

Corrigendum 2 dated 30.01.2026

**Tender for hiring of Firm/Agency for the
Event Management Services for 9th Responsible BMO Awards**

Tender No. FMC/BMO/25-26/001

Implemented by: Foundation for MSME Clusters, New Delhi

(RfP no: FMC/BMO/25-26/001 dated 22.01.2026)

Published on: <https://fmc.org.in/tender/>

The last date of submission of the tender documents for the above tender which was scheduled on 31.01.26 and 11:55pm is now extended up to **02.02.26 and 03:00pm**

All other Terms and conditions remain the same

In addition, Bidders may please submit their offers considering the following criteria:

1. Recognition Assets

- **Trophies:**
 - Round glass trophy with metal stand, as shared in the reference picture and video
 - Total: **13 trophies**
 - **5 large trophies** for 1st Rankers with **gold stands**
 - **8 smaller trophies** for Runner-ups with **silver stands**
- **Certificates:**
 - Certificates to be **framed in black frames** of good quality

2. Event Collaterals

- **Delegate Badges:**

- As shared in the reference pictures and video
- No plastic usage
- Paper badge with a **back pocket**
- Pocket booklet to be inserted inside the badge
- **Cotton flat strip lanyard**, stapled on both sides of the badge
- Decent length, **no printing on the lanyard**
- Different lanyard colours for **delegates, speakers, sponsors, and organisers**

- **Attendee Kits:**

- One **notepad** and **pen** of good quality

A. Additionally, we request all bidders to please share the **venue layout**, clearly indicating **dimensions and distances between all arenas/areas within the venue**.

B. Please also review the **Do's & Don'ts** and **Instructions** document shared below. Kindly ignore the points that are not relevant to the event management vendor (**attached**)

12th Edition
**INDIA AND
SUSTAINABILITY STANDARDS**
International Dialogue & Conference
November 12 - 14, 2025 | Bharat Mandapam, New Delhi

Organised and Hosted by
CRB CENTRE for
RESPONSIBLE
BUSINESS
Enabling Change for Impact



**MEGHA
RAWAT**

FOUNDATION FOR MSME CLUSTERS
(FMC)



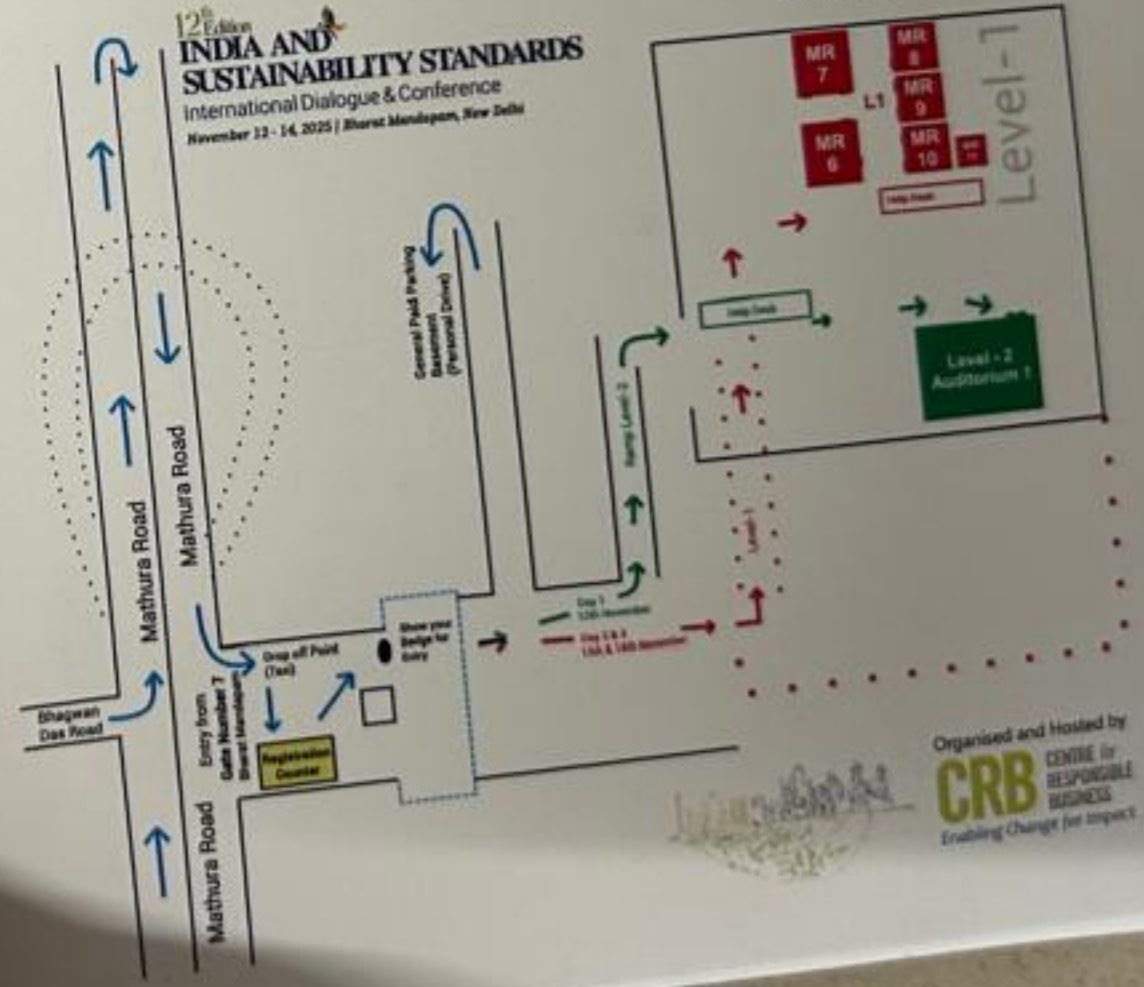
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DELEGATE

SUSTAINABILITY STANDARDS
International Dialogue & Conference
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INDIA AND SUSTAINABILITY STANDARDS
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Bharat Mandapam
Direction and Layout Map



Organized and Hosted by
CRB
CENTRE for RESPONSIBLE BUSINESS
Enabling Change for Impact



IHGF Delhi Fair

15th-19th MARCH, 2023

India Expo Centre & Mart
Greater Noida



Organised By

**EXPORT PROMOTION COUNCIL
FOR HANDICRAFTS**

DOS AND DONT'S FOR THE VENDOR'S STAFF OPERATING AT HOTEL PREMISES

This policy establishes guidelines for managing vendor movements within the hotel premises to ensure security, guest comfort, operational efficiency, and compliance with hotel standards.

Applies to all external vendors, contractors, and delivery personnel entering the hotel premises for goods delivery, maintenance, or service-related tasks.

- Vendors must be pre-approved by the relevant department and their details registered with hotel security. (as per the form available with the hotel)
- Vendors must submit identification and purpose of visit at least 24 hours before arrival (if applicable).
- Vendors/his staff must check in from the staff entry Point or security office upon arrival. All vendor movements will be logged by security, including entry and exit times.
- Issue of a Temporary Vendor Pass/permit is mandatory, which must be available /vendor staff should always prove his identity whenever asked for by the hotel authority.
- Vendors must adhere to the hotel's safety regulations, including wearing personal protective equipment (PPE) if applicable.
- Vendors involved in food delivery or maintenance must follow hygiene standards, including clean uniforms and sanitized tools.

Responsibilities of vendor/his staff

- Vendor must always respect hotel policies and cooperate with staff instructions.
- Maintain professionalism and minimize noise or disruption during operations.

- Ensure all equipment or goods are handled safely to prevent damage to hotel property.
- The staff should always wear assigned uniform or decent clothing (shirt/trousers and black shoes) while operating in the hotel.
- The staff should always be well groomed and maintain personal hygiene.
- The mobile phones should always be on silent/vibration mode.
- As far as possible, they should not use mobile phones while standing at venue or public areas.
- The staff at all the times should use staff routes for entry/exit to the hotel and banquet venues.
- The vendor to ensure the material for its quality and appearance before getting the material inside the venues.
- The material being transported/brought-in by the vendor should be covered with the clean/presentable cloth.
- The staff should not smoke, drink alcohol or chew any kind of pan masala/ gutka /pan or tobacco in the hotel premises. He should not enter the premises if intoxicated.
- The staff should not be eating or drinking anything in the guest area.
- Vendor movements must be scheduled during non-peak hours (e.g., early mornings or afternoons) to minimize disruption.
- The service lifts/ Room Service lifts for movement of vendor material shall be operational from 11 PM to 5 AM (for morning event) and 3 PM to 6 PM (for dinner event) only

- The vendor /his manpower shall always use staff/service area for the movement inside the hotel.
- Vendors are restricted to operational and back-of-house areas only, unless explicitly authorized to access guest areas
- Vendors may only use designated restrooms and specified areas for staff or vendors. The Vendor/ His manpower should only use staff urinal and facilities while in the hotel. Spitting is strictly prohibited.
- Loitering in guest areas is strictly prohibited.
- Vendor to give back clear site within stipulated time in same condition.
- Damages caused by the vendor will be payable by party
- Garbage/unserviceable material / packaging to be deposited at designated garbage points in the basement, not to be left behind at any area /back area/service area/ galleries /garbage chute.
- No obstruction to be caused to lifts /emergency exit/fire exits / guest movement course of work

Any deviation from the above shall amount to coercive action against the vendor.



Corrigendum 1 dated 29.01.2026

**Tender for hiring of Firm/Agency for the
Event Management Services for 9th Responsible BMO Awards**

Tender No. FMC/BMO/25-26/001

**Implemented by: Foundation for MSME Clusters, New Delhi
(RfP no: FMC/BMO/25-26/001 dated 22.01.2026)**

Published on: <https://fmc.org.in/tender/>

The last date of submission of the tender documents for the above tender which was scheduled on 29.01.26 and 11:55pm is now extended up to 31.01.26 and 11:55pm

All other Terms and conditions remain the same

**Tender for Firm/Agency for the
Event Management Services for 9th Responsible BMO Awards**
<https://www.bmoawards.org.in/>

Tender No. FMC/BMO/25-26/001

Background

Established in June 2005, the Foundation for MSME Clusters (FMC), invites eligible qualified and experienced firms/Agencies who wish to 'Provide Event Management Services' for 9th Responsible BMO Awards. Interested Agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

I. Critical Dates & Schedule

Event Description	Date & Time Details
Date of issue of RFQ Notice	22.01.2026
Bid submission start date and time	22.01.2026
Bid submission end date and time	29.01.2026 till 11.55 PM
Bid opening date and time	30.01.2026 at 12 PM.
Website/e-mail address for bid submission/Clarification	procurement@msmefoundation.org and CC to accounts@msmefoundation.org , hr@msmefoundation.org
Tentative date of contract award	05.02.2026

II. Instructions for Bidders

1. The RFQ documents consisting of qualifying information, eligibility criteria, specifications, set of terms and conditions and other details.
2. A Consultant will be selected in accordance with the FMC procurement manual.
3. Information on eligibility must be furnished in the tabular format.
4. Quotations received after the deadline shall not be considered.

III. Terms of Reference

Brief About Foundation for MSME Clusters (FMC)

Established in June 2005, the **Foundation for MSME Clusters (FMC)** www.fmc.org.in specializes in the promotion of MSMEs through cluster and value chain led development. FMC was promoted as a Registered Public Charitable Trust with the technical support of a then UNIDO Cluster Development Programme, in June 2005. It is governed by a very eminent Board of Trustees from the Government, Banks, Academia, Donor institutions and NGOs, ably led by Mr. Ajay Shankar, IAS (ex-Secretary Department of Industrial Policy & Promotion, Govt. of India). FMC undertakes all its operations in line with its vision and mission that are given as under:

Vision: FMC’s initiatives are guided by our Vision for “An economically progressive, socially connected, environmentally sustainable world that is spiritually rooted and composed of interconnected yet diverse local socio-economic systems.”

Mission: Our mission is to “Assist institutions undertake effective and inclusive cluster based local area development in developing and transition economies.

In India, FMC has worked with around 200 MSME clusters, undertaken studies/research in another 150 MSME clusters and worked with 250 Business Membership Organizations (BMOs) thus benefiting more than 100,000 MSMEs across different sectors and sizes. FMC and its experts have also provided training, handholding, and research on cluster development in 16 other countries across the globe.

We are calling out for an organisation/individual proprietor firm (Hereafter referred as consultant) to conduct/manage the 9th Responsible BMO Awards: Driving Change with Green Finance, a flagship event of FMC on 26th of February 2026, a recognition platform for BMOs that demonstrate excellence in driving social impact and environmental responsibility within the MSME sector.

The assignment is for two months to help us in organising the 9th Responsible BMO Awards (hereafter referred to as conference) at New Delhi and will include following deliverables

1. Selected consultant will manage all logistics including
 - 1.1 Setting up the conference venue to accommodate 200 pax at the venue already shortlisted by the FMC for the 9th BMO Awards
 - 1.2 Managing logistics and coordination with the concerned team of the Venue for making the required arrangements
 - 1.3 Managing logistics and coordination with the vendors required for the arrangements such as Stage & AV equipment, decoration, guest management, etc.
 - 1.4 Consultant will also be responsible for making all payments related to the conference to different vendors etc for above logistics as per the rates decided in consultation with FMC and submit the proof of expenses for the payments to be made.
 - 1.5 Following is the indicative requirements for the event:

S.No	Particulars / Expense Details
1	Exhibition Canopies/Stalls Installation- Venue
2	Hall Set up (AV/ LED display)
3	Photography/Videography
4	Trophies/ certificates/kits/ badges
5	Printing of PR collaterals/ Stationary (banner + designing cost)
6	Event Management

Please note above is just an indicative requirement and would be finalized as per layout submission by the bidder.

IV. Eligibility

Mandatory Eligibility Criteria

S.No	Eligibility Criteria	Supporting Document Required
1	The applicant shall be a single entity, registered as a Company, Firm or individual proprietor firm under respective acts in India & Should have been in existence in India for the last 3 years	Company Incorporation Certificate or Registration Certification from ROC
2	The agency must be registered in India with appropriate tax and other administrative authorities.	GST Registration / PAN Card
3	The organization should have had an average business turnover of at least Rs. 5 Lacs in the last three financial years from Event Management Services. Moreover, net worth of consultant should be positive as on date of bidding.	Certificate from CA / Audited Balance sheets for last three years.
4	Should have successfully executed at least one similar assignment of atleast INR 5 Lacs in last 1 year.	Customer letter, work order copies, or completion certificates.

V Documents to be submitted (Technical & Financial as separate files):

- Technical proposal including all documents in support of meeting minimum mandatory criteria as per section IV. Eligibility. Please prepare an index writing page number for each document.
- Bidder need to submit implementation layout as well along with technical proposal.

Financial Proposal

- Password protected financial proposal. Financial proposal password would be asked by FMC post technical evaluation. Financial proposal without password protection may be rejected.

VI Evaluation Methodology

Test of Responsiveness:

First all the proposals received will be evaluated against the minimum eligibility criteria as stipulated in the RFQ Document.

FINANCIAL EVALUATION

Financial proposals will be opened for the quotations which meets minimum mandatory criteria. Thereafter, purchase order would be awarded to the lowest bidder meeting the requirements.

VII Payment Schedule

- **20%** on submission and approval of work plan.
- **60%** on completion of event satisfactorily.
- **20%** on finalization of all accounts of event satisfactorily.

Annexure to be filled in:

- i) Details of Bidder- Annexure A
- ii) Letter comprising the Bid as per Annexure B
- iii) Financial Proposal in Annexure C

Details of Bidder- Annexure A

1. Details:
 - i. Name:
 - ii. Address of the Corporate Headquarters and its Branch Office(s):
 - iii. Date of Incorporation and / or Commencement of Business:
2. Brief description of the entity including details of its main lines of business and proposed role and responsibilities in this Project:
3. Details of Individual(s) who will serve as the Mark of Contact/ Communication for the authority:
 - i. Name:
 - ii. Designation:
 - iii. Entity:
 - iv. Address:
 - v. Telephone Number:
 - vi. E-Mail Address:
 - vii. Fax Number:
4. Particulars of the Authorized Signatory of the bidder:
 - i. Name:
 - ii. Designation:
 - iii. Address:
 - iv. Phone Number:
 - v. Fax Number:



Letter of Bid Submission- Annexure B

(To be printed on bidder's letterhead)

To,

The Foundation for MSME Cluster (FMC),

6 Special, 2nd floor, USO house, USO Rd,

Shaheed Jeet Singh Marg, Qutab Institutional Area,

New Delhi, Delhi 110067

Sub: Letter of submission for Event Management Services.

Having examined the bidding document, we undersigned offer our services.

We hereby confirm that:

- I. We have all regulatory approvals & qualifications for executing the subject assignment.
- II. We have never been blacklisted by any Government agency, NGO, or PSU.
- III. Our bid is valid for 90 days.

We understand that you are not bound to accept the lowest or any bid you receive.

Name:

Address

Signature of Authorized signatory

Annexure C: Financial Proposal

Date:

Place:

To

The Foundation for MSME Cluster (FMC),

6 Special, 2nd floor, USO house, USO Rd,

Shaheed Jeet Singh Marg, Qutab Institutional Area,

New Delhi, Delhi 110067

Sub: Submission of Financial Proposal for Event Management Services

Dear Sir/Madam,

I/We, (Consultant's name) herewith enclose the Financial Proposal for selection of our firm as an Agency for above.

I/We agree that this offer shall remain valid for a period of 90 (Ninety Days) days from the Proposal Due Date or such further period as may be mutually agreed upon.

S.No	Particulars / Expense Details	Amount INR (Lakhs)
1	Event Management Services for 9th Responsible BMO Awards	
2.	GST	
Total		

Yours faithfully, (Signature, name and designation of the authorized signatory)
