



MAHARASHTRA STATE POWER GENERATION COMPANY LTD.

NOTIFICATION EXPRESSION OF INTEREST

Maharashtra State Power Generation Co. Ltd. Invites Expression of Interest (Eoi) along with desired credentials will be called from interested / experienced / reputed / registered Event Management Agencies having track record of successfully organising various events for State / Central Generating Companies / Govt. or Semi-Govt. Organizations / Corporate Houses etc. for empanelment of forthcoming corporate events of MAHAGENCO.

The proposal from interested applicants may submit their documents with relevant details on e-mail **pro@mahagenco.in** and hard copy to **O/o. Public Relations Officer, M.S.P.G.C.L., Prakashgad, 2nd Floor, Plot No. G-9, Prof. Anant Kanekar Marg, Bandra (East), Mumbai - 400051.** The last date for submission of Eoi/Applications will be **24/07/2024 upto 15.00 Hrs.**

Details of the Eoi are available on MAHAGENCO's Website (**www.mahagenco.in**) for free download. MSPGCL reserve the rights to accept/reject Eoi without assigning any reason thereof.

Sd/-

Date : 12/07/2024.

Public Relations Officer

NOTICE FOR CALLING EXPRESS OF INTEREST

INVITATION FOR PROPOSALS :-

Maharashtra State Power Generation Company Limited (MAHAGENCO) invites proposals from established and qualified event management agencies for empanelment. The empanelled agencies will be considered for organizing various events such as,

- Conferences & Seminars
- Award Recognition Programs
- Public Awareness & Outreach Initiatives
- Stakeholder Engagement Events
- Exhibitions & Trade Shows
- MoU
- MAHAGENCO Anniversary Functions
- Various Expertise Trainings for staff
- Social, Educational, Cultural, Entertainment & Power related events

SCOPE OF WORK :

To develop, Manage, Execute events and functions including but not limited to,

- 1) Design of Theme pavilion with digital interactive exhibition using cutting edge display techniques with proper branding. The Agency will be responsible air-conditioning, housekeeping decoration, sound system, provision of anchor, photography & videography, power supply, selfie corner. Augmented Reality (AR), Virtual Reality (VR), 3D holograms and all other ancillary jobs
- 2) Production of Augmented Reality/ VR experience with necessary equipment's for execution
- 3) Designing of printable panels with brief write up for use during exhibitions (will include background research, selection of appropriate photograph, scripting, designing and scope for translation in various languages)
- 4) Production and Execution of Mobile Multimedia Exhibition with complete branding.
- 5) Development of interactive digital Games and Quiz competitions for exhibitions (includes development of software and supply allied equipment's for execution)
- 6) Tableau design-Conceptualization, Fabrication and Execution of an Event/show based on the theme.
- 7) Public Functions like inaugurations, commencement programs etc.
- 8) Trade fairs, exhibitions
- 9) Meetings, Seminars, Workshops, Symposium
- 10) Lecture Series, anchor services
- 11) Nukkad Nataks, Happy Streets, Flash mobs, Road Shows
- 12) Concerts, Cultural programs, award ceremonies
- 13) Floats
- 14) Laser shows, Projection shows
- 15) Any other activity that can be categorized as an Event Communication

ELIGIBILITY CRITERIA :-

To qualify for empanelment, agencies must fulfil the following criteria:

Sr. No.	Eligibility Criteria	Document /Proofs
1	Any firm or company or proprietorship or partnership or LLP, register under relevant acts and in existence for at least two year are eligible to participate in the empanelment process.	A copy of registration certificate
2	Agency should have a functional branch in Maharashtra	(Minimum Two documents) 1) Registration Certificate 2) Electricity Bill 3) Shop and Establishment 4) Property Tax or Lease agreement
3	The Agency should have minimum turnover of rupees Fifty Lakhs in financial year 2023-2024	1) Certificate from Chartered Accountant
4	The Agency should have demonstrable experience in successfully managing events, preferably with Government Organisation or PSU	1) Work Order or Self certification of work completion

PROPOSAL SUBMISSION :-

Interested agencies are invited to submit their sealed proposals at Office of Public Relations Officer, 2nd Floor, Prakashgad. The proposal package should comprise the following :

1. **Company Profile** : A comprehensive overview of the agency's history, areas of expertise, and client base.
2. **Event Management Experience** : A detailed portfolio showcasing past projects relevant to MAHAGENCO's event requirements, including client references and quantifiable outcomes (e.g., participation rates, media coverage).
3. **Team Structure & Expertise** : A clear breakdown of the team's structure, highlighting the qualifications and experience of key personnel involved in event management.
4. **Client Testimonials** : Letters of recommendation or testimonials from satisfied clients.

SELECTION PROCESS :-

MAHAGENCO will conduct evaluation process to shortlist agencies based on the information provided in the proposal documents. Shortlisted agencies may be invited for a presentation to elaborate on their capabilities and experience. The final selection will be based on a comprehensive assessment by the evaluation committee.

VALIDITY OF EMPANELMENT :-

The empanelment will be valid for a period of total 3 years from the date of empanelment.

DISCLAIMER :-

MAHAGENCO reserves the sole discretion to accept or reject any / all proposals without arising any reason and no representation in this regard will be entertained.

Annexure - II

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

SR. NO.	PARTICULARS	DESCRIPTION OR DETAILS
1.	Name of Agency	
2.	Whether Brief Profile of the Agency has been enclosed {Max. 2-3 pages)	
3.	Legal status of Agency (company, Pvt. Ltd., LLP etc.)	
4.	Email Address	
5.	Website	
6.	Brief description of the bidder including details of its main line of business	
7.	Number of Full-time employees handling services asked for in this notice in the agency as on 31st January 2023 for at least 1 year	
8.	List of clients (Government, Public sector undertaking, Private sector, etc.)	
9.	Address of Headquarters	
10.	Registered office address	
11.	Incorporation date and number	
12.	Date of Commencement of Business	
13.	GST number	
14.	PAN details	
15.	Primary Contact Person (Name, Designation, address, mobile number, fax, email)	
16.	Secondary Contact Person (Name, Designation, address, mobile number, fax, email)	

Annexure III - Summary of Work Experience

To be provided on Letter Head of the agency

Agency Name : _____

Date : DD/MM/YYYY

This is to certify that our company has been awarded with the below named projects/ works as detailed under:

Sr. No.	Project / Work Name and Client	Media Category	Project Description / Activities Undertaken by Agency as on Date	Project Value (INR)	Contact details of the Client and Address
1	2	3	4	5	6

Annexure IV- Statement of Blacklisting & Debarment

A notarized affidavit on a non-judicial stamp paper of INR 100/- by Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal

AFFIDAVIT

Date : DD/MM/YYYY

To

Executive Director (CP&C)
MAHARSHTRA STATE POWER GENERATION COMPANY LTD
Prakashgad, 2nd Floor, Plot No. G-9,
Prof. A.K. Marg, Bandra (East),
Mumbai - 400051.

Ref. No. : _____

SUBJECT : Self Declaration of not been blacklisted in response to the Request for Proposal for (RFP) for Empanelment of Event Management Agencies with MAHAGENCO.

Dear Sir,

We confirm that our company or firm, _____, is not blacklisted in the last 1 year in any manner whatsoever by any of the State or UT and or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We confirm that we don't have any ongoing litigation / cases / arbitration which will have any impact on our ability to provide services under the proposed scope of work.

We hereby declare that our submission is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

I understand that MAHAGENCO have the right to debar our Firm / Company from the empanelment process and terminate our empanelment, if any, information provided by us is found to be false or misleading.

{Signature Printed Name Designation}:

Seal:

Date:

Place: