expenditure shall apply to this EOI process. Procuring authorities, Agency/ Service

Providers, suppliers, contractors, and Agency/ Service Providers should observe the highest standard of integrity and not indulge in prohibited practices or other misdemeanours, either directly or indirectly, during the entire procurement Process (including this EOI) or the execution of resultant contracts.

Note: For further details, please refer to appended Section II: Appendix.

For WAPCOS Limited

Dy. Chief Manager (Admin)

WAPCOS Limited,

Address: 76-C, Sector-18, Gurugram – 122015, Haryana

Email: admin@wapcos.co.in

SECTION II: Appendix

Expression of Interest Document No. EOI/WAP/EM/2025-26/01 for Empanelment of Event Management Agency for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall Set-Up and Other Related Services Including Large, Medium and Small National and International Level Conferences / Exhibitions or Events, etc. on Hire Basis for the Period of 2 Years (Pan India).

1.0 Basic EOI Details			
Tender Title	Request for Expression of Interest for Empanelment of Event Management Agency		
Name of Project	“Empanelment of Event Management Agency for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall Set-Up and Other Related Services Including Large, Medium and Small National and International Level Conferences / Exhibitions or Events, etc. on Hire Basis for the Period of 2 Years (Pan India)”.		
Tender Reference Number	EOI/WAP/EM/2025-26/01	Tender ID	2025-WAPCOS-01
Tender Type	Expression of Interest	Tender Category	Services
No. of Covers	Single Cover	Product Category	Non-Consultancy Services
Domestic/ Global Procurement	Domestic Procurement	Organisation	WAPCOS Limited
The Procuring Entity:	WAPCOS Limited	Authority on whose behalf EOI is invited	WAPCOS Limited
Through the	General Manager (Admin)	Tender Inviting Authority (TIA)	WAPCOS Limited
Address	WAPCOS Limited 76-C, Sector-18, Gurugram – 122015, Haryana, India Email: admin@wapcos.co.in		
2.0 Critical Dates (Clause 6; 7; 8, and 9)			
Published Date	16.01.2026 (14:00 hrs.)	EOI Validity (Days from the date of EOI Opening) – EOI Document’s Clause 7.2	60 days

Document Download Start Date & Time	16.01.2026 (14:00 hrs.)	Document Download End Date & Time	06.02.2026 up to 15:00 hrs.
Clarification Start Date & Time	16.01.2026 (14:00 hrs.)	Clarification End Date & Time	22.01.2026 (14:30 hrs)
EOI Submission Start Date & Time	From 16.01.2026 (14.00 hrs.)	EOI Submission Closing Date & Time	06.02.2026 up to 15:00 hrs.
EOI Opening Date & Time	09.02.2026 up to 11:30 hrs.		

3.0 Eligibility and Qualification Criteria (2.3.3, 4.1 to 4.5, 10.2 and Section III)	
Nature of Agency/ Service Providers eligible and association with sub-Agency/ Service Providers/ JV	Refer Section III JV Not Allowed Sub-Contracting Allowed
Any additional Eligibility or Responsiveness Criteria	Refer Section III
Maximum limit of the value of Subcontracting permitted	The value of such sub-contracts shall not exceed the 25% of the contract price.
Various JV parameters: Maximum number of members etc., as per clause 4.4.-1)	JV Not Allowed
4.0 Obtaining the EOI Document and clarifications (EOI Document's Clause 6 & 8)	
eProcurement Portal and helpdesk for Document availability and submission	https://eprocure.gov.in/eprocure/app https://wapcos.co.in
	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in]
Cost of EOI Document (INR)	-Nil-
Office/ Contact Person/ email for clarifications	Dy. Chief Manager (Admin) WAPCOS Limited Address: 76-C, Sector-18, Gurugram – 122015, Haryana, India Email: admin@wapcos.co.in

5.0 Pre-EOI Conference (Clause 6.3)			
Is a Pre-EOI Conference proposed to Be held?		Yes	
Place, time, and date of the Pre-EOI Conference		Dy. Chief Manager (Admin) WAPCOS Limited Address: 76-C, Sector-18, Gurugram – 122015, Haryana, India Email: admin@wapcos.co.in Time: 11:30 AM Date: 23/01/2026	
Place, time, and date before which Written queries for the Pre-EOI conference must be received		Dy. Chief Manager (Admin) WAPCOS Limited Address: 76-C, Sector-18, Gurugram – 122015, Haryana, India Email: admin@wapcos.co.in Time: 2:30 PM Date: 22/01/2026	
6.0 Preparation and Submission and Opening of EOIs (Clause 7 and 8)			
EOIs to be Addressed to		Dy. Chief Manager (Admin) WAPCOS Limited 76-C, Sector-18, Gurugram – 122015, Haryana, India Email: admin@wapcos.co.in	
Instructions for Online EOI Submission		[https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page]	
Language of Submission		English	EOI Validity 60 Days from EOI Opening Date
EOI Opening Place		<i>[On e-procurement portal(s) mentioned above]</i>	
7.0 Evaluation of EOI and Qualification Criteria (Clause 10 and Section III: Qualification Criteria)			
Maximum number of Agencies/ Service Providers on the shortlist and criteria on which it would be based	General and Similar Experience Weightage - 70 % Financial Capability Weightage - 30 % The Agencies who secures minimum 75 % out of 100% shall be empanelled	Minimum qualifications to be met by Lead Member and Substantial members	Not Applicable

8.0 About RFP that would follow clause 10.3			
RFP to be issued	Limited to shortlisted Agency/ Service	Form of Contract from RFP	To be mentioned in RFP
Selection Method	To be mentioned in RFP (QCBS)	Bid Security Requirements	To be mentioned in RFP
Performance Security	To be mentioned in RFP		

SECTION III: Qualification Criteria

Expression of Interest Document No. EOI/WAP/EM/2025-26/01 for Empanelment of Event Management Agency for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall Set-Up and Other Related Services Including Large, Medium and Small National and International Level Conferences / Exhibitions or Events, etc. on Hire Basis for the Period of 2 Years (Pan India).

(Ref Clause 2.3)

Note for Agency/ Service Providers: Regarding this Schedule, Agency/ Service Providers shall submit the following forms:

- 1) Form 2: Qualification Criteria – Compliance
 - a) Form 2.1: Performance Capability Statement
 - b) Form 2.2: Financial Capability Statement
 - (i) Form 2.2.1: Financial Statement
 - (ii) Form 2.2.2: Average Annual Turnover

Relevant date when the specified period ends for different supporting reports shall be:

- 1) For all annual reports, the periods mentioned end with the financial [31st March, 2025].
- 2) For other statements, the periods mentioned end on the month before the last date of EOI submission.

Similar Assignment for Qualification Criteria	
Similar Nature of Assignment	Event Management Services Organized by the Agency for any Central Ministry or PSUs involving The President of India, Vice President of India or the Hon'ble Prime Minister of India or Minister. Event Management Services such as Large Scale Conferences/ Exhibition and/ or conclaves and/ or seminars and/ or inaugural function or events such as Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall Set-Up and Other Related Services
General Sector/ Specific Sector	Event Management Services

Criteria 1 General and Similar Experience – Weightage 70 %	Submission Form
1) The Agency/ Service Provider must have at least 7 years’ experience in Event Management services in India from the due date for submission of EOI – 10 Marks 2) During the last seven (07) years, the Agency / Service Provider must have successfully completed at least seven (07) events during the last three financial years (FY 2022-23, FY 2023-24 and FY 2024-25– 15 Marks a) Category – I: Up to Rs 1 Crore: At least 7 events b) Category – II: Rs 1 Crore to Rs 3 Crore: At least 7 events c) Category – III: Rs 3 Crore to Rs 5 Crore: At least 7 events d) Category – IV: Rs 5 Crore to Rs 10 Crore: At least 7 events e) Category–V (Above Rs 10 Crore): At least 7 events 3) Out of the Seven (7) Assignment, 2 should be similar assignments – 15 Marks Event Management Services Means: Large Scale Conferences/ Exhibition and/ or conclaves and/ or seminars and/ or inaugural function or events Similar Assignment Means: Event Management Services Organized by the Agency for any Central Ministry or PSUs involving The President of India, Vice President of India or the Hon’ble Prime Minister of India or Minister. 4) The Agency/ Service Provider must have at least 10 skilled manpower specialised in executing various activities (Creative Designer, Content Copy Writer, Event Manager, Operation Manager, Client Servicing Executive, Artist Management,	Form 1.1: Agency/ Service Provider Information Form 2.1: Performance Capability Statement. (Sub-forms 2.1.1 & 2.1.2)

Social Media Team – Graphic Designer, Video Editor, Media Coordinator, Content Writer, Video VFX) – 15 Marks Note: The Agency/ Service Provider has to submit the undertaking regarding availability of Experts as defined in the TOR. 5) The Agency/ Service Provider should have office in NCR Delhi (Presence in Delhi NCR is must) – 15 Marks Note: Substantial proof of office to be furnished by way of Registry/ Rental/Leased Agreement as valid proof.	
Criteria 2 - Financial Capability – Weightage 30 %	Submission Form
Turnover: The Agency / Service Provider shall have a minimum average annual turnover of not less than two hundred percent (200%) of the value of the category applied for, calculated on the basis of total certified payments received during the last Five (05) financial years, ending on 31st March 2025- 20 Marks. Accordingly, the minimum average annual turnover requirement for the respective categories shall be as under: • Category – I: (Up to Rs. 1 Crore): 2 Rs. Crore • Category – II: (Rs. 1 Crore to Rs. 3 Crore): Rs. 6 Crore • Category – III: (Rs. 3 Crore to Rs. 5 Crore): Rs. 10 Crore • Category – IV: (Rs. 5 Crore to Rs. 10 Crore): Rs. 20 Crore • Category – V: (Above Rs. 10 Crore): 20 Crore Financial Viability – Net Worth: The Net Worth of the Agency/ Bidder should be Positive in the Last 3 Financial years – 10 Marks	Form 2.2: Financial Capability Statements (Sub-form 2.2.1 & 2.2.2)

Qualification criteria in the table above can be relaxed up to 20 % for start-ups subject to meeting the quality and technical specifications during the RFP.	Refer to REOI clause 5.1
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Note: The maximum score is 100, the Agency who secures minimum 75%, shall be qualified and empanelled.

Note to Agency/ Service Provider: During EOI Process, while original documents/ certificates are called for to authenticate the qualification claimed, the following may be kept in mind:

- 1) The audited balance sheet and/or banking reference certified by a chartered accountant with stamp, signature and UDIN number shall be submitted by the Agency/ Service Provider along with the EOI. Banking reference (from a Scheduled Bank in India, and it should not be more than three months old as on the date of EOI submission) should contain in clear terms the amount that the bank shall be able to lend for this assignment to the Agency/ Service Provider . If the Current Net Assets (as seen from the Balance Sheets) are negative, only the Banking references shall be considered. Otherwise, the aggregate of the Current Net Assets and submitted Banking references shall be considered for working out the Liquidity. Failure to submit any of the two documents as evidence of financial capacity may result in the rejection of the EOI. The statement must be counter-signed by an authorised representative of the Agency/ Service Provider.

PART II: SCHEDULE OF REQUIREMENTS

SECTION IV: Terms of Reference (TOR)

Section- IV: Terms of Reference

Expression of Interest Document No. EOI/WAP/EM/2025-26/01 for Empanelment of Event Management Agency for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall Set-Up and Other Related Services Including Large, Medium and Small National and International Level Conferences / Exhibitions or Events, etc. on Hire Basis for the Period of 2 Years (Pan India).

INTRODUCTION

About WAPCOS Limited (WAPCOS)

WAPCOS Limited is a “MINI RATNA-I” Public Sector Enterprise under the aegis of the Department of Water Resources, River Development & Ganga Rejuvenation, Ministry of Jal Shakti. Incorporated on June 26th, 1969 under the Companies Act, 1956; WAPCOS is a technology driven Consultancy and Engineering, Procurement and Construction (EPC) organization with strong home country and global presence in the fields of Water, Power and Infrastructure sectors. WAPCOS has the requisite experience & expertise to undertake Consultancy & EPC projects of any scale and complexity in the sectors of its operations. WAPCOS portfolio of projects is both impressive and diverse in nature. The quality management systems of WAPCOS comply with the Quality Assurance requirements of ISO 9001:2015 for Consultancy Services in Water Resources, Power and Infrastructure Development Projects and ISO 9001:2015 for Engineering, Procurement & Construction (EPC) Projects related to Residential, Office Buildings, Civil Works, Roads & Highways, Irrigation, Agriculture and Water Projects, Electrical Power Projects for Generation, Substation, Transmission, Distribution Networks, Rural Electrification and Renewable Energy, Industrial, IT, Telecommunications & related projects.

Main Fields of specialization of the Company covers Environment; Urban and Rural Areas development; Watershed Management; Water Supply and Sanitation; Irrigation, Drainage and Water Management; Ground Water Exploration and Minor Irrigation; Flood Control and River Morphology; Dams and Reservoir Engineering; Water Bodies & Land Conservation; Agriculture; Non-conventional Sources of Energy; Hydropower; Transmission & Distribution; Rural Electrification; Pumped Storage Projects; Natural Resources Management; Thermal Power; Ports, Harbours and Inland Waterways; Roads and Highway Engineering; Buildings & Townships; Ropeways etc. The Company provides concept to commissioning services for developmental projects in India and Abroad.

WAPCOS organises Conferences, Workshops, Exhibitions, Events, etc. for various Departments/ Ministries of Government of India and State Governments.

Objective

The primary objective of this EOI is to empanel creative and resourceful Event Management Agencies capable of delivering end-to-end services for high-impact events (Conferences/Exhibitions).

Scope of Work

The selected Agency/ Service Provider will have to undertake the assignment as and when allotted by WAPCOS. The broad scope of work would cover undertaking the following mentioned functions in the respective domains on requirement basis:

- a. To handle end to end services for all kinds of Events and Exhibitions including stage, Audio-visual setup, lighting arrangements, seating arrangements, HD quality Photography Services, Flower arrangements, delegates Kits, Mementoes, arrangement of emergency services (ambulance, fire tenders etc.), coordination with Nodal officers of WAPCOS/Clients, etc.
- b. Designing and Printing of Signages (Backdrops, Standees, Hoardings, Pole panels, Registration/Help Desk Counters, Tent Cards, Placards, Nameplates, etc.).
- c. Octonorm Panels for 3m x 3m stall equipped with one table, two chairs, one power point, 3 spot lights, one dustbin and carpet. Stall size varies as per Exhibition space allotted or requirement of the event.
- d. Conceptualisation of Bare space in Exhibition, prepare layout plan and requirements, coordinate with concerned officials for designs/graphics, display of models, fabrication and installation as per approved layout within the specified time.
- e. Designing of venue site plans and execution of the same post approval.
- f. Provision of the required overlay inclusive of its mobilisation, installation, operations and decommissioning after the event.
- g. Undertaking photographic documentation and developing short films/Selfie Point and digital display etc. as per requirements
- h. Conceptualisation and provision of Venue Décor and Branding plans, designs and themes and post approval, execution of the same.
- i. Designing and printing of creatives, brochures, pamphlets, documents/ booklets etc. for the events.
- j. Design and printing of event specific folders/brochures/envelopes/stationary post approvals from WAPCOS/ Clients.
- k. Design and printing of event specific branding material on flex/vinyl, post approval from WAPCOS/ Clients. Please note the Branding and advertisement rights for the event rest with WAPCOS/Client's requirement. Accordingly, WAPCOS shall direct the Agency on the branding requirements.

- l. Provision of Silent DG sets for adequate power supply at the event venues, inclusive of their operating licenses and safety certificates, fuelling and required technical operators.
- m. Ensure availability of emergency services such as ambulances, fire station etc. and any other additional requirements based on the expected footfall.
- n. Provision of HD quality event photography and videography services, Live streaming on social platforms including post editing for the events along with the deployment of the required professional workforce.
- o. Provision, operations and maintenance of LED screens, plasma television screens and sound systems for all the events.
- p. The selected Agency shall be responsible for obtaining all the necessary licenses, permissions and NOCs relating to the organisation and conduct of the events in discussion and shall share copies of the permissions, licenses and NOCs to the Authority and its appointed authorised representatives. All associated costs to be borne by the selected Agency.
- q. LED boards, LED Wall with riser, plasma screens, electrical works etc. as per requirement for the planned event.
- r. Provision of electrical works, temporary lighting works and Air conditioning units with the required wiring and cabling along with the procurement of safety certificate and NOCs from the concerned regulatory authorities.
- s. Designing and printing of offset and digital branding material and event collaterals of the event.
- t. Scoping and provision of Male and Female ushers as per the requirement of event organised. The Ushers should be trained with adequate experience in events. The selected Agency shall bear the cost of the Ushers logistics, food & beverage arrangements, accommodation, travel including local travel, event uniforms etc. The uniform designs shall be approved by WAPCOS.
- u. Scoping and Provision of service staff for Housekeeping, cleaning and waste management for the events in discussion. Their responsibilities shall be (but not limited to) – cleaning and waste management services for the venue and maintenance of all toilets deployed for the event. Procurement and supply of the required consumables shall be undertaken by the Agency. The Housekeeping staff should be trained with adequate experience. The selected Agency shall bear the cost of their logistics, food & beverage arrangements, accommodation, travel including local travel, their uniforms etc.
- v. Arrangements for allied good quality Furniture (Sofa (1-2-3 seater), Centre / coffee tables, Dais executive chairs, etc.).
- w. Tentage wherever required with Round Tables with Chairs, Cocktail Tables with covers, carpets, etc.

Category-wise Empanelment

The empanelment of Agencies / Service Providers shall be carried out category-wise based on the estimated value of assignments, under the following five (05) categories:

- **Category – I:** Up to Rs. 1 Crore
- **Category – II:** Rs. 1 Crore – Rs. 3 Crore
- **Category – III:** Rs. 3 Crore – Rs. 5 Crore
- **Category – IV:** Rs. 5 Crore – Rs. 10 Crore
- **Category – V:** Above Rs. 10 Crore

Agencies / Service Providers may apply for empanelment under one or more categories, subject to fulfilment of the eligibility criteria, technical qualifications, and turnover requirements prescribed for the respective category/categories. Empanelment shall be considered independently for each category, and qualification or empanelment under a lower category shall not automatically entitle the Agency / Service Provider for empanelment under a higher category.

Duration of Empanelment

The tenure of the empanelment for each category shall be for a period of two (2) years from the date of empanelment and may be extended for the further period of one year on the basis of the performance of the Agency which needs to continuously meet the eligibility criteria being set out in this document or any other criteria being set out by WAPCOS as per its requirement. Various factors may be considered for the performance review as per WAPCOS requirement.

Part III: EOI SUBMISSION FORMATS

Form 1: EOI Form (Covering Letter) **(Ref Clause 2.3)**

(To be submitted with supporting documents, if any)

(On Agency/ Service Provider's Letter-head)

(Strike out alternative phrases not relevant to you) Agency/ Service Provider's Name

Agency/ Service Provider Name _____

[Address and Contact Details]

Agency/ Service Provider's Reference No. _____

Date: _____

To

Dy. Chief Manager (Admin)

WAPCOS Limited

Address: 76-C, Sector-18, Gurugram – 122015, Haryana, India

Email: admin@wapcos.co.in

Ref: Your REOI document no. REOI/ XXXX; Tender Title: Consultancy Services

Sir/ Madam,

Having examined the abovementioned REOI document, we, the undersigned, hereby submit/ upload our Expression of Interest (EOI) for being shortlisted for the performance of the Services.

Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) About us:

We M/s _____, hereby certify that We are a firm of proven, established, and reputed Agency/ Service Provider having required Experience, Past performance, Personnel, and Financial capability, with offices at _____.

2) Our Eligibility and Qualifications to Participate:

- a) We comply with all the eligibility criteria stipulated in this REOI document, and the relevant declarations are made along with documents in Form 1.2 of this EOI-Form.
- b) We fully meet the qualification criteria stipulated in this REOI document, and the relevant details are submitted along with documents in Form 2: 'Qualification Criteria – Compliance' and its sub-forms.
- c) We undertake to provide originals of all self-certified copies of uploaded documents during the RFP Process. We have understood the ramifications of failure to do so as detailed in clauses 10.2.4 and 10.2.5 of Section I: REOI.
- d) We have / don't have any conflict of interest with any other Agency/ Service Provider as per clause 4.5 of Section I: REOI.

- e) No commissions and gratuities have been paid or are to be paid to agents or any other party by us relating to this REOI and RFP processes.
- f) Following commissions and gratuities have been paid/ are to be paid to agents or any other party by us relating to this procurement process:_____

3) Affirmation of terms and conditions of the EOI Document:

We have understood the complete terms and conditions of the REOI Document. We accept and comply with these terms and conditions without reservations, although we are not signing and submitting some of the sections of the EOI Document.

4) Abiding by the EOI Validity

We agree to keep our REOI valid for acceptance for a period not less than 60 days, as required in the REOI Document, or for a subsequently extended period, if any, agreed to by us.

5) Non-tempering of Downloaded EOI Document and Uploaded Scanned Copies

We confirm that we have not changed/ edited the contents of the downloaded EOI Formats. We realise that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the EOI Document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our EOI are valid, true, and correct to the best of our knowledge and belief. We shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. Upon our successful shortlisting, we undertake to submit for scrutiny, on-demand by the Procuring Entity, originals and self-certified copies of all such certificates, documents, and affidavits/ undertakings.

6) Signatories:

We confirm that we are duly authorized to submit this EOI and make commitments on behalf of the Agency/ Service Provider. Supporting documents are submitted in Form 1.1 annexed herewith. We acknowledge that our digital/digitized signature is valid and legally binding.

7) Rights of the Procuring Entity to Reject EOI(s):

We understand that you are not bound to accept the lowest or any EOI you may receive against your above-referred EOI Document.

.....

(Signature with date)

.....

(Name and designation)

Duly authorised to sign EOI for and on behalf of

[Name & address of Agency/ Service Provider and seal of Company]

Form 1.1: Agency/ Service Provider Information (Ref Clause 2.3)

(To be submitted with supporting documents, if any)

(On Agency/ Service Provider's Letter-head)

Agency/ Service Provider Name _____

[Address and Contact Details]

Agency/ Service Provider's Reference No. _____

Date: _____

To

Dy. Chief Manager (Admin)

WAPCOS Limited

Address: 76-C, Sector-18, Gurugram – 122015, Haryana, India

Email: admin@wapcos.co.in

Ref: Your REOI document no. REOI/ XXXX; Tender Title: Consultancy Services

Note: Agency/ Service Provider shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Agency/ Service Provider shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Agency/ Service Provider's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such EOIs shall be liable to be rejected as non-responsive, in addition to other punitive actions provided for such a breaches in the REOI Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Agency/ Service Provider / Contractor Particulars:

a) Name of the Company:	
b) Corporate Identity No. (CIN):	
c) Registration, if any, with The Procuring Entity:	
d) Date of incorporation/ start of business:	
e) Place of Registration/ Principal place of business":	
f) Number of Years in Business:	
g) Number of Years in providing Consultancy Services:	
h) Company Website URL:	
i) Complete Postal Address:	
j) Pin code/ ZIP code:	

k) Telephone nos. (with country/ area codes):		
l) Mobile Nos.: (with country/ area codes):		
m) Contact persons/ Designation:		
n) Email IDs:		
o) PAN Number:		
p) GSTIN No:		
q) GeM Seller-ID		
r) Category for which the bidder is applying		
	Category	Yes/No
	Category – I: Up to Rs. 1 Crore	
	Category – II: Rs. 1 Crore – Rs. 3 Crore	
	Category – III: Rs. 3 Crore – Rs. 5 Crore	
	Category – IV: Rs. 5 Crore – Rs. 10 Crore	
	Category – V: Above Rs. 10 Crore	

Submit documents to demonstrate eligibility as per REOI Clause 4.1-1) - A self-certified copy of registration certificate – in case of a partnership firm – Deed of Partnership; in case of Company – Notarised and certified copy of its Registration; In case of JV, letter of intent to form JV or JV agreement and in case of Society – its Byelaws and registration certificate of the firm.

2) Authorisation of Person(s) signing the EOI on behalf of the Agency/ Service Provider

- a) Full name:
- b) Designation:
- c) Signing as:

- A sole proprietorship firm. The person signing the EOI is the sole proprietor/ constituted attorney of the sole proprietor,
- A partnership firm. The person signing the EOI is duly authorised being a partner to do so under the partnership agreement or the general power of attorney,

- A company. The person signing the EOI is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the authority conferred by the Memorandum of Association/ Articles of Association.
- A Society. The person signing the EOI is the constituted attorney.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

3) Agency/ Service Provider's Authorized Representative Information

- a) Name:
- b) Address:
- c) Telephone/ Mobile numbers:
- d) Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorised to sign EOI for and on behalf of name, address, and seal of the Agency/ Service Provider]

DA: As above

Form 1.2: Eligibility Declarations (Ref Clause 2.3)

(To be submitted with supporting documents, if any)
(On Agency/ Service Provider's Letter-head)

Ref: Your REOI document no. REOI/ XXXX; Tender Title:

Agency/ Service Provider Name _____
[Address and Contact Details]

Agency/ Service Provider's Reference No. _____ Date: _____

[Note: *The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.*]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the Agency/ Service Provider)

We hereby confirm that we comply with all the stipulations of REOI Clause 4.1 of the REOI document and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as and when it may be requested:

- 1) **Legal Entity of Agency/ Service Provider** : We are:
 - a) : _____ (relevant documents enclosed)
 - b) We are a Agency/Service provider with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate as applicable to the subject Services.
- 2) **Eligibility:** We solemnly declare that we (including our affiliates or subsidiaries, or constituents):
 - a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
 - b) (including our affiliates or subsidiaries, or constituents for any part of the assignment):
 - (i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its procurement processes; and/ or
 - (ii) Are not convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in procurement processes of all its entities for offences mentioned in REOI document in this regard.

- (iii) We have neither changed our name nor created a new "Allied Entity", consequent to the above disqualifications.
- c) Do not have any association (as Agency/ Service Provider / partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the REOI document.
- d) We have no conflict of interest, which substantially affects fair competition. The quoted prices are competitive without adopting unfair/ unethical/ anti- competitive means. No attempt has been made or shall be made by us to induce any other Agency/ Service Provider to submit or not to submit an EOI to restrict competition.
- e) We certify that we fulfil other additional eligibility conditions if prescribed in the REOI document.
- 3) We certify that we are not an entity from a country identified to restrict Agency/ Service Providers from India from participation in their Government Procurements as per EOI clause 4.2.1.
- 4) Restrictions on procurement from Agency/ Service Providers from a country or countries or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:**
"We have read the clause regarding restrictions on procurement from a Agency/ Service Provider of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:
- a) We are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;
- b) We shall not subcontract any assignment to a contractor from such countries unless such contractor is registered with the Competent Authority.
- 5) Penalties for false or misleading declarations:**
We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

.....
(Signature with date)

.....
(Name and designation)
Duly authorised to sign EOI for and on behalf of

.....
.....
[Name & address of Agency/ Service Provider and seal of Company]
DA: As in Sr 1 to 5 above, as applicable

Form 2: Qualification Criteria – Compliance (Ref Clause 2.3, Section III: Qualification Criteria)

(To be submitted with supporting documents, if any)

(On Agency/ Service Provider's Letter-head)

Ref: Your REOI document no. REOI/ XXXX; Tender Title:

Agency/ Service Provider Name _____

[Address and Contact Details]

Agency/ Service Provider's Reference No. _____ Date: _____

Note to Agency/ Service Provider:: The Procuring Entity reserves its right to call for verification originals of all self-certified copies of stipulated documents supporting the fulfilment of qualifying criteria during the following RFP Process. If the shortlisted Agency/ Service Provider fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such RFP proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

Summary of Response to Qualification Criteria

Criteria 1 – General and Similar Experience:	Quantum as detailed in Sub-forms	Quantum Criteria Met (Yes, or No)
1) The number of years of our experience in Event Management Services is (see Form 1.1):		
2) In the specified period (as per Section III: Qualification Criteria), the number of Event Management Services assignments completed by us is (see Form 2.1):		
3) In the specified period, out of the Event Management Assignments mentioned above, the number of Similar assignments (as per Section III: Qualification Criteria) are (see Form 2.1):		
4) The applicant must have at least 10 skilled manpower specialised in executing various activities (Creative Designer, Content Copy Writer, Event Manager, Operation Manager, Client Servicing Executive, Artist Management, Social Media Team – Graphic Designer,		

Video Editor, Media Coordinator, Content Writer, Video VFX). The Agency/ Bidder have to submit the undertaking regarding availability of Skilled Manpower as per the requirement of REOI.		
5) The Agency should have its offices in at least 3 cities across India with at least one office in NCR Delhi (Presence in Delhi NCR is must). The Agency/ Bidder must submit the Substantial proof of office to be furnished by way of Registry/ Rental/Leased Agreement as valid proof.		
Criteria 2 – Financial Capability	Quantum as detailed in Sub-forms	Quantum Criteria Met (Yes, or No)
1. Average Turnover: During the specified period (as per Schedule II: Qualification Criteria): (i) Average Total Turnover (see Form 2.2 & 2.2.1) (ii) Average Turnover from Consultancy Services (see Form 2.2.2)		
2. Financial Viability – Net Worth: The Net Worth of the Agency/ Bidder should be Positive in the Last 3 years		

Note: Agency/ Service Providers shall provide evidence of their continued qualification to perform the Services (Satisfactory to the Procuring Entity, as the Procuring Entity may reasonably request at any stage during the RFP process that would follow this EOI.

(Signature with date)

.....

(Name and designation)

Duly authorised to sign EOI for and on behalf of

.....

[Name & address of Agency/ Service Provider and seal of Company]

DA: As above, if any

Form 2.1: Performance Capability Statement (Ref Clause 2.3, Section III: Qualification Criteria)

Statement of Performance of Event Management Services

(On Agency/ Service Provider's Letter-head)

Ref: Your REOI document no. REOI/ XXXX; Tender Title:

Agency/ Service Provider Name _____

[Address and Contact Details]

Agency/ Service Provider's Reference No. _____

Date: _____

Note to Agency/ Service Provider:

1. *Agency/ Service Provider or member of a Joint Venture/Consortium (JV/C) must fill in this Form to prove conformance to Criteria 1 –General and Similar Experience. Mention contracts in which a Agency/ Service Provider or a member of a JV/C is or has been a party, whether as a Agency/ Service Provider , affiliate, associate, subsidiary, Sub-Agency/ Service Provider , or any other role. The list below is indicative only. You may attach more documents as required to highlight your past performance. Add additional details not covered elsewhere in your EOI in this regard. Statements and Documents may be mentioned/ attached here.*
2. *List only those assignments for which the Agency/ Service Provider was legally contracted as a company or was one of the joint venture members. Assignments completed by the Agency/ Service Provider 's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Agency/ Service Provider or that of the Agency/ Service Provider 's partners or sub-Agency/ Service Providers but can be claimed by the Experts themselves in their CVs. Assignments of Sub-Agency/ Service Provider (s) can be used to meet the Experience requirements specified in Section III, Qualification Criteria. The Agency/ Service Provider should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if the Client requests.*
 - 1) ***The number of years of experience in Providing Event Management Services:*** *Provide evidence for the required length of experience in Services and cross-reference the list of events/assignments below.*
 - 2) ***In the specified period, list Event Management Services assignments completed in a tabular form*** *(Period specified in Section III – Qualification Criteria Note: List only the most important and relevant ones. List the largest value and most relevant events/Assignments to this assignment first)*
 - a. *Country/State, client,*
 - b. *Assignment title, reference number, total value, Event/ Assignment period*

- c. *Brief description of the Agency role in the Event/ Assignment*
- d. *No. of Manpower deployed by the Agency for the Event/ Assignment*
- e. *Is it a Similar Experience as per Section III: Qualification Criteria (Yes or No)*
- f. *Is it in General Sector as per Section III: Qualification Criteria (Yes or No)*
- g. *Is it in Specific Sector as per Section III: Qualification Criteria (Yes or No)*

.....
(Signature with date)

.....
(Name and designation)
Duly authorised to sign EOI for and on behalf of

.....
*Name, address, and seal of the Agency/ Service Provider]*
DA: Performance records/ contracts

Sub Form 2.1.1: Undertaking

(To be submitted as part of EOI)
(On Agency/ Service Provider's Letter-head)

Ref: Your REOI document no. REOI/ XXXX; Tender Title:

Agency/ Service Provider Name _____
[Address and Contact Details]

Agency/ Service Provider's Reference No. _____ Date: _____

I/We, _____ **(name of the Firm)**, Registered office at
_____ **(Address of Firm)** do hereby confirm that the _____
(No. of employee) are on our payroll as on date of EOI submission.

.....
(Signature with date)

.....
(Name and designation)
Duly authorised to sign EOI for and on behalf of

.....
.....Name, address, and seal of the Agency/ Service Provider]

Form 2.2: Financial Capability Statement
(Ref Clause 2.3, Section III: Qualification Criteria)

(To be submitted with supporting documents, if any)
(On Agency/ Service Provider's Letter-head)

Ref: Your REOI document no. REOI/ XXXX; Tender Title:

Agency/ Service Provider Name _____
[Address and Contact Details]

Agency/ Service Provider's Reference No. _____ Date: _____

Note to Agency/ Service Providers: Fill out this Form for the Agency/ Service Provider or other association that is a party to the Agency/ Service Provider to highlight conformance to Criteria 3: Financial Capability. The list below is indicative only. You may attach more documents as required. Add additional details not covered elsewhere in your EOI in this regard.

Form 2.2.1: Financial Statements

Note: Each Agency/ Service Provider or member of a Joint Venture/Consortium making up a Agency/ Service Provider must fill in this Form.

Financial Data for Previous Three (3) Years			
	Year 1:	Year 2:	Year 3:
Information from Balance Sheet			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			
Information from Income Statement			
Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (either audited financial statements supported by audit letters or certified financial statements supported by tax returns), complying with the following conditions.

- *All such documents reflect the financial situation of the Agency/ Service Provider or other Association and not a sister or parent company.*
- *A Chartered accountant must audit historical financial statements.*
- *Historical financial statements must be complete, including all notes to the financial statements.*
- *Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).*

.....
(Signature with date)

.....

(Name and designation)
Duly authorised to sign EOI for and on behalf of

.....

.....
[Name & address of Agency/ Service Provider and seal of Company]

Form 2.2.2: Average Annual Turnover (Ref Clause 2.3, Section III: Qualification Criteria)

(To be submitted with supporting documents, if any)
(On Agency/ Service Provider's Letter-head)

Ref: Your REOI document no. REOI/ XXXX; Tender Title:

Agency/ Service Provider Name _____
[Address and Contact Details]

Agency/ Service Provider's Reference No. _____ Date: _____

Note: Each Agency/ Service Provider or member of a Joint Venture/Consortium making up a Agency/ Service Provider must fill in these forms.

Annual Turnover Data (Rs. Crores) for the Last Five (5) Years		
Year	Total Turnover Amount	Turnover from Event Management Services
2020-21		
2021-22		
2022-23		
2023-24		
2024-25		
Average Annual Turnover		

.....
(Signature with date)

.....
(Name and designation)
Duly authorised to sign EOI for and on behalf of

.....
.....
[Name & address of Agency/ Service Provider and seal of Company]

Form 3: Checklist for Agency/ Service Provider (Ref Clause 2.3)

(On Agency/ Service Provider's Letter-head)

Agency/ Service Provider Name _____
[Address and Contact Details]

Agency/ Service Provider's Reference No. _____ Date: _____

Ref: Your REOI document no. REOI/ XXXX; Tender Title:

Note to Agency/ Service Providers: This checklist is merely to help the Agency/ Service Providers to prepare their EOIs. It does not override or modify the requirement of the EOI. Agency/ Service Providers must do their due diligence also.

Sr. No.	Documents submitted, duly filled, signed	Yes/ No/ NA
1.	Form 1.- EOI Form (to serve as covering letter and declarations)	
r.	Form 1.1: Agency/ Service Provider Information and Power of attorney and Registration	
3.	Form 1.2: Eligibility Declarations, along with supporting documents	
4.	Form 2: Qualification Criteria - Compliance	
4.a	Form 2.1(and its sub-forms 2.1.1 & 2.1.2), 2.2 (and its sub-forms 2.2.1 & 2.2.2) to support Form 2 along with supporting documents	
5.	Form 3: This Checklist	
6.	Any other requirements, if stipulated in AEOL; or if considered relevant by the Agency/ Service Provider	

.....
(Signature with date)

.....
(Name and designation)

Duly authorised to sign EOI for and on behalf of.....
Name, address, and seal of the Agency/ Service Provider]

Format 1: Authorization to Attend Pre-EOI Conference (Ref to REOI Clause 6.3)

(On Agency / Service Provider's Letter-head)

Agency / Service Provider Name _____
[Address and Contact Details]

Agency / Service Provider's Reference No. _____ Date: _____

To

Dy. Chief Manager (Admin)

WAPCOS Limited

Address: 76-C, Sector-18, Gurugram – 122015, Haryana, India

Email: admin@wapcos.co.in

Ref: Your REOI document No. REOI/ XXXX; Tender Title:

Subject: Authorisation to attend Pre-EOI Conference on _____ (date).

*The following persons are authorised to attend the Pre-EOI Conference for the EOI mentioned above on behalf of _____
(Agency/ Service provider) in the order of preference given below.*

Sr.	Name	Government Photo ID Type/ Number
I.		
II.		
Alternative Representative		

Note:

1. Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-EOI opening. An alternate representative shall be permitted when regular representatives are not able to attend.

2. Permission to enter the hall where the Pre-EOI conference is conducted may be refused if authorisation as prescribed above is not submitted.

Signatures of consultant

or

The officer authorised to sign the EOI.

Documents on behalf of the consultant

Name, address, and seal of the Consultant]



WAPCOS Limited
(A Government of India Undertaking)