



एमएसएमई प्रौद्योगिकी केन्द्र भोपाल
MSME TECHNOLOGY CENTRE, BHOPAL

भारत सरकार की सोसाइटी, सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय
Government of India Society, Ministry of Micro, Small & Medium Enterprises

पैनल में शामिल किए जाने हेतु अभिरुचि की अभिव्यक्ति (Expression of Interest - EOI)

एमएसएमई टेक्नोलॉजी सेंटर, भोपाल, सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय, भारत सरकार के अधीन एक अग्रणी प्रौद्योगिकी एवं कौशल विकास संस्थान है, जिसे मध्यप्रदेश राज्य में सूक्ष्म, लघु एवं मध्यम उद्यमों (MSMEs) के लिए संरचित क्षमता निर्माण, जागरूकता एवं प्रशिक्षण कार्यक्रमों के प्रभावी क्रियान्वयन हेतु प्रमुख कार्यान्वयन एजेंसी के रूप में नामित किया गया है।

इन कार्यक्रमों के पारदर्शी, प्रतिस्पर्धात्मक एवं समयबद्ध संचालन को सुनिश्चित करने के उद्देश्य से एमएसएमई टेक्नोलॉजी सेंटर, भोपाल पात्र एवं अनुभवी एजेंसियों/संगठनों से पैनल (Empanelment) में शामिल किए जाने हेतु आवेदन आमंत्रित करता है:

पैनल में शामिल किए जाने से संबंधित विस्तृत दस्तावेज, जिसमें पात्रता मानदंड, कार्य का दायरा, मूल्यांकन प्रक्रिया, आवेदन प्रक्रिया तथा अन्य नियम एवं शर्तें सम्मिलित हैं, एमएसएमई टेक्नोलॉजी सेंटर, भोपाल की आधिकारिक वेबसाइट पर उपलब्ध हैं।

इच्छुक एवं पात्र एजेंसियाँ/संगठन अपना आवेदन पैनल दस्तावेज में दिए गए निर्देशों के अनुसार दिनांक 20 जुलाई 2026 को सायं 5:00 बजे तक प्रस्तुत कर सकते हैं। निर्धारित तिथि एवं समय के पश्चात प्राप्त आवेदन स्वीकार नहीं किए जाएंगे।

अधिक जानकारी के लिए संपर्क करें:

एमएसएमई टेक्नोलॉजी सेंटर, भोपाल, प्लॉट नंबर 259/2, 261, 267/2/1, इंडस्ट्रियल एस्टेट, स्पेशल

एजुकेशन जोन, अचारपुरा, भोपाल - 462038 (एमपी) भारत

संपर्क नंबर 0755-3501086

ईमेल: msmetcbhopal@gmail.com वेबसाइट: [www.msmetcbhopal.org](http://msmetcbhopal.org)

MSME TC BHOPAL INTERVENTIONS

Under the RAMP Scheme (Raising and Accelerating MSME Performance)

EMPANELMENT DOCUMENT

Categories of Empanelment:

Category A – Event Management Agencies
Category B – Service providers for Capacity Building

Issued by:

MSME TC BHOPAL

Year: 2026–2027

1. Introduction

The MSME TC BHOPAL, serves as a premier technology and skill development institution has been identified as a key implementation agency for delivering structured capacity building, awareness, and training interventions to MSMEs across Madhya Pradesh.

In order to ensure transparent, competitive, and time-bound delivery of planned interventions for MSMEs, MSME TC BHOPAL hereby invites applications from eligible agencies/organisations for empanelment under the following two categories:

- Category A – Event Management Agencies
- Category B – Service providers for Capacity Building

1.1 Objectives of Empanelment

The empanelment exercise aims to:

- Create a pool of pre-qualified, competent agencies/trainers to undertake intervention activities for MSMEs
- Ensure timely, quality, and cost-effective delivery of workshops, training programmes, and events

2. Background

2.1 About MSME TC BHOPAL

The MSME TC BHOPAL at Bhopal is one of the premier technical training and tooling institutions established as an initiative of the Government of India:

- Advanced precision tooling and machining services
- Skill development and technical training programmes
- Technology upgradation support for MSMEs
- Testing, calibration, and quality assurance services

MSME TC BHOPAL also serves as the designated venue and institutional partner for conducting structured awareness and capacity building programmes for MSMEs in Madhya Pradesh.

3. Scope of Work – Category-wise Details

Category A: Event Management Agencies

3.A.1 Objective

To engage professional event management agencies for end-to-end planning, logistics, coordination, and execution of MSME programmes, exposure visits, workshops, seminars, conclaves, expositions, buyer-seller meets, and other events organised at MSME TC BHOPAL and other locations across Madhya Pradesh.

3.A.2 Key Deliverables

- End-to-end event planning including concept development, theme, agenda, and schedule
- Venue identification, booking, and setup (stage, seating, AV, lighting, backdrop, branding)
- Coordination of speakers, dignitaries, and expert panellists
- Participant registration management – online/offline, database, attendance tracking
- Logistics management – transport, accommodation, catering for participants and resource persons
- Branding and communication – invitations, banners, flex, souvenirs, programme booklets
- Photography, videography, and documentation of proceedings
- Post-event report submission including participant data, coverage links, and accounts

3.A.3 Minimum Eligibility Criteria for Category A

- Agency registered as Company / LLP / Partnership Firm / Proprietorship with valid GST
- Minimum annual turnover of ₹45 lakh in any one of the preceding 3 financial years
- Should possess own AV equipment or have established vendor relationships for the same
- Experience with Government/PSU/Ministry events preferred

3.A.4 EVALUATION METHODOLOGY — QUALITY AND COST-BASED SELECTION (QCBS)

MSME TC BHOPAL, BHOPAL shall adopt the Quality and Cost-Based Selection (QCBS) methodology for evaluation of proposals received in response to this RFP. The QCBS framework accords greater weightage to technical quality, organizational capability, and the quality of presentation/demo, while maintaining due consideration to financial competitiveness.

Evaluation Component	Weightage (%)	Maximum Marks
Technical Evaluation (T)	70%	70
Financial Evaluation (F)	30%	30
TOTAL	100%	100

3.A.4.1 Technical Evaluation (70 Marks)

The Technical Evaluation shall be conducted in two stages:

Stage A – Document-Based Technical Scoring (45 Marks)

S.No.	Evaluation Parameter	Sub-criteria	Max. Marks
1	Organizational Profile & Legal Standing	Registration, MoUs, Statutory Compliance	5

S.No.	Evaluation Parameter	Sub-criteria	Max. Marks
2	Financial Strength	Turnover of 45 lakhs in atleast one of last 3 years	5
3	Relevant Prior Experience (MSME/Gol Programmes)	Number of workshops, client diversity	5
4	Approach and Methodology	Event design, delivery plan, Execution plan	30
STAGE A TOTAL			45

Stage B – Presentation / Demo Session (25 Marks)

Agencies shortlisted after Stage A (minimum Stage A score of 27 out of 45) shall be invited for a live Presentation and Demonstration Session before the Technical Evaluation Committee (TEC) of MSME TC BHOPAL, BHOPAL.

S.No.	Presentation / Demo Criterion	Evaluation Aspect	Marks
1	Sample Event Concept Presentation (15 min)	Concept quality, relevance, structure, branding plan	8
2	Key Event Manager Live Demo (10 min)	Experience, domain knowledge, past engagements	7
3	Innovation / Unique Value Proposition	Use of technology, novel approaches, digital registration/feedback tools	10
STAGE B TOTAL			25

NOTE: Minimum Qualifying Score (Technical): Agencies must score a minimum combined Technical Score of 49 out of 70 (70%) to qualify for financial evaluation. Agencies scoring below this threshold shall not be considered for empanelment.

3.A.4.2 Financial Evaluation (30 Marks)

Financial Bids of only technically qualified agencies shall be opened. The financial score shall be computed using the following formula:

$$Sf = (F_{min} / F) \times 30$$

Where: Sf = Financial Score | Fmin = Lowest Financial Bid Received | F = Financial Bid of the Agency under Evaluation

3.A.4.3 Final Composite Score and Ranking

The Final Composite Score shall be computed as:

$$\text{Final Score (S)} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

Agencies shall be ranked in descending order of their Final Score. All agencies meeting the minimum technical threshold and scoring above the composite cut-off shall be empanelled. In case of a tie, the agency with the higher Technical Score shall be ranked higher.

3.A.5 FINANCIAL BID — MANAGEMENT / SERVICE FEE FORMAT

The Financial Bid under this RFP shall be quoted exclusively as a Management / Service Fee charged by the agency over and above the fixed or quoted expenditure incurred for conducting the workshop. The agency, as a turnkey end-to-end solution provider, shall independently bear, manage, and account for all fixed or quoted workshop costs (venue, faculty, audio-visual, stationery, participant kits, hospitality, photography, and all other event-related disbursements), and shall recover these through a single consolidated bill submitted to MSME TC BHOPAL, BHOPAL. The Management / Service Fee is the only competitive element to be quoted in the Financial Bid.

3.A.5.1 Billing Structure — How the Agency Shall Invoice MSME TC BHOPAL,

For every Work Order issued by MSME TC BHOPAL, the agency shall submit a single consolidated invoice with supporting bills and documents comprising two transparent components:

Bill Component	Description	What It Covers	Pricing Basis
Part A	Expenditure (Pass-Through)	All costs incurred: venue hire, branding, chairs, table, lodging & boarding faculty fees and travel, audio-visual equipment, stationery, participant kits, refreshments and meals, photography, and all other workshop-related disbursements	Fixed price quoted
Part B	Management / Service Fee (COMPETITIVE — QUOTED IN FINANCIAL BID)	The agency's professional fee for end-to-end workshop management — fees and all professional services rendered. This is the only element on which financial competition occurs.	Percentage of Expenditure
Total Bill	TOTAL INVOICE = Part A (Expenditure) + Part B (Management / Service Fee) + GST		

3.A.5.2 Financial Bid Format — Management / Service Fee Schedule

Bidders shall quote the Management / Service Fee as a percentage (%) of the total expenditure incurred for each workshop category. The financial score under QCBS shall be computed on the basis of the Management / Service Fee percentage quoted, with the lowest quoted fee receiving the maximum financial score.

Sl.	Workshop / Activity Category	Management / Service Fee (% of Expenditure, excl. GST)	GST on Service Fee	Remarks
1	Any Event (to be specified by MSME TC BHOPAL, BHOPAL)	_____ %	18%	

IMPORTANT — FINANCIAL BID EVALUATION: The QCBS financial score (30 marks) shall be calculated solely on the Management / Service Fee percentage quoted. The formula $S_f = (L_f / F_b) \times 30$ shall be applied, where L_f is the lowest service fee % quoted among technically qualified agencies and F_b is the service fee % of the agency under evaluation. Expenditure (Part A) shall not be subject to financial competition and shall be reimbursed only on the basis of actual expenditure / fixed quote supported by original GST-compliant invoices, bills subject to verification and approval by MSME TC Bhopal.

3.A.5.3 Ceiling on Management / Service Fee

To ensure value for public money, MSME TC BHOPAL, has established the following ceiling rates for the Management / Service Fee. Bids quoting a fee in excess of the applicable ceiling shall not be considered for empanelment in that workshop category. Bids within the ceiling shall be evaluated on a competitive basis under QCBS.

Sl.	Event	Max. Permissible Service Fee (%)	Remarks
1	Full-day Event	15%	Inclusive of all overheads

3.A.5.4 Consolidated Bill Submission Format

After completion of each workshop, the agency shall submit a single consolidated tax invoice to MSME TC BHOPAL, BHOPAL in the following format. The agency shall NOT submit multiple bills or piecemeal claims:

Item	Description	Amount (INR)	Supporting Documents
A	Total Expenditure for the Event (all-inclusive — venue, branding, speaker/ faculty fees & travel, audio-visual, stationery, participant kits, meals, photography, etc.)	INR _____	Category-wise expenditure statement along with original bills / Invoices
B	Management / Service Fee (___% of Part A, as per empanelled rate)	INR _____	Empanelment letter confirming quoted service fee %
C	Sub-Total Before GST (A + B)	INR _____	—
D	GST @ 18% on Management / Service Fee (Part B only)	INR _____	GST on costs handled separately per applicable slabs
TOTAL	GRAND TOTAL PAYABLE BY MSME TC BHOPAL (A + B + D)	INR _____	Less applicable TDS deductions

3.A.6 PROPOSAL SUBMISSION REQUIREMENTS

3.A.6.1 Structure of Proposal

The proposal shall be submitted in two (2) separate sealed envelopes:

- ENVELOPE 1 — Technical Proposal
- ENVELOPE 2 — Financial Proposal

3.A.6.2 Documents Required — Technical Proposal

1. Covering Letter on Agency Letterhead (duly signed by authorized signatory)
2. Certificate of Incorporation / Registration (self-attested copy)
3. PAN Card Copy (self-attested)
4. GST Registration Certificate and latest GST Return (GSTR-3B) — last quarters
5. CA Certified Turnover Certificate

6. List of similar workshops/events conducted within last 3 years with: client name, date, venue, number of participants, and value of contract
7. Work Orders for at least 5 workshops/events
8. Detailed Technical Approach and Methodology Note
9. Sample Workshop Curriculum
10. Non-Blacklisting Self-Declaration on Agency Letterhead
11. Power of Attorney / Board Resolution authorizing the signatory

3.A.6.3 Earnest Money Deposit (EMD)

Bidders shall submit an EMD of INR 25,000/- (Rupees Twenty-Five Thousand Only) in the form of a Demand Draft / Banker's Cheque drawn in favour of 'MSME TC BHOPAL, payable at Bhopal.

- EMD shall be submitted along with the Technical Proposal.
- EMD of unsuccessful Bidders shall be returned within 30 days of completion of the evaluation process.
- EMD of empanelled agencies shall be retained until a Performance Security is furnished.
- EMD shall be forfeited if the Bidder withdraws the proposal during the validity period or provides false/misleading information.

3.A.6.4 Performance Security

Empanelled agencies shall be required to furnish a Performance Security of 5% of the workorder value excluding GST for each assigned workshop/event, in the form of a Bank Guarantee or FDR, within 10 working days of receipt of the Work Order. Failure to submit Performance Security shall result in cancellation of empanelment.

Category B: Service Providers for Capacity Building and Skill Training

3.B.1 Objective

To empanel service providers capable of delivering structured capacity building, technical training, entrepreneurship development, and skill upgradation programmes to MSME entrepreneurs, workers, and aspiring entrepreneurs across Madhya Pradesh.

3.B.2 Key Deliverables

- Design and deliver capacity building programmes in areas including:
 - Conducting TEAM / ONDC masterclass
 - Conducting awareness on SHG Formalization
- Coordinate with MSME clusters, DICs, and industry associations for trainee mobilisation

3.B.3 Minimum Eligibility Criteria for Category B

- Agency registered as a Company / Society / Trust / Partnership Firm / Proprietorship (with valid GST)
- Proof of having trained at least 500 MSME beneficiaries in the preceding 3 years
- At least 3 qualified full-time trainers with sector expertise
- Minimum annual turnover of ₹45 lakh in any one of the preceding 3 financial years

3.B.4 EVALUATION METHODOLOGY — QUALITY AND COST-BASED SELECTION (QCBS)

MSME TC BHOPAL, shall adopt the Quality and Cost-Based Selection (QCBS) methodology for evaluation of proposals received in response to this RFP. The QCBS framework accords greater weightage to technical quality, organizational capability, and the quality of presentation/demo, while maintaining due consideration to financial competitiveness.

Evaluation Component	Weightage (%)	Maximum Marks
Technical Evaluation (T)	70%	70
Financial Evaluation (F)	30%	30
TOTAL	100%	100

3.B.4.1 Technical Evaluation (70 Marks)

The Technical Evaluation shall be conducted in two stages:

Stage A – Document-Based Technical Scoring (45 Marks)

S.No.	Evaluation Parameter	Sub-criteria	Max. Marks
1	Organizational Profile & Legal Standing	Registration, MoUs, Statutory Compliance	5
2	Relevant Prior Experience (MSME/Gol Programmes)	Number of workshops conducted	5
3	Team Competency & CV of 5 Resource Persons/Trainersreimbu	Qualifications, certifications, experience	5
4	Approach and Methodology	Workshop design, delivery plan, impact assessment	30
	STAGE A TOTAL		45

Stage B – Presentation / Demo Session (25 Marks)

Agencies shortlisted after Stage A (minimum Stage A score of 27 out of 45) shall be invited for a live Presentation and Demonstration Session before the Technical Evaluation Committee (TEC) of MSME TC BHOPAL, BHOPAL.

S.No.	Presentation / Demo Criterion	Evaluation Aspect	Marks
1	Sample Workshop Module Presentation (15 min)	Content quality, relevance, structure, language	8
2	Resource Person Live Demo (10 min)	Experience, domain knowledge, engagements	7
3	Innovation / Unique Value Proposition	Use of technology, novel approaches	10
STAGE B TOTAL			25

NOTE: Minimum Qualifying Score (Technical): Agencies must score a minimum combined Technical Score of 49 out of 70 (70%) to qualify for financial evaluation. Agencies scoring below this threshold shall not be considered for empanelment.

3.B.4.2 Financial Evaluation (30 Marks)

Financial Bids of only technically qualified agencies shall be opened. The financial score shall be computed using the following formula:

$$Sf = (Fmin / F) \times 30$$

Where: Sf = Financial Score | Fmin = Lowest Financial Bid Received | F = Financial Bid of the Agency under Evaluation

3.B.4.3 Final Composite Score and Ranking

The Final Composite Score shall be computed as:

$$\text{Final Score (S)} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

Agencies shall be ranked in descending order of their Final Score. All agencies meeting the minimum technical threshold and scoring above the composite cut-off shall be empanelled. In case of a tie, the agency with the higher Technical Score shall be ranked higher.

3.B.5 FINANCIAL BID — MANAGEMENT / SERVICE FEE FORMAT

The Financial Bid under this RFP shall be quoted exclusively as a Management / Service Fee charged by the agency over and above the fixed or quoted expenditure incurred for conducting the workshop. The agency, as a turnkey end-to-end solution provider, shall independently bear, manage, and account for all fixed or quoted workshop costs (venue, faculty, audio-visual, stationery, participant kits, hospitality, photography, and all other event-related disbursements), and shall recover these through a single consolidated bill submitted to MSME TC BHOPAL, BHOPAL. The Management / Service Fee is the only competitive element to be quoted in the Financial Bid.

3.B.5.1 Billing Structure — How the Agency Shall Invoice MSME TC BHOPAL,

For every Work Order issued by MSME TC BHOPAL, the agency shall submit a single consolidated invoice with supporting bills and documents comprising two transparent components:

Bill Component	Description	What It Covers	Pricing Basis
Part A	Expenditure	All costs incurred: venue hire, branding, chairs, table, lodging & boarding faculty fees and travel, audio-visual equipment, stationery, participant kits, refreshments and meals, photography, and all other workshop-related disbursements	Fixed or quoted cost
Part B	Management / Service Fee (COMPETITIVE — QUOTED IN FINANCIAL BID)	The agency's professional fee for end-to-end workshop management — fees and all professional services rendered. This is the only element on which financial competition occurs.	Percentage of Expenditure
Total Bill	TOTAL INVOICE = Part A (Expenditure) + Part B (Management / Service Fee) + GST		

3.B.5.2 Financial Bid Format — Management / Service Fee Schedule

Bidders shall quote the Management / Service Fee as a percentage (%) of the total fixed or quoted expenditure incurred for each workshop category. The financial score under QCBS shall be computed on the basis of the Management / Service Fee percentage quoted, with the lowest quoted fee receiving the maximum financial score.

Sl.	Workshop / Activity Category	Management / Service Fee (% of Expenditure, excl. GST)	GST on Service Fee	Remarks
1	Any Workshop (to be specified by MSME TC BHOPAL, BHOPAL)	_____ %	18%	

IMPORTANT — FINANCIAL BID EVALUATION: The QCBS financial score (30 marks) shall be calculated solely on the Management / Service Fee percentage quoted. The formula $Sf = (Lf / Fb) \times 30$ shall be applied, where Lf is the lowest service fee % quoted among technically qualified agencies and Fb is the service fee % of the agency under evaluation. Expenditure (Part A) shall not be subject to financial competition and shall be reimbursed only on the basis of actual expenditure / fixed quote supported by original GST-compliant invoices, bills subject to verification and approval by MSME TC Bhopal.

3.B.5.3 Ceiling on Management / Service Fee

To ensure value for public money, MSME TC BHOPAL, has established the following ceiling rates for the Management / Service Fee. Bids quoting a fee in excess of the applicable ceiling shall not be considered for empanelment in that workshop category. Bids within the ceiling shall be evaluated on a competitive basis under QCBS.

Sl.	Event	Max. Permissible Service Fee (%)	Remarks
1	Full-day Event	15%	Inclusive of all overheads

3.B.5.4 Consolidated Bill Submission Format

After completion of each workshop, the agency shall submit a single consolidated tax invoice to MSME TC BHOPAL, in the following format. The agency shall NOT submit multiple bills or piecemeal claims:

Item	Description	Amount (INR)	Supporting Documents
A	Total Expenditure for the Event (all-inclusive — venue, branding, speaker/ faculty fees & travel, audio-visual, stationery, participant kits, meals, photography, etc.)	INR _____	Category-wise expenditure statement along with original bills / Invoices
B	Management / Service Fee (___% of Part A, as per empanelled rate)	INR _____	Empanelment letter confirming quoted service fee %
C	Sub-Total Before GST (A + B)	INR _____	—
D	GST @ 18% on Management / Service Fee (Part B only)	INR _____	GST on costs handled separately per applicable slabs
TOTAL	GRAND TOTAL PAYABLE BY MSME TC BHOPAL, BHOPAL (A + B + D)	INR _____	Less applicable TDS deductions

3.B.6 PROPOSAL SUBMISSION REQUIREMENTS

3.B.6.1 Structure of Proposal

The proposal shall be submitted in two (2) separate sealed envelopes:

- ENVELOPE 1 — Technical Proposal
- ENVELOPE 2 — Financial Proposal

3.B.6.2 Documents Required — Technical Proposal

1. Covering Letter on Agency Letterhead (duly signed by authorized signatory)
2. Certificate of Incorporation / Registration (self-attested copy)
3. PAN Card Copy (self-attested)
4. GST Registration Certificate and latest GST Return (GSTR-3B) — last quarters
5. CA Certified Turnover Certificate
6. Work Orders for workshops/events

7. CVs of all proposed Resource Persons / Trainers
8. Detailed Technical Approach and Methodology Note (maximum 10 pages)
9. Sample Workshop Curriculum
10. Non-Blacklisting Self-Declaration on Agency Letterhead
11. Power of Attorney / Board Resolution authorizing the signatory

3.B.6.3 Earnest Money Deposit (EMD)

Bidders shall submit an EMD of INR 25,000/- (Rupees Twenty-Five Thousand Only) in the form of a Demand Draft / Banker's Cheque drawn in favour of 'MSME TC BHOPAL, BHOPAL, Bhopal' payable at Bhopal. Online payment options may be available on the Institute's payment portal.

- EMD shall be submitted along with the Technical Proposal.
- EMD of unsuccessful Bidders shall be returned within 30 days of completion of the evaluation process.
- EMD of empanelled agencies shall be retained until a Performance Security is furnished.
- EMD shall be forfeited if the Bidder withdraws the proposal during the validity period or provides false/misleading information.

3.B.6.4 Performance Security

Empanelled agencies shall be required to furnish a Performance Security of 5% of the workorder value excluding GST for each assigned workshop/event, in the form of a Bank Guarantee or FDR, within 10 working days of receipt of the Work Order. Failure to submit Performance Security shall result in cancellation of empanelment.

General Eligibility Criteria

All agencies applying for empanelment under any category must fulfil the following general eligibility conditions in addition to category-specific criteria:

#	Criterion	Requirement
1	Legal Status	Registered entity – Company / LLP / Society / Trust / Partnership / Proprietorship
2	GST Registration	Valid GST registration (mandatory for all categories)
3	PAN	Valid PAN of the organisation
4	Bank Account	Active bank account in the name of the applying organisation
5	Blacklisting	Should NOT be blacklisted / debarred by any Central / State Government or PSU
6	Litigation	No pending major litigation that may adversely affect performance of contract

Application Process

1 Mode of Application

Applications for empanelment are to be submitted offline.

2 Application Fee

Category	Application Processing Fee (Non-Refundable)
Category A –Event Management Agency	₹5,000 + GST extra as applicable
Category B – Service providers for Capacity Building	₹5,000 + GST extra as applicable

Note: An agency applying under multiple categories must pay the application fee for each category separately.

3 Documents Required

The following documents must be submitted along with the application (self-attested copies unless otherwise specified):

#	Document	Remarks
1	Certificate of Incorporation / Registration Certificate	As applicable to entity type
2	GST Registration Certificate	Active status mandatory
3	PAN Card of the Organisation	Self-attested copy
4	Partnership Deed / MOA & AOA / Trust Deed	As applicable
5	CA-certified Average Turnover Statement	Signed and stamped by CA with Reg. No.
6	Bank Account Details (Cancelled Cheque / Bank Certificate)	Name and IFSC code must be clear
7	Self-declaration of no conflict of interest	On company letterhead

#	Document	Remarks
8	Profile of the Agency / Company Brochure	If available
9	Power of Attorney / Board Resolution (for authorised signatory)	Mandatory for companies

4. Empanelment and Work Allocation

- Empanelment will be valid for a period of 1 years from the date of issue of the Empanelment Letter (extendable to 6 months)
- Work orders will be issued based on capacity, availability, geographic spread, and performance and will be sole discretion of MSME TC BHOPAL,
- MSME TC BHOPAL, does not guarantee a minimum volume of work to any empanelled agency
- MSME TC BHOPAL, may expand at any time by inviting fresh applications through a similar process

5. Indicative Rate Benchmarks

Agencies may note the following indicative benchmarks while quoting for work orders:

Category	Per Event / Programme Cost (Indicative)	Remarks
Service providers for Capacity Building (100 participants)	₹60,000 – ₹70,000	Inclusive of GST
Event Management	₹1,00,000 – ₹25,00,000	Inclusive of GST (Scale and complexity dependent)

Note: These are indicative ranges only. rates will be determined through competitive quotation.

6. Payment Schedule

- 25% advance upon issuance of work order (for assignments above ₹1 lakh)
- 50% upon successful completion of the event/programme and submission of deliverables
- 25% upon submission of all documents, Reports related to workshops/programmes and verification of all bills, invoices.

7. Penalty for Non-performance

- Repeated failure may result in removal from the empanelled panel and blacklisting
- MSME TC BHOPAL, reserves the right to recover costs incurred due to agency default

8. Obligations of the Empanelled Agency

1. Agency shall comply with all Central Government, State Government, labour, GST, EPF, ESI and other statutory provisions.
2. Agency shall maintain records for five years. MSME TC Bhopal, Ministry of MSME, Internal Audit, CAG or any authorised Government authority may inspect records.
3. The agency shall assign dedicated personnel for each work order and ensure continuity of key staff.
4. All deliverables, reports, materials, and data generated under any assignment shall be the sole intellectual property of MSME TC BHOPAL.
5. The Empanelled Agency shall maintain strict confidentiality of all information, records, documents, data, reports, training materials, beneficiary details, business information, financial information, technical information, digital records, and any other information, whether in physical or electronic form, obtained from or generated during the course of execution of any assignment under this empanelment.

6. The agency shall not assign or sub-contract any work order without prior written approval of MSME TC BHOPAL.
7. The agency shall submit progress reports, attendance registers, photographs, feedback forms, and financial statements as per formats prescribed by MSME TC BHOPAL.
8. Corrupt, Fraudulent, Collusive and Coercive Practices - The Applicant/Empanelled Agency shall observe the highest standards of ethics, integrity, transparency, and fair dealing throughout the empanelment process and during the execution of any Work Order issued under this empanelment. For the purposes of this empanelment, the following practices shall constitute prohibited practices:
9. Corrupt Practice: Offering, giving, receiving, soliciting, or attempting to influence any decision of MSME Technology Centre, Bhopal or any public servant by way of bribe, gift, gratification, commission, favour, or any other improper benefit.
10. Fraudulent Practice: Any act, omission, misrepresentation, concealment of facts, submission of forged or fabricated documents, false declarations, or any conduct intended to deceive or mislead MSME Technology Centre, Bhopal during the empanelment process or execution of the assignment.
11. Collusive Practice: Any arrangement or understanding between two or more applicants or agencies designed to manipulate competition, influence bid prices, restrict fair competition, or obtain an unfair advantage in the empanelment process.
12. Coercive Practice: Any act of threatening, intimidating, harassing, or causing harm to any person or property, directly or indirectly, for the purpose of influencing participation, evaluation, award of work, or execution of any assignment.
13. Obstructive Practice: Deliberately destroying, falsifying, concealing, or refusing to provide documents or information relevant to any inspection, audit, investigation, or verification conducted by MSME Technology Centre, Bhopal or any competent Government authority.

9. Rights of MSME TC BHOPAL

- MSME TC BHOPAL, reserves the right to accept or reject any application without assigning reasons.
- MSME TC BHOPAL reserves the right to cancel, modify, or suspend the empanelment process at any stage.
- MSME TC BHOPAL, reserves the right to verify all documents and claims made by the agency.
- MSME TC BHOPAL, may delist/blacklist an agency for poor performance, misrepresentation, or fraud.
- MSME TC BHOPAL, reserves the right to conduct a pre-qualification resentation/inspection visit to the agency's premises.
- MSME Technology Centre Bhopal reserves the right to reject any or all applications without assigning any reason and without incurring any liability.
- Empanelment shall not create any contractual right for allocation of work.
- Nothing contained in this empanelment shall create employer-employee relationship between MSME TC Bhopal and the empanelled agency or its personnel.
- Agency shall indemnify MSME Technology Centre Bhopal against litigation, costs, expenses, and liabilities arising out of any breach, negligence, misconduct or default by the Agency.
- MSME TC Bhopal reserves the right to issue corrigenda or amendments before the last date of submission.

10. Dispute Resolution

Any dispute arising out of this empanelment process or work orders issued thereunder shall be subject to the jurisdiction of courts in Bhopal, Madhya Pradesh. The decision of MSME Technology Centre, Bhopal shall ordinarily be final and binding, subject to applicable law.

11. Termination of Empanelment / Work Order

MSME Technology Centre, Bhopal reserves the right to terminate the empanelment of an agency and/or any Work Order issued thereunder, in whole or in part, by giving written notice to the agency, without prejudice to any other rights or remedies available under law or the terms of this empanelment, under any of the following circumstances:

- a. Failure to perform the assigned work in accordance with the agreed scope, quality standards, or timelines.
- b. Repeated delays, poor performance, negligence, or unsatisfactory execution of assignments.
- c. Submission of false, misleading, fabricated, or fraudulent information or documents at any stage of the empanelment process or during execution of the work.
- d. Breach of any terms and conditions of the empanelment, Work Order, or any statutory or contractual obligation.
- e. Insolvency, bankruptcy, liquidation, dissolution, or appointment of a receiver over the assets of the agency.
- f. Conviction of the agency or its key personnel for any offence involving moral turpitude, fraud, corruption, bribery, or financial irregularity.
- g. Blacklisting or debarment of the agency by any Central Government, State Government, Public Sector Undertaking, or statutory authority during the period of empanelment.
- h. Unauthorized assignment, transfer, or sub-contracting of the work without prior written approval of MSME Technology Centre, Bhopal.
- i. Failure to furnish or maintain the required Performance Security, where applicable.
- j. Any act or omission which, in the opinion of MSME Technology Centre, Bhopal, adversely affects the reputation, credibility, security, or public interest associated with the assignment.

11. Force Majeure

Neither party shall be liable for delay or non-performance caused by events beyond reasonable control including natural disasters, pandemics, or Government directives, provided timely notice is given.

Key Dates and Timeline

#	Activity	Date / Timeline
1	Publication of Empanelment Notice	As per NIA
2	Last Date for Submission of Applications	15 days from NIA date
3	Scrutiny and Evaluation of Applications	Within 15 days of last date
4	Notification of Provisionally Empanelled Agencies	Within 7 days of evaluation
5	Grievance / Objection Period	3 working days from notification
6	Issue of Final Empanelment Letters	Within 7 days after objection period
7	Validity of Empanelment	1 years from date of letter extendable to 6 months subject to satisfactory performance.

10. Application Form – Empanelment

(To be submitted on the letterhead of the applying agency, duly signed and stamped by the authorised signatory)

PART I – BASIC INFORMATION OF THE AGENCY

Name of Agency / Organisation:

Type of Entity (Company / LLP / Society / Trust / Proprietorship / Partnership):

Registration Number:

Date of Incorporation / Registration:

Registered Address:

Correspondence Address (if different):

Name of Authorised Signatory:

Designation of Authorised Signatory:

Contact Number (Mobile):

Email ID:

Website (if any):

GST Number:

PAN Number:

Bank Name and Branch:

Account Number:

IFSC Code:

PART II – CATEGORY APPLIED FOR (TICK APPLICABLE)

Category A – Event Management Services

Category B – Capacity Building

PART III – FINANCIAL DETAILS

CA Certificate

PART IV – RELEVANT EXPERIENCE

#	Name of Programme / Event	Client / Organisation	Year	No. of Participants	Value (₹)
1					
2					
3					
4					
5					

PART V – KEY RESOURCE PERSONS / TRAINERS

#	Name	Qualification	Years of Experience	Area of Expertise
1				
2				
3				

11. Declarations**DECLARATION – I (Non-Blacklisting)**

I / We, the undersigned, on behalf of _____ (Name of Agency), do hereby solemnly declare that:

1. Our organisation has NOT been blacklisted / debarred by any Central Government Ministry / Department, State Government, Public Sector Undertaking, or International Organisation at any time.
2. There are no pending court cases / arbitration that may adversely affect our performance of assignments for MSME TC BHOPAL, BHOPAL.
3. The information provided in this application and all supporting documents is true, correct, and complete to the best of our knowledge.
4. We understand that any misrepresentation of facts shall render us liable for disqualification and legal action.

Signature of Authorised Signatory: _____

Name: _____ Designation: _____ Date: _____

Seal of Organisation:

DECLARATION – II (No Conflict of Interest)

I / We hereby declare that our organisation does not have any financial, professional, or personal conflict of interest with MSME TC BHOPAL, or any official of these organisations that may compromise the objectivity and independence of our services.

We further declare that we have read and understood the guidelines on conflict of interest applicable and confirm compliance.

Signature of Authorised Signatory: _____

Name: _____ Designation: _____ Date:

Seal of Organisation:

12. Contact Information

For any queries or clarifications regarding this empanelment document, applicants may contact:

Field	Details
Address	MSME TECHNOLOGY CENTRE BHOPAL Plot No. 259/2, 261, 267/2/1, Industrial Area Special Education Zone, Acharpura, Bhopal, Madhya Pradesh, India - 462038.
Email	msmetcbhopal@gmail.com
Phone	917553501086
Website	https://www.msmetcbhopal.org/
Office Hours	10:00 AM – 5:30 PM (Monday to Saturday, except public holidays)

13. Checklist for Applicants

Please ensure the following documents are enclosed with your application before submission:

#	Document	Enclosed (Yes / No)	Page No.
1	Duly filled and signed Application Form		
2	Certificate of Incorporation / Registration		
3	GST Certificate		
4	PAN Card Copy		
5	Partnership Deed / MOA & AOA / Trust Deed/Gumasta		
6	CA-certified Turnover Certificate		
7	Bank Cancelled Cheque or Bank Certificate		
8	Work Orders		
9	CVs of Key Resource Persons		
10	Declaration – I (Non-Blacklisting)		
11	Declaration – II (No Conflict of Interest)		
12	Power of Attorney / Board Resolution (for authorised signatory)		
13	Application Processing Fee Receipt		

— End of Empanelment Document —