



पेंशन निधि विनियामक और विकास प्राधिकरण
PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY

Request for Empanelment
(RFE) for
Event Management Services

Reference No. PFRDA/06/14/11/0006/2017-ADMIN
Date: 23.02.2026

Issuing Authority:

PENSION FUND REGULATORY AND DEVELOPMENT AUTHORITY (PFRDA)
E-500, TOWER E, 5TH FLOOR
WORLD TRADE CENTRE, NAUROJI NAGAR
NEW DELHI – 110 029.



Request for Empanelment

1. Pension Fund Regulatory and Development Authority (PFRDA) is a statutory body, established under PFRDA Act, 2013, with an objective to promote old age income security invites proposals for **“Empanelment of agencies for Event Management Services”** from reputed firms for empanelment by PFRDA for a period of three (03) years subject to annual renewal, depending on the performance of the agency and their compliance of terms and conditions at the sole discretion of PFRDA.
2. The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the firm(s) will be as mentioned in this RFE and any modification or changes to the terms and conditions mentioned in this RFE will be entirely at discretion of PFRDA.
3. No contractual obligation whatsoever shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by duly authorized official(s) of PFRDA with the selected firm(s). PFRDA reserves the rights to empanel more than one firm or dis-empanel any firm already empaneled by it, based on its internal requirements as may be deemed appropriate and no such agency shall have any right to be associated with PFRDA. Further any empanelment shall not vest any right with any agency nor shall it have any legitimate expectations that one or more work shall be granted to it at any point during such empanelment.
4. The content of this RFE enlists the requirements of PFRDA. It includes the Empanelment Terms which details out all that may be needed by the firms to understand the terms and the empanelment process and explain the contractual terms that the PFRDA wishes to specify at this stage.
5. Interested agencies are advised to study this RFE document carefully before submitting their proposals in response to the Request for Empanelment. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.



Empanelment Summary

S.No.	Item	Details
1	Addressee and address at which the bid is to be submitted	Chief General Manager (Admin), PFRDA, E-500, 5 th Floor, World Trade Center, Nauroji Nagar, New Delhi - 110029
2	Date of issue of the Request for Empanelment (RFE) document	23 rd February 2026 (Monday)
3	Last date and time for submission of Applications	6 th March 2026 (Friday) upto 3.00 PM
4	Duration of Empanelment	03 Year (<i>subject to annual renewal based on performance evaluation and requirement of PFRDA</i>). <i>Notwithstanding any evaluation, PFRDA shall have the right not to grant any extension to any empaneled agency</i>
5	Validity of the Application	180 Days
6	Contact for clarification	dept.admn@pfrda.org.in
7	Presentation Round	To be notified via email if shortlisted



I. INTRODUCTION

Pension Fund Regulatory and Development Authority (PFRDA) is a statutory body, established under PFRDA Act, 2013, with an objective to promote old age income security by establishing, developing, and regulating pension funds, to protect the interests of subscribers to schemes of pension funds and for matters connected therewith or incidental thereto.

II. SCOPE OF WORK

PFRDA invites reputed event management agencies for empanelment through this Request for Empanelment (RFE) to avail the services, as per its requirement, of reputed and experienced event management agencies for planning of event, venue selection and logistics, vendor management, registration and attendee management, on-site event management, post-event activities, compliance and permits and event wrap-up.

The selected event management agencies will be empaneled for a duration of 3 Year. The duration of the engagement may be renewed one year at a time depending on the performance of the agency and their compliance of terms and conditions at the sole discretion of PFRDA. Notwithstanding any evaluation, PFRDA shall have the right not to grant any extension to any empaneled agency.

The event management agency may be empaneled to provide comprehensive services for the planning, coordination, and execution of events organized by PFRDA. The scope of work includes, but is not limited to, the following:

1. Event Planning and Conceptualization

- i. Develop innovative themes, concepts, and formats for events, including conferences, seminars, workshops, award ceremonies, exhibitions, and training sessions.
- ii. Propose creative designs for event branding, including logos, banners, stage backdrops, invitations, and other promotional materials.
- iii. Coordinate with PFRDA for approvals on event concepts, plans, and designs.
- iv. Any other activity that may be assigned by PFRDA

2. Venue Management

- i. Identify, shortlist, and finalize suitable venues for events based on PFRDA's requirements.
- ii. Coordinate with venue authorities for booking, layouts, permissions, and logistical arrangements.
- iii. Ensure compliance with all venue-specific safety protocols, including fire safety and crowd management.

3. Audio-Visual and Technical Support

- i. Provide audio-visual equipment, including projectors, LED screens, sound systems, microphones, lighting, and translation equipment (if required).
- ii. Arrange for technical support staff to operate and troubleshoot AV systems during the event.
- iii. Ensure high-quality live streaming and recording of events (if required).

4. On-Site Event Management

- i. Deploy a dedicated on-site team to oversee and manage all aspects of the event execution.
- ii. Handle attendee registrations, distribution of kits, and badges.
- iii. Manage protocol requirements, including coordination with VIPs, dignitaries, and government officials.
- iv. Coordinate with catering services for high-quality food and beverages for attendees.
- v. Ensure the smooth operation of all event-related activities, adhering to timelines.



5. Vendor Coordination

- i. Coordinate with third-party vendors for fabrication, printing, transport, catering, and other services as required.
- ii. Ensure timely delivery and quality control of all deliverables from vendors.

6. Identification and Finalization of the Emcee

- i. Assess the event's theme and audience to determine the need for an emcee and finalize the communication style.
- ii. Define qualifications, including experience, communication skills, and language proficiency.
- iii. Shortlist potential emcees by reviewing portfolios and conducting interviews if needed.
- iv. Present shortlisted candidates for client approval and arrange meetings for event-specific briefings.
- v. Negotiate fees, manage contracts, and arrange logistics, including travel and on-site requirements.
- vi. Ensure on-site coordination, provide technical support, and implement contingency planning for seamless event execution.

7. Managing Press and Media

- i. Identify relevant media outlets and develop press releases and communication materials.
- ii. Coordinate event coverage, including interviews and photo opportunities.
- iii. Arrange logistics for media personnel, such as access passes and seating.
- iv. Facilitate interactions between media and key stakeholders.
- v. Monitor media coverage and provide post-event reports.

8. Backstage Management During the Event

- i. Organize and manage backstage areas, including green rooms and holding areas for speakers and performers.
- ii. Coordinate with technical teams for audio-visual setups, cue sheets, and stage transitions.
- iii. Ensure smooth flow of program segments, including speaker line-ups and performance schedules.
- iv. Manage on-stage props, materials, and any special requirements for presentations or performances.
- v. Provide logistical support and briefings for emcees, speakers, and performers.
- vi. Address any last-minute changes or emergencies to ensure seamless event execution.

9. Capturing the Event Through Photography and Videography

- i. Arrange professional photographers and videographers to cover the event.
- ii. Develop a shot list, including key moments such as speaker sessions, audience interactions, and special activities.
- iii. Coordinate with the event team to capture branding elements and sponsor visibility.
- iv. Ensure high-quality images and videos suitable for post-event marketing and archival purposes.
- v. Manage on-site editing (if required) for quick social media updates.
- vi. Deliver final edited photographs and videos, including highlight reels and event summaries.

10. Marketing and Promotion

- i. Develop and execute a marketing and communication plan to promote events, leveraging digital platforms, social media, and traditional media.
- ii. Design and distribute invitations, emailers, brochures, and promotional content.
- iii. Manage event-related publicity, including press releases and media coverage.



11. Logistics and Travel Management

- i. Handle logistics for event participants, including travel, accommodation, and local transportation.
- ii. Provide end-to-end coordination for VIPs and guest speakers, including arrival, stay, and departure management.
- iii. Arrange for welcome desks, concierge services, and transport facilities at event locations.
- iv. Arrange meet and assist services at Airport

12. Post-Event Activities

- i. Compile detailed post-event reports, including attendee feedback, photographs, videos, and other records.
- ii. Provide documentation of expenses and deliverables as per PFRDA's requirements.
- iii. Ensure dismantling and clean-up of the event site post-event execution.

13. Adherence to Compliance and Guidelines

- i. Ensure all events comply with government and PFRDA specific guidelines, including safety and security standards.
- ii. Obtain necessary permissions, licenses, and insurance for the events.

14. Miscellaneous Requirements

- i. Be flexible and responsive to PFRDA's dynamic requirements.
- ii. Provide ad hoc services as required for specific event needs, including exhibitions, fairs, or hybrid events (physical and virtual).
- iii. Maintain confidentiality of PFRDA's events and related information.

15. Diversified Activities for Event Management: Pre-Event, During Event, and Post-Event

1. Pre-Event Activities

The pre-event phase focuses on meticulous planning, coordination, and preparation to ensure the success of the event. Activities include:

- i. Define event objectives, develop a comprehensive plan, timeline, and budget.
- ii. Ideate themes, formats, and key deliverables in consultation with PFRDA.
- iii. Develop branding materials, including logos, brochures, and promotional content.
- iv. Identify and finalize venues based on capacity, facilities, and budget.
- v. Arrange venue permits, seating layouts, and parking arrangements.
- vi. Plan and book accommodation and transportation for speakers, VIPs, and participants.
- vii. Engage and finalize contracts with vendors for catering, fabrication, audio-visual equipment, printing, and decor.
- viii. Ensure timely delivery of event materials like kits, badges, and signage. Launch promotional campaigns through social media, email, and traditional media.
- ix. Design and distribute invitations, posters, and registration links.
- x. Coordinate press releases and media outreach for pre-event publicity.
- xi. Test audio-visual equipment, lighting, and live streaming setups.
- xii. Prepare presentations, videos, and other speaker content.
- xiii. Conduct technical rehearsals to ensure smooth execution.
- xiv. Develop an attendee registration portal and confirmation system.
- xv. Send reminders and logistical details to participants.
- xvi. Prepare and distribute welcome kits, itineraries, and event schedules.



2. Activities During the Event

The event phase emphasizes flawless execution, guest engagement, and troubleshooting. Activities include:

- i. Set up registration desks, signage, and help counters for attendees.
- ii. Manage on-site registration, distribution of kits, and issuance of name badges.
- iii. Ensure smooth flow of the event as per the schedule and protocol.
- iv. Operate audio-visual systems, including microphones, projectors, and LED screens.
- v. Manage live streaming or hybrid event platforms for virtual participation.
- vi. Provide real-time technical troubleshooting to avoid disruptions.
- vii. Coordinate with VIPs, guest speakers, and dignitaries to ensure their comfort.
- viii. Facilitate green rooms and protocol arrangements for keynote speakers.
- ix. Assign dedicated personnel for escorting high-profile attendees.
- x. Oversee food and beverage services, ensuring quality and timely delivery.
- xi. Manage staff for serving meals and refreshments during breaks.
- xii. Conduct interactive sessions, Q&A rounds, and live polling for participant engagement.
- xiii. Monitor social media updates and live tweet important moments from the event.
- xiv. Provide real-time assistance to attendees for queries or issues.

3. Post-Event Activities

The post-event phase focuses on evaluation, documentation, and closure of event-related processes. Activities include:

- i. Prepare and deliver a comprehensive post-event report, including attendee statistics, feedback, photographs, and videos.
- ii. Provide detailed financial reports and invoices for vendor payments and expenses.
- iii. Conduct surveys to gather feedback from attendees, speakers, and other stakeholders.
- iv. Analyse feedback to identify strengths and areas for improvement.
- v. Share event highlights through social media posts, press releases, and blogs.
- vi. Provide attendees with recordings, presentation slides, or other requested materials.
- vii. Dismantle and return rental equipment, props, and decorations.
- viii. Ensure venue clean-up and clearance.
- ix. Send thank-you emails or notes to participants, speakers, and sponsors.
- x. Archive all event-related documents, recordings, and assets for future reference.
- xi. Share learnings and best practices with PFRDA's internal team for future event planning.

While the above-mentioned activities are to give an idea on the nature and type of services, there can be any additional activities of similar nature, which the empaneled agency would be required to undertake, based on the requirements from time to time. The quality of the services is extremely critical and as part of their proposal the agency/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.



III. PRE- QUALIFICATION CRITERIA

Agencies are expected to meet the following prequalification criteria. Agency failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. PFRDA shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The Bidder(s) interested in participating in the selection Process must be a duly registered legal entity in India, under any one of the following categories: • A Limited Liability Partnership ("LLP") registered under the LLP Act, 2008. • an Indian Company ("Company") registered under the Companies Act, 1956/ 2013 or any previous Companies' Act. • a "Partnership Firm" registered under the Indian Partnership Act, 1932. • Sole Proprietorship concerns, registered under the Applicable Laws of India	Registration documents of the Bidder as a company/firm or any legal entity along with: • Incorporation Certificate of the company, or • Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm • MSME Certificate (if applicable). • Any other supporting document, as may be required. • GST and PAN
2	Annual Turnover	Average turnover of at least Rupees two (02) Crore generated in the past three (3) financial years (2022-23, 2023- 24 and 2024-25) from any similar services.	• Turnover certificate issued by CA (original); or • Audited financial statements of the last three financial years (i.e., 2022- 23, 2023-24, 2024-25) to support the claim
3	Work Experience	The Applicant must have relevant experience with reference to similar activities with Central or State Govt., Union Territory, Regulatory Bodies, PSU, CPSE, SPSE, Central universities, national institutes in the last 3 (Three) Financial Years as per following: • One (01) work order of the value not less than Rs. 40 Lakhs, or • Two (02) projects of value not less than Rs. 30 Lakhs, or, • Three (03) projects of value not less than Rs. 20 Lakhs.	Contract/ Agreement/ Work Orders from client(s) providing the details of the project /contract along with the images of the event involving guests as specified.
4	Expertise of Manpower	The applicant must have at least 10 skilled manpower / consultants specializing in executing the various activities in the defined scope of work.	Certificate from the HR/Head of the Firm and resumes of 10 Key resources with the relevant expertise
5	Office in NCR and Mumbai	The bidder shall have office/ branch of event management services in NCR	Address proof by the Telephone Bill/



		and Mumbai.	Lease Deed/ Electricity Bill /Property Tax Receipt
6	Blacklisting/termination of contract	The bidding entity must not be blacklisted/ terminated / debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last three (3) years or its contract should not have been terminated by any of its client in the past 3 years for any wrong doing or breach of performance.	An undertaking to be submitted in the format of Form -D



IV. Technical Evaluation

The Technical Evaluation will be carried out for only those agencies who meet all the pre-qualification criteria. The Technical Evaluation would happen based on agency's relevant experience and key-personnel as described under:

Table. 1 Scoring Sheet

S. No.	Criteria	Maximum Score	Scoring Criteria	Supporting Documents Required
1	Experience in event management services	20	Experience in Event Management Services 5 to < 7 years- 8 7 to < 10 years- 12 More than 10 years- 20	Details of Contract/agreement/work order and its completion evidencing the earliest experience in event management services
2.	Agency empanelment with Government organizations (as on date of application)	10	2 empanelment- 6 3 to 4 empanelments: 8 5 and above empanelment's -10	Empanelment Letter evidencing the continuity of empanelment on the date of application
3	Case study for previous similar projects/ contracts/ agreements/ completion certificate w.r.t for providing the event management services undertaken in past 5 years from government / public sector recognized organizations/ private sector or quality monitoring agencies	15	Projects with work value of above ₹ 20 Lakhs and up to 30 lakhs = 1 marks Projects with work value of above ₹ 30 Lakhs and up to ₹ 40 Lakhs = 2.5 marks Projects with work value of above ₹ 40 Lakhs= 5 marks	Contract/ Agreement/ Work Orders from client(s) providing the details of the project /contract along with the images of the event involving guests as specified
4	Average Annual turnover during last 3 years (2022-23, 2023- 24 and 2024-25) (In Crores)	10	< Rs. 2 Cr. = Nil marks At least Rs. 2 Cr. to 4 Cr = 2.5 marks Above Rs. 4 Cr. to 6 Cr. = 5 marks Above Rs. 6 Cr. to Rs. 8 Cr. = 7.5 marks Above Rs. 8 Cr. = 10 Marks	Turnover certificate by CA (original); or Audited financial statements of the last three financial years (i.e.,2022-23, 2023-24, 2024-25) to support the claim
5	Profile of proposed resources as well as the team composition by area of expertise, years of experience, position that	10	10 to < 15: 4 15 to < 20: 6 20 and above: 10	Certificate from the HR/Head of the Firm and resumes of key resources with the relevant expertise



	would be assigned to each resource, and their tasks			
6	Presence of Offices in across India – presence in metro cities (A detailed list of states where offices are located must be provided as part of the bid submission)	10	Presence in each metro city will carry 1 marks and other cities/town will carry 0.5 marks.	Address proof like Telephone, electricity bill, property tax receipt etc.
7	Willingness to provide array of Services and Billing Options (Please refer Table 2)	25		
	Total Technical Score	100		

(Minimum marks required for technical qualification is 70 out of 100)

Table 2: Willingness to provide additional array of Services and Billing Options (Serial No. 7 of the Technical Evaluation)

EVENT MANAGEMENT				
	Options	Method	Weightage/ Marks in the Technical Evaluation	Willingness to provide Services under the process (The bidder has to mark YES or NO against each Options)
7 (a)	Event Option – I	The Hotel/Event venue will be booked by PFRDA in its name. The empaneled vendor(s) has to quote for the event management.	5	
7 (b)	Event Option – II	PFRDA will provide the list of Hotels/Event venue that is suitable of the program. The vendor(s) can quote for any one of the venue from the list.	4	
BILLING OPTIONS FOR EVENT MANAGEMENT				
7 (c)	Billing options – I	The Billing shall be based on actual bill submitted by the Hotel/venue plus the Management Charges payable to Event Management Company (Management Charges payable to Event Management Company over and above the actual cost supported by Bills.	4	
7 (d)	Billing options – II	The Billing shall be based on bill raised by the Event Management Companies.	3	
TAXI SERVICES				
7 (e)	Taxi Services	Providing cars on rental across various cities as per the agreed rate.	3	



HOTEL ROOM BOOKING				
7 (f)	Hotel Room Booking	Booking Rooms in various cities to the staff members as per their entitlements. The Billing shall be based on actual bill submitted by the Hotel plus the Management Charges payable to Event Management Company.	3	
MEET AND GREET SERVICES AT AIRPORT				
7 (g)	Meet and Greet Services at Airport	Meet and Assist Airport service that helps travelers to skip long airport queues and forget the hassles of complicated airport formalities, by offering personal assistants, fast track services, airport lounge access, buggy service, porter service.	3	

If the bidder is willing to provide services under a particular Process the corresponding marks will be awarded in the Technical Evaluation.

In case it is found that the bidder has consented for providing services under a particular process and later refused to provide services, PFRDA reserves the right de-empanel the agency and blacklist it.

V. General Terms and Conditions

1. The empanelment letter shall not confer any right to engagement. The agency or its associates/companies who are empaneled with PFRDA because of this empanelment process are not allowed to use the name of PFRDA, its logo, service marks or any document for any purpose without the prior written approval of PFRDA.
2. **Empanelment Duration:** The empanelment will be for a period of three (03) years, subject to annual renewal, depending on the performance of the agency and their compliance of terms and conditions at the sole discretion of PFRDA
3. **GeM Registration:** The applicant agencies shall be required to register themselves on the Government e-Marketplace (GeM) portal as a prerequisite for participation in the empanelment process.
4. Charges for jobs will be decided on competitive bidding basis/ selection process interse the empaneled agencies. Notwithstanding the empanelment, it shall be well within the rights of PFRDA to get all or any work done under this RFE, through other agencies, as may be deemed appropriate.
5. **Payment Terms and Conditions:**
 - a. No advance payment would be effected towards any event management services. Payments would only be made post submission of original bills/ invoices.
 - b. TDS shall be deducted at source from the running bills as under the provisions of the Income Tax laws
 - c. The GST shall be paid as applicable and as per actual.



- d. For facilitating Electronic Transfer of funds, the empaneled Agencies will be required to indicate the name of the Bank & Branch, account no. (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the empaneled agencies
6. PFRDA reserves the right to
- i. reject any / all proposals without assigning any reasons thereof,
 - ii. relax or waive any of the conditions stipulated in this RFE document as deemed necessary in the best interest of PFRDA and the objectives of the project without assigning any reasons thereof and
 - iii. include any other item(s) in the Scope of work at any time after consultation.
 - iv. not pay for any services or any additional work for which prior written approval has not been taken by the agency from PFRDA
7. **Blacklisting/debarring:** PFRDA reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on delivery of unsatisfactory/poor services, insolvency of the company, has used any unfair means to procure the work, or any other ethical ground as deemed fit by giving a 7-day prior written notice. PFRDA may also withdraw the empanelment granted to any agency without assigning any reason whatsoever by giving an advance notice of 15 days..
8. **Subcontracting:** There must be no further subcontracting without prior written consent of PFRDA; all manpower deployed by the Service provider shall be on-roll employees of the Service provider or must have a direct employment contract with the Service provider and shall not bear any relationship with PFRDA either of employer-employee or that of any agent of PFRDA either express or implied. The relationship between PFRDA and empaneled agency shall be on principal-to-principal basis
9. **Allocation of work post empanelment:** The allocation of work post empanelment among all the empaneled agencies will be made by floating limited tender enquiries through GeM portal/nomination basis as and when the requirements arise.
10. **Presentation:** As a part of Evaluation of proposals submitted by the applicants, PFRDA reserves the right to seek further information or a presentation from the agency for evaluation purpose.
11. **Amendment to RFE:** At any time prior to the last date for receipt of applications, PFRDA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, PFRDA may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE. The applicant is required to visit the Tenders Section of PFRDA website for any changes or amendments in the RFE before submitting their Applications. PFRDA may cancel or abort this RFE process at any stage or not grant any empanelment at all pursuant to this process to one or more agency or even if granted, may cancel/terminate the same and go for a fresh RFE process for the whole of the country or any part thereof. Notwithstanding this RFE process, PFRDA reserves the right to undertake more RFE process to empanel further agencies, as it may deem fit at any point of time, without any restrictions.
12. **Ethics:** PFRDA expect all operators, shortlisted agency(s) to show highest ethical standards during the course of the assignment while dealing with any entity whose services are being procured for PFRDA including any hotels. The agency shall not provide any undue favour to any employee of PFRDA or any of its representatives. If any complaints/information regarding any incident



of malpractices (bribery, seeking monetary or non-monetary favor/gifts) is brought to the notice, the shortlisted agency(s) shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. PFRDA is absolved of any liability/claim arising out of any such above situations. Further PFRDA reserves the right to terminate the engagement forthwith.

13. During evaluation, PFRDA may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by PFRDA.
14. PFRDA may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
 - i. Submitted the proposal after the response deadline
 - ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
 - iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
 - iv. Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
 - v. Submitted more than one proposal
 - vi. was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices or where the contract has been terminated for unsatisfactory services or any breach or wrongdoings.

15. Dispute Resolution: Any dispute arising out of or in relation to this empanelment process shall be subject to the exclusive jurisdiction of courts at New Delhi. Any dispute that may arise post empanelment in relation thereto or with respect to any work awarded under such empanelment shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 . For this purpose, the parties may appoint an arbitrator mutually, failing which in accordance with the provisions of the said Act. The venue of arbitration shall be at New Delhi only. Any or all disputes arising out of the empanelment or in relation to any work awarded under the empanelment shall be subject to the exclusive jurisdiction of courts at New Delhi only and of no others.

16. The application is liable to be rejected if:

- i. Not in prescribed forms and not containing all required details.
- ii. Not properly sealed and signed as per requirements.
- iii. Received after the expiry of due date and time.
- iv. Missing of any supporting document(s) with the Proposal



VI. Proposal Submission

The intending bidders are expected to prepare proposals covering the following aspects:

1. Signed and stamped Form-A, B, C, D in Annexure 1
2. Details of relevant previous experience
3. Supporting documents for the details required as per pre-qualification criteria
4. Any other details that the bidder may like to provide.

Please mention the following in preparing your bid:

- Dated this [date / month / year]
- Authorized Signatory (in full and initials)
- Name and title of signatory
- Duly authorized to sign this proposal for and on behalf of [Name of service provider]
- Name of the Firm
- Address of the Firm

Interested agencies may send their application along with the profile and other details inside a sealed envelope super-scribing **“Empanelment of agencies for Event Management Services”** to Chief General Manager (Administration), PFRDA, E – 500, World Trade Center, New Delhi-110029 latest by **6th March 2026 (Friday) by 3 PM.**



ANNEXURE 1

Form A: Covering letter with the Proposal in response to RFE Notice

(To be submitted on the Letterhead of the responding firm)

To,
Chief General Manager (Administration)
PFRDA, E – 500, World Trade Center, New Delhi-
110029

Dear Sir,

Subject: Submission of proposal in response to the RFE for “**Empanelment of agencies for Event Management Services**”

1. Having examined the RFE document, we, the undersigned, herewith submit our proposal in response to your RFE dated _____ for “_____”, in full conformity with the said RFE document.
2. The proposal is made by me
3. Having examined the RFE document, we, the undersigned, herewith submit our proposal in response to your RFE dated _____ for “_____”, in full conformity with the said RFE document.
4. The proposal is made by me/us on behalf of _____
(Company/Firm/Association of individuals) in the capacity of duly authorized to submit the proposal.
5. I/We understand that PFRDA reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empaneled Firms.
6. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and PFRDA or its appointed representatives.
7. We agree to unconditionally accept all the terms and conditions set out in the RFE document and also agree to abide by this bid response for a maximum period of THREE MONTHS from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bids response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and PFRDA.
8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the PFRDA as to any material fact. We agree that PFRDA is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company)

Seal/Stamp of Bidder

{Place}

{Date}



Form B: Relevant Project Experience

S. No.	Name of the Project/ Engagement	Client Name	Duration (Period)	Value of the assignment

Form C: Details of the responding firm

S. No.	Particulars	Details to be furnished	
1.	Details of responding Company		
	Name of the organization:		
	Address		
	Fax		
	E-mail		Website
	Name, Designation and Mobile No. of Point of Contact for tender:		
2.	Information about responding Company		
	Status of Company (<i>Public Ltd. / Pvt. Ltd etc.</i>)		
	Details of Registration (<i>Ref e.g. ROC Ref #</i>)		Date
			Ref #
	Details of GST Registration		Date
			Ref #
3.	Current Year Turnover (Rs in Crores) from Similar Services in India;		
4.	Company Profile (Operations in India)		
4.1	Average turnover from Indian Operations from services in last three years	(Turnover in Rs Crores)	
4.2	Full-time professional staff Engaged in similar Projects	(Number of Staff)	
4.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be considered)	(Number of Offices indifferent cities/towns and their address)	

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above is correct to the best of my/our knowledge /belief. I/We undertake to inform you of any change in above particulars at the earliest.



Form D: Format for Non-Blacklisting Undertaking

(To be submitted on the Letterhead of the responding firm)

To,

Chief General Manager (Administration)
PFRDA, E – 500,
World Trade Center, New Delhi-110029

Subject: Non-Blacklisting declaration in connection with RFE Ref. No. . dated____ for _____

Dear Sir,

This is to notify you that our Firm/Company/Organization _____ intends _____ to submit proposal in response to invitation for Tender Ref. No. __ for _____ In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder