

- 6 RFP for Providing Event Management Services for 3rd Edition India MedTech Expo– Hall No. 1,3,5,7,8 & BH India Exposition Mart limited, Greater Noida (Delhi NCR) {14th–16th January 2027}

**Export Promotion Council for
Medical Devices**

**YEIDA, 2nd Floor, Commercial Complex, P-2 Sector, Omega-1, Greater Noida, Distt,
Gautam Budh Nagar (Uttar Pradesh) - 201310**

Web:
www.epcmd.in

Reference No: EPCMD/EVENTS/09/2026-01

Request for Proposal

for

Providing Event Management Services 3rd Edition India MedTech Expo

**Hall No.1,3,5,7,8 & BH India Exposition Mart Limited, Greater Noida {14th – 16th
January 2027}**

Quality and Cost Based Selection (QCBS)

S. N.	Activity Description	Date
1.	Issue of RFP	26 th September 2026
2.	Last Date for Submission of Queries	03 rd October 2026 up to 1:00 P.M
3.	Pre-proposal meeting & EPCMD's response to Queries	03 rd October 2026 at 3:00 P.M
4.	Submission of Tender Fee, EMD Demand Draft & Technical Bid	15 th October 2026 up to 10:00 A.M
5.	Date for Opening of Technical Bids	15 th October 2026 up to 10:00 A.M
6.	Last Date for Offline Submission of Financial Bids (Physical Copy)	16 th October 2026 at the time of Presentation
7.	Presentation by Qualified Bidders	16 th October 2026 up to 10:00 A.M
8.	Date for Opening of Financial Bids	16 th October 2026 up to 05:00 P.M


Name: Hitendra Sahu
Designation: Executive Director
Export Promotion Council For Medical Devices

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Export Promotion Council for Medical Devices

YEIDA, 2nd Floor, Commercial Complex, P-2 Sector, Omega-1, Greater Noida, Distt, Gautam Budh Nagar (Uttar Pradesh) - 201310

Web: www.epcmd.in

RFP No.: EPCMD/EVENTS/09/2026-01

Dated: 26th September 2026

I. NOTICE INVITING TENDER (NIT)

Export Promotion Council for Medical Devices (EPCMD) invites Bids under two bid basis i.e. Technical Bid and Financial Bid from reputed and experienced agencies to provide *Event Management Services for 3rd Edition of India Medtech Expo in India Exposition Mart Limited, Greater Noida {14th – 16th September 2027}*

The interested Bidders should submit their Technical bids along with Tender Fee & EMD offline to EPCMD office on or before **15th October 2026 up to 10:00 A.M** & Financial Bids offline to EPCMD office at the time of presentation on **16th October 2026 physically in sealed envelope**. The details of RFP are available on website (<https://epcmd.in/tenders>)

EPCMD reserves the right to cancel the bid at any time or amend / withdraw any of the terms and conditions contained in the Bid Document without assigning any reason thereof.

**Executive Director
Export Promotion Council for Medical Devices
YEIDA, 2nd Floor, Commercial Complex,
P-2 Sector, Omega-1, Greater Noida, Distt,
Gautam Budh Nagar
(Uttar Pradesh) - 201310**

II. INSTRUCTIONS TO BIDDERS

1. **Cost of Bid:** The bidder shall bear all costs associated with the preparation and submission of bid and EPCMD in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
2. The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information required by the RFP document or submission of a tender not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the bid.
3. The bidder shall not make or cause to be made by any alternation, erasure or obliteration to the text of the RFP document.
4. The bidder shall be a Single Entity, a Joint Venture/ Consortium of entities only. Lead member signing this agreement should be responsible for any mishaps/delay, penalty or liquidated damages if any levied by the authority

5. Preparation of Bids

- 5.1 **Language:** Bids and all accompanying documents shall be in English/Hindi language. In case any accompanying documents are in other languages, it shall be accompanied by an English/Hindi Translation with a certification of "True Translation of the contents of documents". The English/Hindi version shall prevail in matters of interpretation.
- 5.2 **Form of Bid:** The form of bid shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder. Relevant power of attorney for signing the bid should be attached.
- 5.3 **Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian Rupees and payment under this contract will be made in Indian Rupees.

6. Clarifications by Bidders

- 6.1 Bidders requiring any clarification on the RFP document may contact EPCMD in writing by e-mail within such date as specified in the Schedule of Bidding Process set out in Clause 16- Schedule of Bidding Process.
- 6.2 All correspondence for clarifications should be submitted as per the format attached at '**Annexure-IX**' by email: to ed@epcmd.in
- 6.3 EPCMD shall endeavor to respond to the queries raised or clarifications sought by the Bidders. However, EPCMD reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring EPCMD to respond to any query or to provide any clarification.

- 6.4 At any time prior to the Bid Due Date, EPCMD may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder(s), modify the RFP document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/ Corrigendum/Clarifications thus issued shall be shared with all Bidders by email and/or uploaded on the website of EPCMD (<https://epcmd.in/tenders>) and shall be binding on Bidders and shall form part of the RFP document.

7. Pre-Proposal Meeting

- 7.1 To clarify and discuss issues with respect to the Project and the RFP Document, a Pre-Proposal meeting (“Pre-Proposal Meeting”) will be held as per the details provided in Clause 16- Schedule of Bidding Process. This will be via a VC, details of which would be shared nearer the time of the VC with the bidders that inform EPCMD regarding their interest to participate by writing an email to ed@epcmd.in & shubhankar.b@epcmd.in at least 1 working days in advance of the pre-proposal meeting.
- 7.2 Prior to the Pre-Proposal meeting, the Bidders may submit a list of queries and proposed suggestions in the word format as per ‘**Annexure-IX**’, if any, to the RFP requirements.
- 7.3 Bidders may note that EPCMD will not entertain any deviations to the RFP Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP Document with all its contents. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.
- 7.4 In case of any change in the schedule of Pre-Proposal Meeting, the same will be communicated to Bidders through email and/or posting on the EPCMD website
- 7.5 Attendance of the Bidders at the Pre-Proposal Meeting is not mandatory. EPCMD will endeavor to respond to all queries received by the scheduled date as per clause 16 from all Bidders, irrespective of attendance of the Bidder in the Pre-Proposal Meeting.
- 7.6 No interpretation, revision, or other communication from EPCMD regarding this solicitation is valid unless in writing. EPCMD may choose to send to all Bidders whose Proposals are under consideration, in writing or by any standard electronic means such as Mail or by uploading on website(s) of responses, including a description of the enquiry but without identifying its source to all the Bidders.

8. Format and Signing of Bid

- 8.1 The documents comprising the bid shall be typed, and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- 8.2 The bid shall contain no alternations, omissions or additions except those to comply with instruction issued by EPCMD or are necessary to correct errors made by the bidder, in which case such corrections shall be initiated/signed by the person signing the bid.
- 8.3 The bids should be properly typed, numbered, signed and scanned so that they are clear. Any unclear/illegible pages/evidence if found would not be considered or scored.

9. Submission of Bids

- 9.1 The bidder shall submit their offer under two bid basis i.e. Technical and Financial Bid, complete in all respects. submit their Technical bids along with Tender Fee and EMD offline to EPCMD office on or before **15th October 2026 up to 10:00 A.M & Financial Bids offline to EPCMD office at the time of Presentation on 16th October 2026 in a sealed envelope. EMD of INR 4 Lakhs and Tender Fee of INR 1000+18%GST in the form of Demand Draft (DD)** should be submitted before the Technical Bid submission deadline marked clearly to Export Promotion Council for Medical Devices (EPCMD), YEIDA, 2nd Floor, Commercial Complex, P-2 Sector, Omega-1, Greater Noida, Distt, Gautam Budh Nagar (Uttar Pradesh) - 201310. Bid should be submitted to EPCMD Officials only. **Technical** Bids without **EMD DD** will be disqualified.
- 9.2 **If the Financial Bid details are found in Technical Bid, the Bid will be disqualified.**
- 9.3 The bidders can send EMD and technical bids by hand/courier.
- 9.4 **Validity of Bid:** The bid must remain valid and open for acceptance for a period of **90 days** from the date of opening of Bid.

10. Late and Delayed Bids:

- 10.1 Bids must be received not later than the date and time stipulated in the RFP document. EPCMD may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of EPCMD and the bidder will be the same.

- 10.2 Please try and submit your Bids before the deadline (keeping in mind any network/technical issues. Proposals not received by the deadline will be disqualified and will not be considered for evaluations.

11. Opening and Evaluation of Technical Bid

- 11.1 Technical Bids will be opened on the date and time mentioned in **para 16, Schedule of Bidding Process** as per the procedure of tender opening on EPCMD Portal. The EMD DD will be checked at this point. Technical Bids without EMD will be rejected. To be submitted on or before **15th October 2026 up to 10:00 A.M**
- 11.2 The Technical Bid of the bidder would be evaluated as per the eligibility criteria set out in the RFP document. Bids will be evaluated based on the information submitted by the bidders. However, EPCMD reserves the right to seek clarification/documents from the bidders, if EPCMD considers it necessary for proper assessment of the bid.
- 11.3 The Technical Bids will be evaluated based on eligibility criteria and only those Bidders whose Technical Bids get a score of **70 (Seventy) marks** or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (St).

12. Opening of Financial Bid and Final Evaluation

- 12.1 The Financial Bids of the technically qualified bidders shall be opened at a later stage. The technically qualified bidders shall be informed about the Financial Proposal opening. **To be submitted on 16th October 2026 at the time of Presentation**
- 12.2 The selection of the bidder shall be based on QCBS method in which the weightage of technical score shall be 70% and the weightage of financial score shall be 30%.
- 12.3 The Bidder having the highest combined score shall be the successful Bidder.

13. Right to accept any Bid and to reject any or all Bids

- 13.1 EPCMD is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tendering process.
- 13.2 EPCMD may cancel the LOA or terminate the contract/Work Order if it is found that the bidder is blacklisted on previous occasions by any of the central/state government ministry/department/institutions/local bodies/municipalities/PSUs, etc.
- 13.3 EPCMD may also cancel the LOA or terminate the contract/Work Order in the event Successful Bidder fails to furnish the performance security or fails to execute the agreement.

- 13.4 EPCMD may also cancel the LOA or terminate the contract/ Contract, if it found that any insolvency petition is/was pending against the successful bidder or its directors.

14. Award of Work Order

- 14.1 EPCMD will award the **Work Order** to the Successful Bidder to perform the services satisfactorily as per the terms and conditions incorporated in the RFP document/ Work Order.
- 14.2 EPCMD will upload the eligibility status of all the Bidder on EPCMD portal as per the marks obtained by the bidder after scrutiny of the documents availed and presentation given in the presence of officials.
- 14.3 The Successful Bidder will be required to commence the assignment at the earliest as communicated by EPCMD in this regard.
- 14.4 The **successful bidder** shall be required to **execute the contract for the services within seven (7) days** from the date of issuance of the **Letter of Award**.
- 14.5 The **course of action/progress report** must be **updated by the bidder on a daily basis**.
- 14.6 The Successful Bidder is required to complete all work specified in the **Bill of Quantities (Annexure IV)** by **6 pm on 13th January 2027**.
- 14.7 The Physical Verification Committee will conduct regular reviews of the work performed by the winning agency. The committee will provide feedback and suggestions, which the winning agency is mandated to implement.

15. Earnest Money Deposit (EMD), Tender Fee and Performance Security:

- 15.1. Bidder should enclose **Earnest Money Deposit (EMD) of INR 4 lakhs and Tender Fee of INR 1000+18% GST**, only in the form of **Demand Draft** drawn in favour of **Export Promotion Council for Medical Devices**. The tenders without EMD shall be summarily rejected. The EMD should be submitted before the Technical Bid submission deadline marked clearly to Export Promotion Council for Medical Devices (EPCMD), YEIDA, 2nd Floor, Commercial Complex, P-2 Sector, Omega-1, Greater Noida, Distt, Gautam Budh Nagar (Uttar Pradesh) - 201310. **To be submitted 15th October 2026 up to 10:00 A.M.**
- 15.2. A Performance Security of an amount equivalent to **5% of the total value of the contract amount**, in the form of Bank Guarantee (as per '**Annexure X(A)**') valid for a period more than Eleven Months beyond the expiry of contract period, from

a scheduled commercial Bank, should be furnished by the successful bidder with EPCMDs account towards Performance Guarantee, which shall be refunded within three months of date of expiry/completion of the contract without any interest payable thereon. In the event of the agency failing to comply with any provision of the contract, the Performance Guarantee shall stand forfeited. The selected bidder will also furnish the Indemnity Bond as per Annexure X – B of this RFP along with the BG.

16. Schedule of Bidding Process

16.1 EPCMD would endeavor to adhere to the following schedule:

S. N.	Activity Description	Date
1.	Issue of RFP	26th September 2026
2.	Last Date for Submission of Queries	03rd October 2026 up to 1:00 P.M
3.	Pre-proposal meeting & EPCMD's response to Queries	03rd October 2026 at 3:00 P.M
4.	Submission of Tender Fee, EMD Demand Draft & Technical Bid	15th October 2026 up to 10:00 A.M
5.	Date for Opening of Technical Bids	15th October 2026 up to 10:00 A.M
6.	Last Date for Offline Submission of Financial Bids (Physical Copy)	16th October 2026 at the time of Presentation
7.	Presentation by Qualified Bidders	16th October 2026 up to 10:00 A.M
8.	Date for Opening of Financial Bids	16th October 2026 up to 05:00 P.M

* Venue of the Pre-Proposal Meeting – Via Video Conferencing (Only one representative from the bidder's agency may be allowed to attend in person – kindly check with the EPCMD by email).

Interested bidders should write to ED Email ID; ed@epcmd.in at least 1 working day before the preproposal meeting so that VC details may be provided.

III. TERMS OF REFERENCE (TOR)

17. Introduction

Export Promotion Council for Medical Devices (EPCMD) proposes to hold an Exhibition named “India Medtech Expo” from **14th to 16th January 2027** at Hall 1,3,5,7,8 & BH – India Exposition Mart Limited, Greater Noida - 201310. The details are as per the enclosed layout of the area of approximately 18,500 Sqm Gross Area. The thrust of the exhibition cum sale will be to provide a platform to showcase the Medical Device, Consumables, Disposables, Diagnostics equipment, IVD, Implants, Surgical Equipment and Electronic Equipment, etc.

18. Area Available

As per the enclosed layout plan (Gross Area approx. 18,500 sqm) – refer to indicative layout plan at Annexure XI.

The scope of the work of the event management India Medtech Expo from **14th to 16th January 2027** through setting up of the area with the requirements as provided in the BOQ (Annexure IV)

The agencies should inspect the venue before submitting their Technical Proposals.

IV. ELIGIBILITY AND EVALUATION CRITERIA

A. ELIGIBILITY CRITERIA

The following are the essential requirements for the technical bid. If the bidder does not meet the following eligibility criteria, their bid will not be considered for technical evaluation.

Submission of EMD of INR 4 Lakhs in the form of Demand Draft (DD) should be submitted before the Technical Bid submission deadline marked clearly to YEIDA, 2nd Floor, Commercial Complex, P-2 Sector, Omega-1, Greater Noida, Distt, Gautam Budh Nagar (Uttar Pradesh) - 201310. *To be submitted 21st September 2026 up to 12:00 P.M.*

- i. The bidder should be registered under the Companies Act or any other Association. The copy of certificate of incorporation with registration number should be enclosed.
- ii. The bidder should have experience of managing at least **02 Mega International Events** for Government of India/ Government of State/PSUs/Autonomous Bodies/Federations of Industries during the past 05 (Five) financial years (2021-2026). **(Each project should have a minimum value of INR 2 Cr + GST or above.**

(*Managing Large scale events that include provision of Hangars/ Pagodas/Stalls)

- iii. The bidder should have a minimum average annual turnover of **Rs 2 Crore** in the last three financial years (FY 2023-2024, 2024-25 and 2025-26). Please upload the ITR Copy as well.
- iv. The bidder should have a dedicated Core Team with experience required to be deployed for the assignment (if successful). Details are to be provided in Annexure V – B.
- v. The bidder must have valid GST registration. GST certificate copy and PAN card copy must be enclosed.
- vi. The bidder should have at least one office in Delhi/NCR region. Documentary proof must be enclosed.
- vii. The bidder should not be blacklisted by Central or State Government or under liquidation, court receivership or similar proceedings and should not be Bankrupt. Bidder must furnish undertaking to this effect with the bid document as per **Annexure VI** of this RFP.

B. EVALUATION CRITERIA

SN	Criteria	Max. Marks	Supporting Documents Required
1	Total Turnover of the agency/ firm: (Average Annual Turnover* of last three financial years i.e. (FY 2023-2024, 2024-25 and 2025-26). 5 points for every additional Rs 2 Cr turnover over and above the baseline Rs 2 Cr	20	CA Certificate/ Provisional Certificate FY 2024-25 certified by CA/ Annual Audited Statements of Accounts.
2	Number of similar nature* of events organized For Government of India/ PSUs/Autonomous Bodies/Federations of Industries/Corporates etc. during the past 05 (Five) financial years (FY 2021 to 2026). (Each project should have a value of INR 2 crores or above) Experience of managing Two (02) similar* Mega International Events – 20 marks Additional 5 marks for each additional similar* events organized (*Similar nature of events would mean managing large scale events that include provision of hangars /stalls)	50	Work orders, Completion Certificate, Contracts, any other documentation that provides all the evidence as required in the Criterion.
3	Methodology and Approach Bidders to share their Methodology and Approach based on the requirements of the RFP through a Presentation. The presentation should substantiate a complete understanding of the event by the bidder and should include the following: Detailed plan from inception to closure of assignment. Moreover, Innovative ideas for organizing successful event. - Role of proposed Core Team in the event. - Component wise plan and outputs (Security, Fire planning, Health & Safety, Media, Branding and related outputs, parking management, Digital & social media planning etc.). - Layout design with 3D drawings.	30	Documented format in the Technical Bid and PPT during presentation stage.

	The presentation should also include key evidence of all the criteria of the RFP (i.e Average Annual Turnover and experience of similar events submitted in the Technical Bid clearly stating the page number where the evidence is provided in the Technical Bid). <i>Presentations which do not cover all the above requirements will be marked low.</i> • Understanding of Event & Overall Approach - Understanding of the event objectives, scope and requirements; detailed execution plan from inception to closure of the assignment; pre-event, during-event and post-event activities; timelines, milestones, deliverables and coordination methodology.– 10 Marks • Component-wise Event Management Plan & Outputs - Detailed component-wise plan and proposed outputs covering Media & Outreach, Branding, International buyer/ delegation strategy, Marketing & International Outreach, Digital & Social Media, Security, Fire & Emergency Management, Health & Safety, Parking & Traffic Management, Housekeeping, Protocol/VIP Management, Logistics, Crowd Management, and other relevant event requirements.– 10 Marks • Venue Layout, Infrastructure & 3D Design - Proposed overall venue/layout design with 3D drawings/visualisations; exhibition/stall planning; stage and meeting areas; registration areas; entry/exit and visitor circulation; parking; service areas; facilities; signage; efficient utilisation of venue space; functionality and aesthetics.– 5 Marks • Proposed Core Team & Manpower Deployment Plan - Role and responsibility of the proposed Core Team; relevant experience of key personnel; complete manpower deployment plan; phase-wise and component-wise manpower requirement; supervision, reporting and coordination mechanism.– 5 Marks		
	Total Marks	100	
	Passing Marks required to be eligible for Financial Bid Opening: 70 Marks		

ANNEXURE I: CHECKLIST

S N	Tender Requirement	Yes/No	Page No. where documentation is inserted
1	Technical Bid (with no financial information)		N/A
2	Copy of EMD DD of INR 4 Lakhs and Tender Fee of INR 1000+18% GST handed over to EPCMD before 15th October 2026 up to 10:00 A.M at YEIDA, 2nd Floor, Commercial Complex, P-2 Sector, Omega-1, Greater Noida, Distt, Gautam Budh Nagar (Uttar Pradesh) – 201310		
3	The bidder should be registered under the Companies Act or any other Association. <i>The copy of certificate of incorporation with registration number should be enclosed.</i>		
4	The bidder should have experience of managing at least 02 (Two) Mega International Events*/ Similar nature of events* for Government of India/ Government of State/PSUs/Autonomous Bodies/Federations of Industries etc. during the past 05 (Five) financial years (2021-2026). (Each project should have value of INR 2 Crores or above.) <u>(*Managing Large scale events that include provision of Hangars/ Pagodas</u>		
5	Core Team as per Annexure V – B		
6	The bidder should have a minimum average annual turnover of Rs.2 Crore in the last three financial years (FY 2023-2024, 2024-25 and 2025-26).		
7	The bidder must have GST registration. GSTN and PAN must be enclosed.		
8	The bidder should have at least one office in Delhi/NCR region. Documentary proof must be enclosed.		
9	The bidder should not be blacklisted by Central or State Government or under liquidation, court receivership or similar proceedings and should not be Bankrupt. Bidder must furnish to this effect with the bid Document		

ANNEXURE II: TENDER SUBMISSION LETTER

To

Export Promotion Council for Medical Devices
YEIDA, 2nd Floor, Commercial Complex,
P-2 Sector, Omega-1, Greater Noida, Distt,
Gautam Budh Nagar
(Uttar Pradesh) – 201310

Sub: *Event Management Services for India MedTech Expo in Greater Noida {14th to 16th January 2027}*

Ref: **EPCMD/EVENTS/09/2026-01**

I/ We, the undersigned, offer to provide the above services to EPCMD. We are hereby submitting our bid, in a sealed envelope.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of the tender document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to the EPCMD any additional information it may find necessary or requires to clarify, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between EPCMD and us subject to the modifications, as may be mutually agreed to, between EPCMD and us.
- (g) We agree to keep this bid valid for acceptance for a period of Ninety (90) days from the date of opening the bid.

We understand that the EPCMD is not bound to accept any tender that the EPCMD receives.

Yours faithfully,

Authorized Signatory
(with Name, Designation, Contact no. and Seal)

Note: On the Letterhead of the Bidder.

ANNEXURE III: TECHNICAL BID

There is no specific template. Please insert a copy of your PPT as per Evaluation Criteria no. 3 illustrated below:

Methodology and Approach

Bidders to share their Methodology and Approach based on the requirements of the RFP through a Presentation.

The presentation should substantiate a complete understanding of the event by the bidder and should include the following:

- Detailed plan from **inception to closure of the assignment**.
- **Role and responsibilities of the proposed Core Team**.
- **Complete manpower deployment plan**, including phase-wise and component-wise deployment.
- **Component-wise plan and proposed outputs**, including Security, Fire & Emergency Management, Health & Safety, Parking & Traffic Management, Housekeeping, Protocol/VIP Management, Logistics, Crowd Management, Media & Outreach, Branding, Digital & Social Media and other relevant components.
- Proposed **venue/layout design along with 3D drawings/visualisations**.
- Risk assessment, emergency response and **contingency planning**.
- Innovative ideas, technology integration, sustainability measures and **value-added initiatives**.
- Overall pre-event, during-event and post-event **execution methodology, timelines and deliverables**.

The presentation should also include key evidence of all the criteria of the RFP (i.e Average Annual Turnover and experience of similar events submitted in the Technical Bid clearly stating the page number where the evidence is provided in the Technical Bid).

ANNEXURE IV: BOQ (Bill of Quantity)

S. No.	Details of Items for Event Management Agency	Quantity	Unit	Quoted Rate Per Unit in INR (without GST)	Total Quote in INR (without GST)
A	Front Maxima Stall				
1	Construction of well-designed stalls (construction of stalls with ALUMINIUM MAXIMA SYSTEM WITH POWDER COATED FINISH with laminated panels, Fascia having company name. Additionally, there will be a pavilion for Government and states.	5212	Sqm		
	a) Two / three side walls				
	b) Raised Fascia with co. name in computer cut-out vinyl lettering				
	c) One counter 1m x .5m x .75m				
	d) Two Cushion chairs				
	e) Three Spotlights with 12 wt. LED bulbs				
	f) One power point 5/15 amp.				
	g) Synthetic Carpet - Light Grey				
	h) One wastepaper basket				
2	Passage Carpeting	7500	Sqm		
B	Registration for approx. 8000 - 10,000 pax				
1	Registration Counter with fascia, chairs, Light Grey Carpeting, side panelling, lighting & power points etc.	10	Nos		
2	Microsite with dashboard for online registration	1	Job		
3	Registration units with laptop, printer, QR Code scanner with operator and data capturing units	10	Nos		
4	Server, Software, Networking, Switcher with software engineer and hardware engineer with supervisor	1	Job		
5	20mm Physical and Digital Lanyards combined with non-tearable badges	5000	Nos		
6	AI-Powered Real-Time IMTE Stakeholder & M2M Update System	1	Nos		
C	Pavilions				
1	Making of Technology driven R&D Pavilion - complete with wooden partition wall 10' height as per design including: (Coordination with ministry and organisation for the design and approvals; making of content for the suggested technologies)	598	Sqm		
	* Wooden raised platform 4 inch high/ pargo or wooden flooring with cove lighting				
	* Laminate Flooring (White) or carpet over 4"raised platform as per approved shade				
	* Thematic design shape structure as per 3D design and layout				
	* Cabin for Design Thinking Lab with door of size 4m x 3m x 1nos				
	* Suggest state of the art technology and working and construct designated areas incorporating with the design using screens and TV's / truss structure/ tablets				
	* Customized booth in wooden /maxima with paint/laminated finish walls including backside wooden backdrop with flex, fascia names, custom tables/chairs/bar still/power points/ waste basket etc.				

6 **RFP for Providing Event Management Services for 3rd Edition India MedTech Expo– Hall No. 1,3,5,7,8 & BH India Exposition Mart limited, Greater Noida (Delhi NCR) {14th–16th January 2027}**

2	Making of technology driven Future Pavilion - complete (four side Wooden partition wall 10' or 12' height; pargo or wooden flooring with cove lights, carpet, entry gate/exit, glass doors, TV, LED's, Planters, customised stalls with furniture and fascia (Coordination with ministry and organisation for the design and approvals; making of content for the suggested technologies)	598	Sqm		
3	Making of Start Up Pavilion - complete with wooden partition wall 8' to 10' height with pargo flooring (Coordination with ministry and organisation for the design and approvals); raised platform, lighting, carpet, doors, planters, plasma screens, Maxima Stalls with furniture, fascia, counter, stools, power points, plasma screens, lights, waste paper basket.	690	Sqm		
4	Construction of well-designed regulatory clinics (construction of stalls with ALUMINIUM MAXIMA SYSTEM WITH PODWER COATED FINISH with laminated panels, Fascia having company name, platform, furniture, lights, branding panels as per design approved by the concerened ministry/ official.	90	sqmtr		
5	Soundproof CEO boardroom in hall 8 with 60pax capacity including relevant sound setup, 65inch smart TV	150	sqmtr		
D	Inaugural/ conference Setup in banquet hall from 14th Jan - 16th Jan				
1	Setup of inaugural stage in banquet hall including arrangements: (Show running, content creation and coordination with organisers and ministry) LED screen Flower decoration with indoor fresh flowers to be provided and to be changed every day. Stage with seating capacity of 12 pax, 2 side steps , 1 Podium Banquet chairs with cover- to be changed everyday Dias Chairs - 12 nos. Dias coffee tables - 12 Nos 500 pax with sofa seating 50pax Console table with black masking	1	Job		
2	Audio and Visual set up with end-to-end LED, Conference appropriate sound	1	Job		
3	Ushers (Male/female) for conference cordination	4	nos		
E	Award night / Gala Night on 14th Jan in banquet hall				
1	stage cutomisation as per award night/ gala dinner setup by adding addition panels/ décor/elements to enhance the look and feel as per the event	1	Job		
2	Audio and Visual set up for cultural night as per artist tech rider	1	Job		
3	Cultural fork performances and artist management	1	Job		
4	Cutomised Trophies / Awards for different categories	12	Nos		
5	Medical Device Awards management along with the jury, participants finalisation and category creation	1	Job		
6	Ushers for award facilitation	4	nos		
F	EMCEE				
1	Inaugural & Conference sessions - 1 nos	3	Days		
2	Gala Dinner - 1 nos	1	Day		
G	B2B Lounge with FOREX Table				
1	Making of B2B Lounge of size complete with sidewall panelling in maxima system, glazed walls, seating arrangements, designer Carpeting, lighting, chairs, LED TVs, Glass round Table, 4"High Wooden Flooring & graphics etc. as per design.	234	Sqm		

6 RFP for Providing Event Management Services for 3rd Edition India MedTech Expo– Hall No. 1,3,5,7,8 & BH India Exposition Mart limited, Greater Noida (Delhi NCR) {14th–16th January 2027}

2	Installation of Paid Food Court with adequate lighting, furniture, set up food stalls, power, temporary kitchen construction and washing area (The event management agency will set up a dining area for food court and water point. Food and beverages etc will be catered by food catering agency, which will be engaged by the Event Management agency separately and approved by IEML)	325	Sqm		
3	Construction of kitchen shed with Thakat tables and linen, plug points in (60'x60')	1	Job		
4	Event Catering (IEML empaneled/approved)	1	Job		
	Providing lunch for 1500pax over 3 days during the show with buffet setup. The agency to manage and adhere to the quality (veg /non veg)	1500	nos		
	Dinner for Award night (veg/non veg) with snacks	700	Pax		
	Running Tea coffee with cookies • B2B Lounge • VIP Lounge • CEO Round Table, • Speakers Lounge Running Tea coffee with light snacks • EPCMD Officials	1	Job		
	Paid water/cold drinks/ tea-coffee stations to be placed at multiple points across the event venue	1	job		
	Silver spoon dinner for special guest and invitees	150	nos		
I	Branding and Media Plan (SM, Print, Digital)				
1	Social Media: Developing digital and social media strategies to align with core objectives for the MedTech Expo 2027 Event: • Create a digital plan to promote the event on social platforms for three days. • Design event-specific plans that leverage event details and fan engagement. • Posting on all social media pages including Facebook, Twitter, LinkedIn, Instagram • Design and develop assets for LinkedIn, Meta, X and YouTube, including 5 videos (30-60 seconds each) and 10 static. • Format posts as visuals, videos, stories, and carousels for platform adaptability • Deliver assets with visuals, captioning, and hashtags for campaigns • Draft posts and captions, adjust creatives per platform guidelines • Campaign performance report, including metrics and engagement summaries Regular (Daily/Weekly) post in all above social media:	1	Job		
	From Dec 1, 2026 to Dec 15, 2026: 2 posts a week across each platform	1	Job		
	From Dec 16, 2026 to Dec 31, 2026: 3 posts a week across each platform				
	January 11, 2027 to January 13, 2027: Daily posts across each platform				
	January 14, 2027 to January 16, 2027: Live posting from the venue in social media during the event				
	Daily monitoring as admin to ensure no unwanted or unnecessary post are there and also respond to queries if any				
2	Meta Adv. and promotion at all social media platforms targeting Health Fitness, hospitals, doctors & medical device manufacturers after allocation of work till event dates.	1	Job		
3	Public Relations: • One Curtain Raiser press release to be disseminated to the media nationally – one week before the event. • A two-member team to travel to Mumbai for the event • The following press releases will be disseminated: i. Day 1: Press Release covering the inaugural session only – as the Ministers' speeches will be covered here. ii. Day 3: Press Release encapsulating all the sessions and sharing numbers of visitors, buyer seller meets done, business concluded (if available), etc				

6 RFP for Providing Event Management Services for 3rd Edition India MedTech Expo– Hall No. 1,3,5,7,8 & BH India Exposition Mart limited, Greater Noida (Delhi NCR) {14th–16th January 2027}

J	Photography and Videography				
1	Videography - Complete Coverage of the event	1	Job		
	multi-cam setup				
	Recording at all MR rooms and Plenary room				
	Handheld shoot for candid moments				
	Interview Bytes for social media				
2	Photography - Complete coverage of all events with real time access to all media stake holders-	1	Job		
	High quality full HD photographs				
3	Live and screen out put - To create access for social media lives and to give video feed to different screens at IEML from inauguration	1	Job		
4	Editing and Postproduction - Preshow bytes- for social media	1	Job		
	Daily roundup during the event				
	Data to Social Media agencies				
	Post show film of 5-7 minutes				
5	Data Management - During the Event- Uploading photos on a dedicated Drive to be accessible to all authorized media agencies	1	Job		
	Post show- Hand over all data in a hard drive in well-marked folders				
K	Graphic Designing & Printing				
1	i) Graphic Designing: a) Event concept development and theme design	1	Job		
	b) Customized emailers to support promotional and registration campaigns	1	Job		
	c) Event brochures Sponsorship brochures(GSM-220, 3 fold with Matt Lamination	1000	Nos		
	d) Outdoor and indoor creatives, including but not limited to:				
	Welcome standees I Event backdrops I Entry gates and side panels I Sponsorship standees I Façade designs I Buntings and other venue branding materials I Thank Sponsor Panel I Airport Branding				
	e) Event Compendium	1000	Job		
	f) Future and R&D Pavilion Compendium	200	Job		
	g) Knowledge Papers	200	Job		
	h) Post Show Report	200	Job		
	i) Speakers Profile	200	Job		
	j) Various invitation cards	200	Job		
	k) Badges and car passes	1000			
	l)Newspaper advertisements (design and layout as per publishing standards in leading english newspaper) A4 size	2	Ads		
	ii) Printing as follows				
	a) Compendium				
	b) Invitation Card with Envelope (220 GSM)	1000	Nos		
	c) Notepad (90 GSM)	500	Nos		
	d) Event Brochures (A4 size)	1000	nos		
	e) Post show report (A4 size)	10	Copies		

6 **RFP for Providing Event Management Services for 3rd Edition India MedTech Expo– Hall No. 1,3,5,7,8 & BH India Exposition Mart limited, Greater Noida (Delhi NCR) {14th–16th January 2027}**

2	MS Frame and Flex for Branding: Iron frame made up from combination of iron pipe of ¾ and 1 Inch welded with electronic welding machines wherever necessary. The printed flex will be printed as per the approved designs and artwork, will be fixed with industrial grade highly stickable adhesive.				
3	Main Entrance Gate with graphics (Large) with appropriate dimensions (Approx. 30ftx20ft; 12ftx20ft) and artistic design matching the theme	50000	sqft		
4	Main Entrance Gate with graphics (Small) with appropriate dimensions and artistic design matching the theme	4	nos		
5	Pole buntings 2' x 6' both side printing	80	Nos		
6	Selfie point at foyer and other installations	5	Nos		
7	Partner Ministry Branding on Thankyou Panel at Prominent locations (exhibition venue, inaugural venue, dinner venue).	1	Job		
	Backdrop, Signages, Buntings etc.	3	Nos		
	Branding on Event website.	6	Nos		
	Advertisement in Exhibitor's Directory.	40	Nos		
	Standee Panels.	4	Nos		
	Registration.	1	Job		
8	Outdoor city branding on roundabouts near to the venue and Areas of prominent locations in Delhi NCR (Noida & Gurugram), Near airport terminals, etc	20000	sqft		
8a	Outdoor city branding in Gujrat (Surat & Ahemdabad), Mumbai, Vizag, Bangalore, Chennai	30000	sqft		
8b	Branding in Metro Rail: Static Internal Coach Panel Branding (Upper Header Panel & Side Wall Panel) New Delhi NCR, Mumbai, Bangalore, Hyderabad (Yellow/Blue Line)	10	Sites		
8c	Translights at different ministries and departments for marketing purposes	15	Nos		
L	Collaterals				
1	Conference bags with EPCMD Logo branding	1500	Nos		
2	Conference Notepads with EPCMD Logo branding	1500	Nos		
3	Pen with EPCMD Logo branding	1500	Nos		
4	Bags/ tags impression with EPCMD/Sponsor Logo branding	1500	Nos		
5	Mementos (small potted plant)	150	Nos		
6	Media Kits with Docket folder, pen, notebook	200	Nos		
7	Shawls, Bouquets for inaugural for one day	10	Nos		
M	Others				
1	Onsite Management : A dedicated team of 4 senior professionals onsite to ensure seamless execution, The Hall Manager required for Managing the Halls; Hostesses to be provided for 3 days to manage areas such as the B2B lounge, conference area, and VIP lounge, Expert guidance and support throughout the event duration, Back-office management services, including exhibitor follow-ups on event manuals, requirements, and design approvals,	1	Job		
2	Construction of EPCMD office with white powder coated aluminium modular system with branding and workstations and 3 desktops plus black and white printer: stationery for EPCMD Office	1	Job		
3	Necessary Licenses and Permissions (CPL, Fire Licence, Health Licence, Public Liability and comprehensive license)	1	Job		
4	Sanitation/cleaning workers for Setup and show dates with cleaning material	1	Job		
5	Landscaping of the halls	1	Job		

6 RFP for Providing Event Management Services for 3rd Edition India MedTech Expo– Hall No. 1,3,5,7,8 & BH India Exposition Mart limited, Greater Noida (Delhi NCR) {14th–16th January 2027}

6	Conservancy with vacuum cleaning of carpet, cleaning of toilet with accessories like - moping, tissues, soap, dustbin and including manpower	1	Job		
7	Medical Room installation and Ambulance for setup and show days with medical kit and nurse including below amenities:	1	Job		
	1. Doctor				
	2. Nurse				
	3. Wheelchair				
	4. Oxygen Cylinder				
	5. Pulse oximeter				
	6. BP Apparatus				
	7. Thermometer				
	8. Bag and mask				
	9. Stretcher				
	10. Nebulizer				
	11. All necessary medicine				
8	Fire Tender & Fire marshals during setup days and show days with fire extinguishers at various locations inside exhibition hall including below amenities:	1	Job		
	1. Water spray fire extinguishers				
	2. Foam fire extinguishers				
	3. Dry Powder – standard or specialist fire extinguishers				
	4. Wet Chemical fire extinguishers				
	5. Sand Bucket				
9	Carpeting outside halls	2500	Sqmt		
10	Security Service with guards, supervisors, metal detector door frame and HHMD for setup and show days	1	Job		
11	Necessary Licenses and Permissions	1	Job		
	i)Public liability and comprehensive insurance	1	Job		
	ii)CPL License	1	Job		
	iii)Health Trade License	1	Job		
	iv)Fire License	1	Job		
12	CCTV Room and Camera installation with recording DVR and screen setup and supervisor	1	Job		
13	High speed internet connection with 100 mbps speed for up to 500 users with routers for covering the entire hall with distribution for exhibition	1	Job		
14	High speed internet connection with 50 mbps speed for Dias with routers for covering the entire hall with distribution for conference	1	Job		
15	Transport/ shuttle services during the event (to&fro) (6 nos 12-seater Vehicle for 4 days plus 2 Innovas - for 19 days)	1	Job		
	2 Innova Crysta (14 hours & 200 km per day) (taxi will be provided from 25 th December 2026 to 16 th January 2027.)	1	Job		
16	Golf Carts for VIPs - 4 nos during the show with transportation and uniformed operator	1	Job		
17	Third Party insurance to cover loss of or damage to Equipment/ products Under no circumstances organisers will be liable to pay claims or challenges by the bidder before, during or after the event in relation to any mis- happening associated with the event.	1	Job		
18	Interactive Display Panel with application and software to display the information about the stalls (theme, category, stall no, etc.)	1	Job		

6 **RFP for Providing Event Management Services for 3rd Edition India MedTech Expo– Hall No. 1,3,5,7,8 & BH India Exposition Mart limited, Greater Noida (Delhi NCR) {14th–16th January 2027}**

19	Human Resource (Core Team) i. Event Manager... 01 (Responsible for overall supervision and management of the entire event. He/She will be single point of contact for the organisers) ii. Manager - Client Services... 01 (Responsible for overall supervision and management of handling guests) iii. Manager - Operations & Outreach... 01 (Responsible for overall supervision and management of operations team of the event)) iv. Senior Security Advisor... 01 v. Senior Fire Safety Advisor... 01 vi. Executive Staffs... 04 vii. MTS (Multitasking Staff) ... viii. Female attendant for conference/meeting room. 02 xi. Female Staff to attend the Dignitaries having the experience to attend the dignitaries for protocol duties etc... 04 ix Electricians... 03 x. One Stage Manager-01 (to plan cultural programmes well in advance and monitor all facilities and specifically responsible for all stage activities) Electricians to be available in shifts to ensure at least two is always at the site.	1	Job		
19a	Dedicated staff deputed at EPCMD office immediately after work allocation till end of the event event closure and submission of closure reports. The staff should have knowledge of Microsoft, backend calling support and maintaining record. Good communication skills	5	nos		
20	Buyer sourcing - Minimum 250 Foreign Buyers (Sending mails to prospective buyers in tandem with Indian embassies abroad and foreign mission in India; Compiling buyers data received from various embassies and scrutinizing the buyers as per standard protocol set up by the authorized committee; Buyer Sourcing programme through various means and channels)	1	Job		
21	Hospitality / Travel & Accommodation Programme (Travel arrangement documents (VISA letter etc.) for overseas buyers; Hotel and Transport Bookings for Overseas Buyers; Travel & Accommodation arrangements for EPCMD and Government officials (as per requirement put up by the competent authorities of EPCMD & concerned Ministry officials); Airport Desk Management for overseas buyers; Transfers of Guests from hotel to venue & back	1	Job		
22	RBSM Execution (Close coordination of successful RBSM online and offline; Reimbursement programme of successful RBSM candidates as per eligibility; Submission of report and bills post event with detailed submission of bills and other ancillary items and documents; File closure along with EPCMD officials; Combining of Buyers and sellers' data for optimum match for RBSM meet;	1	Job		
23	Landscaping in and around the venue and event location	1	Job		
24	Marketing partner through tele-calling, one to one meetup, zoom meetings etc. through potential stakeholders, like manufacturing companies, turnkey solution providers, hospital consultants, start-ups etc.	1	Job		
25	Website development for the event	1	Job		
N	ELECTRICALS:				
1	Power distribution with armoured cables from main panel board & generator up to hall & sub distribution with main panel switchboard & sub main panel board	1	Job		
2	Outside general lighting with metal halide lights	1	Job		
	Grand Total in INR (Without GST)				
	Grand Total in INR with GST				
	Grand Total in INR with GST in Words				

NOTE:

- The **Event Management Agency (EMA)** shall submit **daily short videos (1–2 minutes)** highlighting success stories of Medical Device companies for social media promotion.
- The EMA is required to **set up a dedicated Media Desk** staffed with a **minimum of four qualified professionals** with a background in journalism, print media, electronic media, or social media.
- This media-related work will be **monitored by a committee constituted by EPCMD**. Payment for this component will be made **based on the recommendations** of the said Committee.
- The EMA must **submit all documentary and electronic evidence** related to publicity activities to the Committee for evaluation.
- The EMA must ensure that the **deployed security agency possesses a valid PASAR license** issued by the Home Department or any other authority as prescribed. In case of any **violation of labour laws** or non-compliance with statutory requirements, the **penalty will be borne by the Event Manager and/or Security Agency**. EPCMD shall not be held responsible for any such lapses.
- The EMA shall **submit electronic attendance records** of all deployed personnel, including manpower, security, housekeeping staff, etc., as proof of their presence.
- The EMA must ensure that the **venue is handed over to IEML in the same condition** as at the time of possession. Any damage to property or charges imposed by ITPO will be **borne by the EMA**.
- The EMA must **complete all dismantling work within the stipulated time**, ensuring timely handover of halls to IEML. **No extension of time** will be allowed beyond the defined schedule.
- The EMA is required to **strictly follow fire safety regulations** and ensure the use of **high-quality electrical wiring** to prevent any incidents or hazards.
- The EMA must not be **blacklisted by any State Government, Central Government, Ministry, or Department**. A declaration to this effect must be **submitted on a ₹100 Non-Judicial Stamp Paper** along with the bidding documents.

ANNEXURE V: A – BIDDER'S AUTHORIZATION CERTIFICATE

To

Export Promotion Council for Medical Devices
YEIDA, 2nd Floor, Commercial Complex,
P-2 Sector, Omega-1, Greater Noida, Distt,
Gautam Budh Nagar
(Uttar Pradesh) – 201310

Sub: *Event Management Services for India MedTech Expo in Greater Noida {14th to 16th January 2027}*

Ref: **EPCMD/EVENTS/09/2026-01**

Dear Sir/Madam,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with tender No. **EPCMD/EVENTS/09/2026-01** dated _____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you while processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Verified Signature: -

Seal of the Organization: -

Date: -

Place: -

Note: Please attach the valid power of attorney in favour of the person signing this authorization letter.

ANNEXURE V: B – CORE TEAM

S.N	Designation	Key Role
1	Event Manager... ..02 (Minimum 5 years of Relevant Experience in managing similar event)	Responsible for overall supervision and management of the entire event. He/She will be single point of contact for EPCMD
2	Manager - Client Services... ..02 (Minimum 3 years of relevant experience)	Responsible for overall supervision and management of handling guests
3	Manager - Operations & Outreach....02 Minimum 3 years of relevant experience)	Responsible for overall supervision and management of the operations team of the event
4	Manager – Food Court.....02 Minimum 3 years of relevant experience)	Responsible for overall supervision and management of food court related work
5	Senior Security Advisor... ..02 (Ex Army/Police Minimum 10 years of relevant experience)	Responsible for overall security and supervision of security staff
6	Senior Fire Safety Advisor.....02 (Ex Fire Department Officer Minimum 10 years of relevant experience)	Responsible for overall fire safety and supervision of fire safety
7	One Stage Manager.....02 (Minimum of 2 years of relevant experience)	To plan cultural programs well in advance and monitor all facilities and specifically responsible for all stage activities
Non-Key Staff (To Support Core Team as per direction)		
1	Executive Staffs.....12	
2	MTS (Multitasking Staff)10	
3	Female Staff to attend the Dignitaries having the experience to attend the dignitaries for protocol duties etc.....04	
4	Announcer (Female)... ..01	
5	Female attendant for conference/meeting room 04	
6	Trained Electricians... ..06	
7	<i>Electricians to be available in shifts to ensure at least one is at the site at all times</i>	

ANNEXURE VI: PERFORMA FOR AFFIDAVIT

(On non-judicial stamp paper of Rs. 100/-)

I _____ Proprietor/Director/Partner of the firm M/s. _____ do hereby solemnly affirm that our firm M/s. _____ has never been blacklisted/debarred by any Government of India (Centre or State), and there has not been any work cancelled against for poor performance in the last three years reckoned from the date of invitation of Bid.

It is also certified that our agency is not bankrupt, or under liquidation, court receivership or similar proceedings.

.....
Name of the Bidder

.....
Signature of the Authorized Signatory

.....
Name of the Authorized Signatory

Place: _____

Date: _____

ANNEXURE VII: INFORMATION ON BIDDER'S ORGANISATION

S N	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	

.....

Name of the Bidder

.....

Signature of the Authorized Signatory

.....

Name of the Authorized Signatory

Place: _____

Date: _____

ANNEXURE VIII: ANNUAL TURN OVER

The firm/agency should have a minimum average annual turnover of Rs. 10 Crore in the past three financial years.

FINANCIAL YEAR	ANNUAL TURNOVER AS PER AUDITED BALANCE SHEET (in INR)
2023-2024	
2024-2025	
2025-2026	
Total	
Average Annual Turnover of three Financial Years	

Note: *The above data is to be supported by copies of the CA Certificate.*

Seal and Signature of bidder
(Name and Designation of the authorized signatory)

ANNEXURE IX: FORMAT OF PRE-PROPOSAL QUERIES

To

Export Promotion Council for Medical Devices
YEIDA, 2nd Floor, Commercial Complex,
P-2 Sector, Omega-1, Greater Noida, Distt,
Gautam Budh Nagar
(Uttar Pradesh) – 201310

Sub: *Event Management Services for India MedTech Expo in Greater Noida {14th to 16th
January 2027}*

Ref: **EPCMD/EVENTS/09/2026-01**

Dear ...

Following are the Clarifications and Comments from the Terms and Conditions and
Scope of Work for the subject RFP. These Clarifications are exhaustive.

S N	Clause No. and Page reference	RFP text	Query
1			
2			
...			

Yours faithfully,

Authorized Signatory
(with Name, Designation, Contact no. and Seal)

Note:
On the Letterhead of the Bidder.

ANNEXURE X: TERMS AND CONDITIONS

The sanction is subject to the following terms and conditions:

1. The Payment will be made to the agency on actual quantity / Nos. / Services carried out against the work-order and as verified by the verification team of EPCMD. In case of any increases or decreases, the payment would be made proportionately (actual basis), as per the actual work order/work done and physical verification report of EPCMD team.
2. The payment will be made to the agency on actual quantity and quality used for each item during the fair and as verified by the physical verification team of EPCMD.
3. **The terms and Conditions for release of payment:**
 - Advance payment of 20% of the total contract value will be released, after award of the work and acceptance of Terms and Conditions by the agency and submission of Bank Guarantee.
 - **Bank Guarantee:** Bidder is required to submit a Bank Guarantee for an equivalent amount paid as advance i.e. 5%.
 - The balance 80% of the estimated contract value will be released within Six month after completion of event and submission of the bills and other necessary required documents.
4. General Terms & Conditions mentioned in the RFP will remain unchanged. The agency will be responsible for necessary risk cover such as Insurance etc., under no circumstances will the Ministry be liable to claims or challenges by the bidder before, during or after the event in relation to any mishappening associated with the Event arrangements.
5. EPCMD reserves the right to terminate the contract at any time or stage during the period of contract without assigning any reason and without any financial consideration/ implication.
6. In case of any delay, liquidated damages at the rate of 2% of the relevant component of BOQ for each day of delay up to a maximum of 10% of the contract value.
7. **Applicable Law:** This Work Order, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law of India.
8. **Arbitration & Dispute resolution:** The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the following:

Parties may agree to appoint a sole arbitrator or, failing agreement on the identity of such sole arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may approach Hon'ble Delhi High Court for the appointment of Sole Arbitrator under the provisions of Section 11 of the Arbitration & Conciliation Act, 1996.

9. **INTEGRITY PACT:** The parties hereby agree to enter into this Integrity Pact and agree as follows:
Commitments of the BUYER: The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all

BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS. All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS:

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Buyer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract. The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the contract or any other contract with the Government.

BIDDERS shall disclose the name and address of agents and representatives, and Indian BIDDERS shall disclose their foreign principals or associates. BIDDERS shall disclose the payments to be made by them to agents/ brokers or any other intermediary, in connection with this bid/contract.

The BIDDER further confirms and declares to the BUYER that the BIDDER is the original service provider / manufacturer / integrator/ authorized government sponsored export entity of the stores and has not engaged any individual or firm or company whether Indian or foreign to

intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities. The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts. The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act, 1956.

The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER. The BIDDER shall also execute an Indemnity Bond in favor of **Export Promotion Council for Medical Devices**.

10. **Confidentiality:** Except with the prior written consent of EPCMD the Bidder and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Bidder and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services. If the data is misused, necessary action shall be initiated as per the provision of the Law.

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Kindly communicate your acceptance of the above terms and conditions and forward a duly signed letter.

Receipt of this letter may kindly be acknowledged.

This issue with the approval of Competent Authority.

Yours faithfully,

(.....)

Copy for information to:

**ANNEXURE X – A: FORM OF BANK GUARANTEE FOR PERFORMANCE
SECURITY**

To

Export Promotion Council for Medical Devices
YEIDA, 2nd Floor, Commercial Complex,
P-2 Sector, Omega-1, Greater Noida, Distt,
Gautam Budh Nagar
(Uttar Pradesh) – 201310

WHEREAS _____ [Name and address of the Service Provider]
(hereinafter called “the Agency”) has undertaken, in pursuance of Work Order No.
_____ dated _____ to provide the services on terms and conditions
set forth in the Work Order and the Request for Proposal (RFP) _____
[Name of assignment] (hereinafter called the “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Agency
shall furnish you with a Bank Guarantee by a recognized bank for the sum specified
therein as security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee.

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you,
on behalf of the Agency up to a total of _____ [amount of Guarantee]
_____ [in words], such sum being payable in the types and proportions of
currencies in which the Contract Price is payable, and we undertake to pay you, upon
your first written demand and without cavil or argument, any sum or sums within the
limits of _____ [amount of Guarantee] as aforesaid without
your needing to prove or to show grounds or reasons for your demand for the sum
specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency
before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the
Contract or of the services to be performed there under or of any of the Contract
documents which may be made between you and the Agency shall in any way release
us from any liability under this guarantee, and we hereby waive notice of any such
change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in
the constitution of the Agency or of the Bank.

"This guarantee shall also be operatable at our..... Branch at Greater Noida, from whom confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation."

Not with standing anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____) and the guarantee shall remain valid till _____. Unless a claim or a demand in writing is made upon us on or before _____ all our liability under this guarantee shall cease.

Not with standing anything contained hereinabove"

- A. Our liability under this guarantee shall not exceed Rs. _____ (Rupees _____).
- B. This bank guarantee shall be valid up to _____.
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before _____.

Signature and Seal of the Guarantor _____

In presence of

Name and Designation

1. _____
(Name, Signature & Occupation)

Name of the Bank

Address

2. _____
(Name & Occupation)
Date

ANNEXURE X – B: INDEMNITY BOND

INDEMNITY BOND

(Stamp Paper 100/- Rs. Cert. No.: _____)

THIS DEED of Indemnity is Executed on this day of September 2026, by, hereinafter called the “the Bidder” (which expression shall, unless it be repugnant to the context or the meaning thereof mean and include his/her heirs, successors, executors, administrators and assigns) in favor of Export Promotion Council for Medical Devices, YEIDA, 2nd Floor, Commercial Complex, P-2 Sector, Omega-1, Greater Noida, Distt, Gautam Budh Nagar (Uttar Pradesh) – 201310 hereinafter called “the Beneficiary” (which expression shall, unless it be repugnant to the context or the meaning thereof mean and include its heirs, successors, executors, administrators and assigns).

Whereas We, M/s have entered into a contract with EPCMD in accordance with the terms and conditions of the Agreement No... (hereinafter referred to as “the said Contract”)

Whereas, under the said contract EPCMD have agreed to make certain advance payment to us on our furnishing an indemnity Bond.

We, M/s hereby undertake as follows:

1. In consideration of EPCMD agreeing to pay the advance payment in accordance with the said contract on our furnishing indemnity Bond, we hereby undertake to indemnify EPCMD and keep EPCMD indemnified from time to time to the extent of any loss in accordance with said contract against any loss or damage caused to or suffered by EPCMD by reason of a any breach or breaches on our part of any of the terms and conditions contained in the said contract or in even due to any negligence or any other act or omission on our part and in the event we shall make any default or defaults in carrying out any of the works under the said contract, we shall forthwith on demand pay EPCMD such sum of Rs..... as may be claimed by EPCMD to the extent of it's losses and damages, costs, charges or expenses by reason of such default or defaults on our part.
2. Notwithstanding anything to the contrary in these presents or in the said contract EPCMD 's decision as to whatever we have made any default or faults or committed any breach of the contract or the amount or amounts to which EPCMD is entitled by reasons thereof will be binding on us for the purposes of this indemnity and we will pay the same on demand without demur. This will be without prejudice to other rights of EPCMD under the contract and/or this indemnity.
3. That the bidder shall indemnify to EPCMD to the extent of losses which will be caused to EPCMD due to any act or omission of the bidder.
4. EPCMD shall have the fullest liberty from time to time to enforce or forebear to enforce any of the terms and condition of the said contract and we shall not be released from our liability under this indemnity by the exercise of EPCMD liberty with reference to the matter aforesaid or by reason of any time being given to us or any forbearer act of omission on our part.

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5. This indemnity bond and the powers and provisions herein contained are in addition to and not by way of limitation or substitute for any other Bank guarantees, indemnities hereto before given to EPCMD by us and this indemnity does not revoke or limit such indemnities or guarantees.

Yours faithfully,

()

Name and Seal of Contractor

Witness:

- 1.
- 2.

ANNEXURE XI: LAYOUT PLAN

