



**Tender Document for Hiring an  
Event Management Company**

**for**

**Training Programme & Cluster Conclave for  
Facilitating Agencies (FAs) for**

**Under the Project**

**“Promoting MEPP in Bamboo Clusters”**



# Foundation for **MSME** Clusters

## INVITATION FOR BIDS

Foundation for MSME Clusters (FMC), USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg 6, Special Institutional Area, New Delhi – 110067 invites Bids for hiring an Event Management Company for Training Programme & Cluster Conclave for Facilitating Agencies (FAs) for “**Promoting MEPP in Bamboo Clusters**”

The details are summarized below:-

Tender Number : FMC/EU/Visibility/2018-19/001

Tender Date : December 12, 2018

Purchaser : Foundation for MSME Clusters (FMC), New Delhi

Closing Date of submission of bids : December 20, 2018

Opening Date of bids : December 20, 2018

Tenders to be submitted to : **Foundation for MSME Clusters**  
Address: USO House, 2nd Floor, USO Road, 6 Special Institutional Area, Off Shaheed Jeet Singh Marg, New Delhi – 110067, Ph: +91-11-40563323/24

Terms of Reference : Mentioned below



## Terms of Reference (ToR) of the Event Management Company

**Project Title: Promote Bamboo MSME Clusters for Sustainable Development**

### Scope of Services

S.No	Activities to be undertaken
1	Logistics
1.1	Venue and food for 5 days ( 4 Days at USO House, 1 day at India International Centre)
1.2	Travel and stay (Ticket Booking and Hotel Booking)
1.3	Local Transport for speakers and experts (5 experts and 10 speakers)
2	Event Management
2.1	Programme Kits (175 in no)
2.2	Creation and presentation of Award winners through video clips (AV Aid)
2.3	Stage Setup, Photography and Videography
2.4	Mementos for speakers and Juries for Awards and Evaluations (35 no)
2.5	Honorarium for Juries for Awards and Evaluations and speakers
3	Printing and Publications cost
3.1	Printing of Backdrop, Banners, Signages Awards and Certificates
3.2	Case Study Booklet printing cost (75 pages)
4	Promotion and Networking
4.1	Cost of consultants, support of interns, website hosting and maintenance
4.2	Video Conferencing facilities at venue (1 day), New Delhi
5	Managing the event