



**Request for Empanelment  
of  
Event Management Agencies  
with SECI  
for providing Event Management  
Services for 2 years**

**RfE No. SECI/C&P/EOI/17/0001/25-26 dated: 13.08.2025**

***Solar Energy Corporation of India Limited  
(A Government of India Enterprise)  
6th Floor, Plate-B, NBCC Office Block Tower-2,  
East Kidwai Nagar, New Delhi – 110023  
Tel: 011 - 24666200, e-mail : [contracts@seci.co.in](mailto:contracts@seci.co.in)***

## **DISCLAIMER**

- I. Though adequate care has been taken while preparing the RfE document, the bidder(s) shall satisfy themselves that the document is complete in all respect. Intimation regarding any discrepancy shall be given by the prospective bidders to the office of SECI immediately. If no intimation is received from any bidder within **20 (Twenty) days from the date of issuance of RfE documents**, it shall be considered that the document is complete in all respect and has been received/ acknowledged by the bidder(s).
- II. Solar Energy Corporation of India Ltd. (SECI) reserves the right to modify, amend or supplement this document.
- III. This RfE document has been prepared in good faith, and on best endeavor basis. Neither SECI nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

Place: New Delhi

Date: 13.08.2025

## **BID INFORMATION SHEET**

The brief details of the RfE are as under:

<b>(A)</b>	<b>NAME OF WORK/ BRIEF SCOPE OF WORK/ JOB</b>	Request for Empanelment of Event Management Agencies with SECI for Event initiation and planning, Venue selection and Logistics, Vendor management, Event Promotion and Marketing, Registration and attendee management, on-site event management, post-event activities, compliance and permits and event wrap-up, etc.					
<b>(B)</b>	<b>RfE NO. &amp; DATE</b>	RfE No. SECI/C&P/EOI/17/0001/25-26 Dated:13.08.2025					
<b>(C)</b>	<b>TYPE OF RfE/ TENDER</b>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">E-TENDER</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="text-align: center;">MANUAL</td> <td style="text-align: center;"><input type="text" value="Yes"/></td> </tr> </table>	E-TENDER	<input type="text"/>	MANUAL	<input type="text" value="Yes"/>	
E-TENDER	<input type="text"/>						
MANUAL	<input type="text" value="Yes"/>						
<b>(D)</b>	<b>COMPLETION/ CONTRACT PERIOD</b>	As mentioned in RfE Document					
<b>(E)</b>	<b>BID PROCESSING FEE</b>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">APPLICABLE</td> <td style="text-align: center;"><input type="text" value="Yes"/></td> </tr> <tr> <td style="text-align: center;">NOT APPLICABLE</td> <td style="text-align: center;"><input type="text"/></td> </tr> </table>	APPLICABLE	<input type="text" value="Yes"/>	NOT APPLICABLE	<input type="text"/>	<p>Amount: INR 5,000/- (Indian Rupees Five Thousand Only) plus applicable GST, to be submitted either through NEFT/RTGS transfer in the account of SECI, or in the form of DD/Pay Order along with the response to RfE in favor of "Solar Energy Corporation of India Ltd", payable at New Delhi.</p>
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<b>(F)</b>	<b>EARNEST MONEY DEPOSIT (EMD)</b>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">APPLICABLE</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="text-align: center;">NOT APPLICABLE</td> <td style="text-align: center;"><input type="text" value="Yes"/></td> </tr> </table>	APPLICABLE	<input type="text"/>	NOT APPLICABLE	<input type="text" value="Yes"/>	
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<b>(G)</b>	<b>PERFORMANCE BANK GUARANTEE</b>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">APPLICABLE</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="text-align: center;">NOT APPLICABLE</td> <td style="text-align: center;"><input type="text" value="Yes"/></td> </tr> </table>	APPLICABLE	<input type="text"/>	NOT APPLICABLE	<input type="text" value="Yes"/>	
APPLICABLE	<input type="text"/>						
NOT APPLICABLE	<input type="text" value="Yes"/>						
<b>(H)</b>	<b>DATE, TIME &amp; VENUE OF PRE-BID MEETING</b>	<p>Solar Energy Corporation of India Limited (A Government of India Enterprise) 6th Floor, Plate-B, NBCC Office Block Tower-2, East Kidwai Nagar, New Delhi - 110 023 Scheduled as per NIT on SECI website: <a href="https://www.seci.co.in/">https://www.seci.co.in/</a></p>					

(I)	<b>BID-SUBMISSION DEADLINE</b>	As per NIT on SECI website
(J)	<b>TECHNO-COMMERCIAL BID OPENING</b>	As per NIT on SECI website
(K)	<b>e-REVERSE AUCTION (e-RA)</b>	Not Applicable
(L)	<b>NAME, DESIGNATION, ADDRESS AND OTHER DETAILS (FOR SUBMISSION OF RESPONSE TO RfE)</b>	Sh. <b>Atulya Kumar Naik</b> Executive Director (Contracts & Procurement) Solar Energy Corporation of India Limited 6th Floor, Plate-B, NBCC Office Block Tower-2, East Kidwai Nagar, New Delhi - 110023 Email: <a href="mailto:contracts@seci.co.in">contracts@seci.co.in</a>
(M)	<b>DETAILS OF PERSONS TO BE CONTACTED IN CASE OF ANY ASSISTANCE REQUIRED</b>	1) Sh. Pratik Prasun Sr. Manager (C&P) Ph: 011-24666237 <a href="mailto:pratikpr@seci.co.in">pratikpr@seci.co.in</a> 2) Sh. Abhisekh Srivastav Manager (C&P) Ph: 011-24666260 <a href="mailto:abhisekhsri@seci.co.in">abhisekhsri@seci.co.in</a>

- Bids must be submitted strictly in accordance with Section-2 and 3 of the RfE, depending upon Type of Tender as mentioned at Clause no. (C) of Bid Information Sheet.
- Bidders are required to quote strictly as per terms and conditions of the RfE documents and not to stipulate any deviations/ exceptions.
- Any bidder, who meets the Qualifying Requirement and wishes to quote against this RfE, may download the complete RfE document along with its amendment(s) and clarifications if any, from SECI website (<https://www.seci.co.in/>) and submit their Bid complete in all respect as per terms & conditions of RfE Document on or before the due date of bid submission.
- Clarification(s)/ Corrigendum(s) if any shall also be available on the above referred websites.

**Bidders are requested to remain updated for any notices/ amendments/ clarifications etc. to the RfE document through the website [www.seci.co.in](http://www.seci.co.in). No separate notifications will be issued for such notices/ amendments/ clarifications etc. in the print media or individually. Intimation regarding notification on the above shall be updated on [www.seci.co.in](http://www.seci.co.in).**

## **SECTION 1. INTRODUCTION & INVITATION FOR BIDS**

### ***1. Background & Introduction***

- 1.1. Solar Energy Corporation of India Limited (hereinafter called “SECI”) is a “Navratna” Government of India Enterprise under the administrative control of the Ministry of New & Renewable Energy (MNRE). One of the main objectives of the Company is to assist the Ministry and function as the implementing and facilitating arm of the National Solar Mission (NSM) for development, promotion and commercialization of solar energy technologies in the country.
- 1.2. Every year, SECI organizes a variety of events, ranging from conferences, seminars to large-scale international events hosting major stakeholders in the Renewable Energy (RE) sector. One such event of a global import hosted by SECI is the International Partnership for Hydrogen and Fuel Cells in the Economy, held in March, 2024. Additionally, the organization also organizes various events internally, marking key celebrations of the calendar. One of the most significant internally held events of SECI’s calendar is the organization’s Annual Foundation Day, held on the 20th of September each year. This occasion is attended by SECI’s strategic business partners, key stakeholders, including VVIPs from the Ministries and the Government, as well as other stakeholders such as RE Developers and Buyers, families of Employees, Media Representatives, etc.
- 1.3. Further, there are number of events conducted inside and outside of the SECI Corporate Office with SECI’s own attendees, from Industries, Administrative Ministry and so on. SECI also takes part in various international and national conferences/events which require setting up of exhibition stall, branding, promotions, etc.
- 1.4. As part of the process of improving operational efficiency in organizing these events, it has been decided to create a panel of Event Management Agencies for organizing and managing various events on behalf of SECI, from conception to completion stages as per the requirement. Accordingly, SECI hereby invites proposals from interested Event Management Agencies (EMAs) in response to this Request for Empanelment (RfE) for providing Event Management Services to SECI.

### ***2. Invitation for Bids***

- 2.1. A Two Stage Bidding Procedure will be adopted and will proceed as detailed in the RfE Documents. Bidding will be conducted through the competitive bidding procedures as per the provisions of Sections 2 and 3 of the RfE.
- 2.2. This RfE document shall be part of the Stage-I bidding process. The Stage-II bidding process i.e. seeking quotations from the EMAs based on the specific Scope of Work for an Event will be carried out subsequently at SECI’s discretion.
- 2.3. Interested bidders have to submit their bids in offline mode at SECI office to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to submit their bids with the last date of bid submission as displayed on SECI website.

- 2.4. They may obtain further information regarding this IFB from the registered office of SECI at the address given on the Bid Information Sheet from 10:00 hours to 17:00 hours on all working days.
- 2.5. For proper submission of the bids to SECI, it shall be the sole responsibility of the bidders to apprise themselves adequately regarding all the relevant procedures and provisions as detailed in this RfE directly, as and when required, for which contact details are also mentioned on the Bid Information Sheet. SECI in no case shall be responsible for any issues related to timely or properly submission of the bid in accordance with the relevant provisions of the Bidding Documents.
- 2.6. Bidders should submit their bid proposal complete in all aspect on or before last date and time of Bid Submission as mentioned on SECI website <http://www.seci.co.in> and as indicated in the Bid Information Sheet.
- 2.7. Bidder shall submit its proposal along with non-refundable Bid Processing Fees complete in all respect as per the Bid Information Sheet. The bids will be opened as per the Bid Information Sheet in online presence of authorized representatives of bidders who wish to be present online. Bid proposals received without the Bid Processing Fees will be rejected. **In the event of any date indicated being declared a holiday, the next working day shall become operative for the respective purpose mentioned herein.**
- 2.8. RfE documents which include Eligibility Criteria, Technical Specifications, various Conditions of Contract, and Formats etc. can be downloaded from the SECI's website. Any amendment(s)/corrigendum(s)/clarification(s) with respect to this RfE shall be uploaded on SECI website. The Bidder should regularly check for any Amendment(s)/Corrigendum(s)/Clarification(s) on the above mentioned SECI website.
- 2.9. SECI reserves the right to cancel/withdraw/defer this invitation for bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

## 2.10. INTERPRETATIONS

- Words comprising the singular shall include the plural & vice versa.
- An applicable law shall be construed as reference to such applicable law including its amendments or re-enactments from time to time.
- A time of day shall save as otherwise provided in any agreement or document be construed as a reference to Indian Standard Time.
- Different parts of this contract are to be taken as mutually explanatory and supplementary to each other and if there is any differentiation between or among the parts of this contract, they shall be interpreted in a harmonious manner so as to give effect to each part.
- The table of contents and any headings or sub headings in the contract has been inserted for case of reference only & shall not affect the interpretation of this agreement.

## **SECTION 2. SPECIAL CONDITIONS OF CONTRACT**

### ***3. Scope of Work***

3.1. The EMAs will be empanelled to provide comprehensive services for the planning, coordination, and execution of events organized by SECI. The Scope of Work will vary depending on the specific event to be organized. However, the broad scope of work comprising majority of the events envisaged by SECI shall include, but not be limited to the following:

i. **Event Planning and Conceptualization:**

- a. Develop innovative themes, concepts, and formats for events, including conferences, seminars, workshops, award ceremonies, exhibitions, and training sessions.
- b. Propose creative designs for event branding, including logos, banners, stage backdrops, invitations, and other promotional materials.
- c. Coordinate with SECI for approvals on event concepts, plans, and designs.

ii. **Venue Management:**

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

iii. **Audio-Visual and Technical Support:**

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

iv. **On-Site Event Management:**

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

v. **Vendor Coordination:**

- a. Coordinate with third-party vendors for fabrication, printing, transport, catering, and other services as required.
- b. Design and supply of lanyards, badges, notepads, pens, jute-bags, and jute folders as per requirement.
- c. Ensure timely delivery and quality control of all deliverables from vendors.

- vi. **Identification and Finalization of the Emcee:**
  - a. Assess the event's theme and audience to determine the need for an emcee and finalize the communication style.
  - b. Define qualifications, including experience, communication skills, and language proficiency.
  - c. Shortlist potential emcees by reviewing portfolios and conducting interviews if needed.
  - d. Present shortlisted candidates for client approval and arrange meetings for event-specific briefings.
  - e. Negotiate fees, manage contracts, and arrange logistics, including travel and on-site requirements.
  - f. Ensure on-site coordination, provide technical support, and implement contingency planning for seamless event execution.
- vii. **Managing Press and Media:**
  - a. Identify relevant media outlets and develop press releases and communication materials.
  - b. Coordinate event coverage, including interviews and photo opportunities.
  - c. Arrange logistics for media personnel, such as access passes and seating.
  - d. Facilitate interactions between media and key stakeholders.
  - e. Monitor media coverage and provide post-event reports.
- viii. **Backstage Management during the Event:**
  - a. Organize and manage backstage areas, including green rooms and holding areas for speakers and performers.
  - b. Coordinate with technical teams for audio-visual setups, cue sheets, and stage transitions.
  - c. Ensure smooth flow of program segments, including speaker line-ups and performance schedules.
  - d. Manage on-stage props, materials, and any special requirements for presentations or performances.
  - e. Provide logistical support and briefings for emcees, speakers, and performers.
  - f. Address any last-minute changes or emergencies to ensure seamless event execution.
- ix. **Arts and Cultural Event:**
  - a. Coordination and arrangement of artists and cultural troops in consultation with SECI.
  - b. Construction of stage for the arts and cultural programme (if required).
  - c. Capturing the Event through Photography and Videography.
  - d. Arrange professional photographers and videographers to cover the event.
  - e. Develop a shot list, including key moments such as speaker sessions, audience interactions, and special activities.
  - f. Coordinate with the event team to capture branding elements and sponsor visibility.
  - g. Ensure high-quality images and videos suitable for post-event marketing and archival purposes.
  - h. Manage on-site editing (if required) for quick social media updates.



- i. Deliver final edited photographs and videos, including highlight reels and event summaries.
  - x. **Marketing and Promotion:**
    - a. Develop and execute a marketing and communication plan to promote events, leveraging digital platforms, social media, and traditional media.
    - b. Design and distribute invitations, e-mailers, brochures, and promotional content.
    - c. Manage event-related publicity, including press releases and media coverage
  - xi. **Logistics and Travel Management:**
    - a. Handle logistics for event participants, including travel, accommodation, and local transportation.
    - b. Provide end-to-end coordination for VIPs and guest speakers, including arrival, stay, and departure management.
    - c. Arrange for welcome desks, concierge services, and transport facilities at event locations.
  - xii. **Post-Event Activities:**
    - a. Compile detailed post-event reports, including attendee feedback, photographs, videos, and other records.
    - b. Provide documentation of expenses and deliverables as per SECI's requirements.
    - c. Ensure dismantling and clean-up of the event site post-event execution.
  - xiii. **Adherence to Compliance and Guidelines:**
    - a. Ensure all events comply with government and SECI's specific guidelines, including safety and security standards.
    - b. Obtain necessary permissions, licenses, and insurance for the events.
  - xiv. **Miscellaneous Requirements:**
    - a. Maintain confidentiality of SECI's event and related information.
    - b. Scoping and Provision of service staff for Housekeeping, cleaning and waste management for the events in discussion. Their responsibilities shall be (but not limited to) cleaning and waste management services for the venue and maintenance of all toilets deployed for the event. Procurement and supply of the required consumables shall be undertaken by the Agency. The Housekeeping staff should be trained with adequate experience. The selected Agency shall bear the cost of their logistics, food & beverage arrangements, accommodation, travel including local travel, their uniforms, etc.
- 3.2. While the above mentioned activities are to give an idea on the nature and type of services required, there can be any additional activities of similar nature, which the EMA would be required to undertake, based on the requirements from time to time, as mentioned in the Stage-II Limited Tender issued by SECI.
- 3.3. Bidders shall be mindful of the fact that the services/items provided during the events shall be of the highest quality/standards befitting the stature of the events.

- 3.4. The detailed scope of work for each event will be specified in the respective Limited Tenders issued under Stage-II from time to time, based on the requirement and discretion of SECI.

#### **4. *Maximum Eligibility for participation by a Bidder***

Following conditions shall be applicable on the Bidders for submission of bids against this RfE:

- 4.1. A Bidder, including its parent, affiliate or ultimate parent or any Group Company shall submit a single bid.
- 4.2. The evaluation of bids shall be carried out as described in Section-5 of the RfE.
- 4.3. Multiple bids from same company/firm including its Parent/ Ultimate Parent/Affiliates/Group Companies shall make all the bids submitted by the group invalid.
- 4.4. The empaneled Bidders or EMAs after Stage-I bidding shall be required to bid in the Stage-II bidding process for award of work. The Stage-II bidding will be conducted subsequently as per SECI's discretion. It may be noted that the bidders eligible for participating in the Stage-II bidding to be carried out by SECI, will be limited to the Agencies empaneled under this RfE.

#### **5. *Duration of Empanelment***

- 5.1. The duration of Empanelment under this RfE shall be for a period of 2 years. The period of empanelment may be extended further for a period of 1 year depending upon the performance of the Agencies at the sole discretion of SECI.

#### **6. *Payment Terms and Schedule***

- 6.1. The selected EMA (i.e. the Appointed Agency), under the Stage-II tender, shall complete the work as specified in the respective limited tender under Stage-II.
- 6.2. Subsequent to the completion of work, the EMA shall be required to raise the invoices within 15 working days of the successful completion of the work. The work and invoice shall be certified by the Designated Event Officer of SECI. Any deviation from the awarded work shall be properly documented and prior approval of the Designated Event Officer of such deviations must be included along with the invoice.
- 6.3. GST shall be payable as per actual and on submission of the proof of GST payment.
- 6.4. Transportation and Accommodation of EMA's personnel will be the responsibility of EMA during advance visits and actual events at its own risk and cost.
- 6.5. Generally, no advance payment shall be given to the selected EMA. However, in circumstances which require 100% upfront payment for booking of any artists and/or cultural troops, SECI may pay the advance payment at its discretion.

## **7. Liquidated Damages and Compensation Clauses**

- 7.1. The EMA shall perform its obligation in a professional and time-bound manner, commensurate to the quality of work as expected by SECI. In case of delay in execution/ poor performance/ non execution of the assigned work to the Appointed Agency, SECI may impose penalty as per the performance matrix detailed below:

<b>S. No.</b>	<b>Issues</b>	<b>Penalty as a percentage of PBG amount</b>
1	Non/poor-functioning of the equipment including but not limited to AV equipment	50%
2	Poor quality/deviation of furniture/collateral items	30%
3	Poor quality/finishing of Event Branding materials comprising banners, standees, pamphlets, invitation cards, etc.	40%
4	Late completion of the work	75%
5	Refusal to do the work	100%

- 7.2. It is clarified that the Penalties are genuine pre-estimate and Bidder/EMA agrees that in case of invocation of BG, SECI is under no obligation to produce any estimate of loss in this regard.
- 7.3. If the delay is beyond the stipulated time/refusal of work, SECI may annul the contract and shall be free to get the work done from any other Agency at the risk and costs of the Appointed Agency.
- 7.4. SECI may debar and blacklist the Appointed Agency/EMA for applying in its future empanelment/tendering processes for a maximum period of 3 years from the date of debarment/default for non-performance/poor-performance of the Agency.

## **SECTION 3. STANDARD CONDITIONS OF CONTRACT**

### **8. *Obtaining RfE Documents***

Interested bidders must download the official copy of RfE & other documents from SECI's website. The Bidding documents are available free of cost.

### **9. *Bid Processing Fees***

Prospective Bidders interested to participate in the bidding process are required to submit their bid proposals in response to this RfE document along with a non-refundable bid processing fee as mentioned in the Bid Information Sheet. A Bidder will be eligible to participate in the bidding process only on submission of entire financial amounts as per the Bid Information Sheet. In case the Bidder chooses to submit the Bid Processing Fees through NEFT/RTGS (electronic transfer), the Bidder shall submit the transaction receipt instead of the corresponding DDs, as part of the bid submission.

The bank details of SECI are available on [www.seci.co.in](http://www.seci.co.in) at <https://www.seci.co.in/payment-modes/>. Upon making the necessary payments, the prospective Bidders shall immediately write to SECI (mailing to [finance@seci.co.in](mailto:finance@seci.co.in)), providing the payment details along with name and registered address of the Bidder (with GSTIN of the paying entity), to enable seamless issuance of payment invoices for taxation purpose. SECI will not be liable for any delay in issuing necessary invoices in this regard.

**Bids submitted without Bid Processing Fee (including partial submission), may be liable for rejection by SECI.**

MSEs (Micro and Small Enterprises) having valid UDYAM registration as on the last date of bid submission only are exempted from submission of Bid Processing Fee.

Further, submission of MSE certificates issued in the name of Affiliate/promoter Company will not be considered.

### **10. *Scope of Work Other Conditions of the Contract***

Refer Clause 3 of the RfE.

The detailed Scope of work of the each event shall be specified in Stage-II limited tenders issued by SECI from time to time.

### **11. *Performance Bank Guarantee (PBG):***

- 11.1. The Empaneled Agencies or EMAs shall submit a Performance Bank Guarantee (PBG) for a value of Rs. 8,00,000/- (Indian Rupees Eight Lakhs Only) within 15 days of issuance of NoE. It may be noted that the EMAs shall submit the PBG according to the Format 7.7A with a validity period up to (& including) the date as on 27 months from the date of issuance of NoE. It may be noted that LoE to the empanelled agencies/EMAs shall be issued only upon successful verification of the PBG submitted by the EMAs. Electronic Bank Guarantee (e-BG) is also acceptable against PBG under this RfE.

In case of non-submission of PBG within the above deadline, the Bidder may choose to submit the PBG within additional 15 days, upon payment of extension fees @ Rs. 500/day + applicable GST within the deadline for submission of PBG (i.e. 15 days from the issuance of NoE). Thus, the total amount of Rs. 7,500/- plus applicable GST is required to be submitted prior to the deadline for submission of PBG (i.e. 15 days from the issuance of NoE). In this case, in case of submission of PBG prior to 15 days of extended period, the remaining amount out of the deposited amount by the Successful Bidder shall be returned by SECI, without any interest.

In case of non-submission of either the PBG or the extension charges, within the deadline for submission of PBG (i.e. 15 days from the issuance of NoE), NoE issued will be cancelled by SECI and the empanelment of the bidder shall stand terminated.

- 11.2. The PBGs are required to be submitted in the name of EMAs. The EMA shall furnish the PBG from an Indian branch of a Scheduled Commercial Bank as listed on the website of Reserve Bank of India, as applicable on the date of issuance of bank guarantee.
- 11.3. The format of the Bank Guarantee prescribed in the Format 7.7A (PBG) shall be strictly adhered to and any deviation from the above Format shall result in rejection of the PBG and consequently, the bid. In case of deviations in the format of the Bank Guarantee, the corresponding LoE will not be issued.
- 11.4. SECI has agreed to accept the PBG in the form of an unconditional and irrevocable Bank Guarantee instead of the cash deposit with the clear position intimated to the bidder that the PBG shall be encashable for being appropriated by SECI in terms of the guarantee as in the case of appropriation of the cash deposit lying with SECI.
- 11.5. The Bank Guarantees have to be executed on non-judicial stamp paper of appropriate value as per Stamp Act relevant to the place of execution.
- 11.6. All expenditure towards execution of Bank Guarantees such as stamp duty etc. shall be borne by the EMAs. Any Bank Guarantee or amendment to be submitted as part of the bidding process / contract execution, shall be effective only when the BG issuance message is transmitted by the issuing bank through SFMS to IDFC First Bank IFSC: IDFB0020101, Client Name: Solar Energy Corporation of India Ltd and a confirmation in this regard is received by SECI". Message Type: IFN760COV is to be used by the issuing bank.
- 11.7. The PBG shall be returned to the EMAs, within 45 days of completion of the Empanelment Period or extended Empanelment Period, after taking into account any penalties due to delay in execution/ poor performance/ non execution by the Appointed Agency/EMA as per clause 7 of the RfE.
- 11.8. **Insurance Surety Bond (Surety Bond):**

As an alternative to submission of PBG as above, the EMA also has an option to submit Insurance Surety Bond from an Insurer as per the guidelines issued by the Insurance Regulatory and Development Authority of India (IRDAI). The Surety Bond issuing

organization undertakes to pay in all scenarios under which the PBG would be liable to be encashed by SECI within the provisions of RfE. This instrument would be furnished as per Format 7.7B of the RfE, within the timelines as per Clause 11.1 above, for the amount and validity period as per Clause 11.1 above. In case the EMA chooses to submit Surety Bond, delay in submission of the Surety Bond beyond the timeline stipulated at Clause 11.1 above, will be applicable in this case too.

- 11.9. The term “Performance Bank Guarantee (PBG)” occurring in the RfS shall be read as “Performance Bank Guarantee” (PBG)/ “Insurance Surety Bond”.

## 12. *Instructions to Bidders for Structuring of Bid Proposals in Response to RfE*

The bidder including its Parent, Affiliate or Ultimate Parent or any Group Company shall submit single response to RfE. Submission of bid proposals by Bidders in response to RfE shall be in the manner described below:

- i. Covering Letter as per **Format 7.1** along with **Appendix-I to Covering Letter**.
- ii. Power of Attorney in the name of Authorised Signatory issued by all the Partners as per **Format 7.2** (to be filled by Limited Liability Partnership and Partnership Firm).
- iii. Board Resolutions, as per prescribed formats enclosed as per **Format 7.3** duly certified by the Company Secretary or the Director of the relevant Bidder, as applicable to the Bidder.
- iv. Format for Technical Requirements as per **Format 7.4**.
- v. Format for Financial Requirements as per **Format 7.5** along with the certificate from Practicing Chartered Accountant/Statutory Auditors showing details of computation of the financial credentials of the Bidder.
- vi. Undertaking regarding no willful default and no major litigation pending as per **Format 7.6**.
- vii. Attachments:

<u><b>In case of Company</b></u>	<u><b>In case of LLP/Partnership</b></u>	<u><b>In case of Proprietorship</b></u>
Memorandum of Association	LLP / Partnership agreement	GST registration
Article of Association	GST registration and PAN card	PAN card
Certificate of Incorporation	Certificate of Incorporation under Limited Liability Partnership Act 2008/ Indian Partnership Act, 1932 or equivalent law/act of respective state	Proprietorship registration certificate under shop and establishment act (if available).
certificate of shareholding duly certified by a practicing Chartered Accountant/ Company Secretary as on a date within 30 days prior to	Certificate of Partnership/Profit and Loss sharing duly certified by a practicing Chartered Accountant/ Company	-

the last date of bid submission	Secretary as on a date within 30 days prior to the last date of bid submission	
Certified copies of annual audited accounts for the last 3 financial years, along with certified copies of Balance Sheet, Profit & Loss Account, Schedules and Cash Flow Statement supported with bank statements as on the date at least 7 days prior to the due date of bid submission (as applicable), shall be required to be submitted.		

**Note**—SECI reserves the right to seek additional information relating to shareholding in promoter companies, their parents/ ultimate parents and other group companies to satisfy themselves that RfE conditions have been complied with and the bidder will ensure submission of the same within the required time-lines.

### 13. *Important Notes and Instructions to Bidders*

- 13.1. Wherever information has been sought in specified formats, the Bidders shall fill in the details as per the prescribed formats and shall refrain from any deviations and referring to any other document for providing any information required in the prescribed format.
- 13.2. The Bidders shall be shortlisted based on the declarations made by them in relevant schedules of RfE.
- 13.3. If the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in its response to RfE, in any manner whatsoever, SECI reserves the right to reject such response to RfE and/or cancel the Letter of Empanelment, if issued, and the Bank Guarantee provided up to that stage shall be encashed. Bidder shall be solely responsible for disqualification based on their declaration in the submission of response to RfE.
- 13.4. Response submitted by the Bidder shall become the property of the SECI and SECI shall have no obligation to return the same to the Bidder.
- 13.5. All documents of the response to RfE (including RfE and subsequent Amendments/ Clarifications/Addenda) submitted offline must be signed by the person authorized by the PoI/Board as per Format 7.2/7.3.
- 13.6. The response to RfE shall be submitted as mentioned in Clause 15 of the RfE. No change or supplemental information to a response to RfE will be accepted after the scheduled date and time of submission of response to RfE. However, SECI reserves the right to seek additional information from the Bidders, if found necessary, during the course of evaluation of the response to RfE.
- 13.7. All the information should be submitted in English language only. In case of bidders or their foreign affiliate having documents in other than English language, then the documents shall be translated in English language by certified translator and submitted.
- 13.8. Bidders shall mention the name of the contact person and complete address and contact details including email address which shall be active for the period of 07 years in their covering letter.

- 13.9. Response to RfE that are incomplete, which do not substantially meet the requirements prescribed in this RfE, will be liable for rejection by SECI.
- 13.10. Response to RfE not submitted in the specified formats will be liable for rejection by SECI.
- 13.11. Bidders delaying in submission of additional information or clarifications sought will be liable for rejection.
- 13.12. Non-submission and/ or submission of incomplete data/ information required under the provisions of RfE shall not be construed as waiver on the part of SECI of the obligation of the Bidder to furnish the said data/information unless the waiver is in writing.
- 13.13. Only New Delhi Courts shall have exclusive jurisdiction in all matters pertaining to this RfE.
- 13.14. All the financial transactions to be made with SECI including delay charges, and any additional charges (if required), shall attract 18% GST on each transaction, irrespective of the same being mentioned in the RfE.

#### **14. *Non-Responsive Bid***

The response to RfE submitted by the bidder along with the documents submitted **offline** to SECI shall be scrutinized to establish “Responsiveness of the bid”. Each bidder’s response to RfE shall be checked for compliance with the submission requirements set forth in this RfE.

Any of the following conditions shall cause the Bid to be “non-responsive”:

- (a) Non-submission of the requisite Bid Processing Fee as mentioned in the Bid Information Sheet.
- (b) Response to RfE not received by the due date and time of bid submission.
- (c) In case it is found that the Bidding Company including Ultimate Parent Company/ Parent Company/Affiliate/Group Companies have submitted more than one response to this RfE, then all these bids submitted shall be treated as non-responsive and rejected.

In any of the above cases, the bid shall not be considered for bid opening and evaluation process.

#### **15. *Method of Submission of Response to RfE by the Bidder***

##### **15.1. Documents to be Submitted Offline (in Original)**

The bidder shall submit a single bid containing the original of the following documents duly signed and stamped on each page by the authorized signatory as mentioned below:

- a. DD/Pay order or NEFT/RTGS details towards Bid Processing Fee as mentioned in Bid Information Sheet.



- b. Formats - 7.1, Appendix-I to Format 7.1, 7.2 (if applicable), 7.3 (if applicable), 7.4, 7.5, 7.6 as elaborated in Clause 12 of the RfE.
- c. All attachments elaborated in Clause 12 of the RfE, under the sub-clause vii: Attachments, with proper file names.
- d. Signed and stamped copy of First and Last Pages of original tender documents including amendments, clarifications if any.
- e. All supporting documents regarding meeting the eligibility criteria and QBS scoring.

The bidders will be required to submit all the above mentioned documents, either in person or through post, at the office of SECI until the bid submission deadline.

The bidding envelope shall contain the following sticker:

<b>Request for Empanelment of Event Management Agencies with SECI for 2 years</b>	
<i>RfE Reference No.</i>	SECI/C&P/EOI/17/0001/25-26 dated: 13.08.2025
<i>Submitted by</i>	<i>(Enter Full name and address of the Bidder)</i>
<i>Authorized Signatory</i>	<i>(Signature of the Authorized Signatory)</i> <i>(Name of the Authorized Signatory)</i> <i>(Stamp of the Bidder)</i>
<i>Bid Submitted to</i>	<b>ED (C&amp;P)</b> <b>Solar Energy Corporation of India Limited</b> <b>6th Floor, Plate-B, NBCC Office Block Tower-2,</b> <b>East Kidwai Nagar, New Delhi-110023</b> <b>Email - <a href="mailto:contracts@seci.co.in">contracts@seci.co.in</a></b>

**Important Note:**

- (a) The Bidding envelope shall be properly sealed with the signature of the Authorized Signatory running across the sealing of the envelope.

**16. *Validity of the Response to RfE***

The Bidder shall submit the response to RfE which shall remain valid up to the date as on 6 months from the last date of bid submission ("Bid Validity"). SECI reserves the right to reject any response to RfE which does not meet the aforementioned validity requirement.

**17. *Bid Preparation Cost***

The Bidder shall be responsible for all the costs associated with the preparation of the response to RfE and participation in discussions and attending pre-bid meeting(s) etc. SECI shall not be responsible in any way for such costs, regardless of the conduct or outcome of the bid process.

## **18. Clarifications/ Pre-Bid Meeting/ Enquiries/ Amendments**

- 18.1. Clarifications/ Doubts, if any, on RfE document may be emailed. The format for submission of clarifications is available on the portal.
- 18.2. SECI will make effort to respond to the same in the Pre-Bid Meeting to be held as mentioned in the Bid Information Sheet. A compiled list of such questionnaire and SECI's response will be uploaded in the SECI website. If necessary, amendments, clarifications, elaborations shall be issued by SECI which will be notified on SECI web site. No separate reply/ intimation will be given for the above, elsewhere.
- 18.3. A Pre-Bid Meeting shall be held as mentioned in the Bid Information Sheet (Venue to be notified later on SECI's website).

## **19. Right of SECI to Reject a Bid**

SECI reserves the right to reject any or all of the responses to RfE or cancel the RfE or annul the bidding process for any project at any stage without assigning any reasons whatsoever and without thereby any liability. In the event of the tender being cancelled at any stage, the processing fee (excluding GST, if amount credited to SECI's account), without any interests.

## **20. Post Award Compliances**

Timely completion of all the milestones will be the sole responsibility of EMA. SECI shall not be liable for issuing any intimations/reminders to EMA for timely completion of milestones and/or submission of compliance documents.

## **SECTION 4. QUALIFICATION REQUIREMENTS FOR BIDDERS**

Shortlisting of Bidders will be based on the following Criteria:

### ***21. General Eligibility Criteria***

Bidders participating in the RfE will be required to meet the following eligibility criteria (as applicable).

- 21.1. The bidder shall be an Indian Company registered in India. Further, Government owned Enterprises registered and incorporated in India are also allowed to participate in this tender. The subsidiary of a foreign company, which is registered in India under Companies Act, 1956 or 2013 prior to the bid submission deadline, is eligible to participate.
- 21.2. Registered Limited Liability Partnership, Partnership Firm, or Sole Proprietorship Firm (as defined under the Applicable Laws of India) are also allowed to participate under this RfE.
- 21.3. A foreign company cannot participate on a standalone basis under this RfE.
- 21.4. The Bidder or any of its Affiliates should not be a wilful defaulter to any lender, and that there is no major litigation pending or threatened against the Bidder or any of its Affiliates which are of a nature that could cast a doubt on the ability or the suitability of the Bidder to undertake the Contract. The Bidder shall submit an undertaking to this effect. It shall be the sole responsibility of the bidder to inform SECI in case the bidder is debarred from bidding by any organisation. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders.
- 21.5. 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 prior to the last date of bid submission.
- 21.6. Bids by Consortium/ JV are not allowed for participation under this tender.
- 21.7. Trusts, NGOs and Educational Societies are not eligible for participation on an individual basis or as a part of a Consortium.

### ***22. Technical Eligibility Criteria***

- 22.1. The Bidder should be in the field of providing similar works for not less than 03 Years as on last date of bid submission.
- 22.2. The Bidder should have rendered satisfactory services and successfully executed contracts of “Similar Works” in any of the last three years (ending month of March prior to the bid submission). “**Similar Works**” means the services rendered as service provider for the Event Planning, Venue selection and logistics, Vendor management, Event Promotion and Marketing, on-site event management, post-event activities, compliance and permits, etc.

(Document Required: Proof of documentation conforming above experience details/Client work order/LOI/PO/Recommendation letter/ Successful Order execution confirmation from client side).

22.3. Further,

The Bidder should have successfully completed at least one single similar work order of value of **INR 64, 00,000 (Indian Rupees Sixty Four Lakhs only)** or more during any of the last three years i.e. the current year and the last three financial years.

**Or**

The Bidder should have successfully completed at least two similar work orders of value of **INR 40, 00,000 (Indian Rupees Forty Lakhs only)** or more during any of the last three years i.e. the current year and the last three financial years.

**Or**

The Bidder should have successfully completed at least three similar work order of value of **INR 32, 00,000 (Indian Rupees Thirty Two Lakhs only)** or more during any of the last three years i.e. the current year and the last three financial years.

The above-mentioned values are inclusive of taxes.

- 22.4. **Managerial Capability:** The EMA should have a team lead by a Manager/Contract Manager having a minimum of five years' experience in Services of an equivalent nature and volume, including no less than three years as Manager. In addition the bidder should also have manpower of minimum 5 professionals (regular employees), having relevant experience in organizing indoor/ outdoor events including VVIPs presence, as on date of issue of RfE.

The bidder shall submit the Self-Certificate from the HR/Head of the Firm, proof of deposit of Provident Fund by the bidder and resume of above mentioned manpower with the relevant expertise.

- 22.5. **Office in Delhi/NCR:** The bidder must have a local office situated in Delhi/NCR. The bidder shall submit a self-certification regarding having office of its own in Delhi/NCR on the letterhead of the Bidder (duly stamped and signed) indicating address and contact details along with Lease deed or any other relevant supporting documents.

- 22.6. Bidder should be registered with EPF, ESIC Authorities and should be a Goods & Service Tax (GST) registered entity.

**23. Financial Eligibility Criteria**

- 23.1. The Minimum Average Annual Turnover (MAAT) of the Bidder in the last three financial years (i.e. FY 2022-23, 2023-24 & 2024-25) should be **INR 32, 00,000 (Indian Rupees Thirty Two Lakhs only)**.

*\*MAAT shall mean Revenue from Operations as incorporated in the profit & loss account excluding other income, e.g. sale of fixed assets. This must be the individual Company's turnover and not that of any group of Companies. A summarized sheet of*

*average turnover, certified by a practicing Chartered Accountant/Statutory Auditor should be compulsorily enclosed along with corresponding annual accounts. In case of tender having the submission deadline up to 30th September of the relevant financial year and audited financial results of immediate 3 preceding financial years being not available, the Bidder has an option to submit the audited financial results of three years immediately prior to relevant financial year. In case the bid submission deadline is after 30th September of the relevant financial year, Bidder has to compulsorily submit the audited financial results of immediately preceding three financial years.*

- 23.2. The Net Worth for the last financial year should be positive. “Net Worth” of the Bidder shall be calculated as per Company Act 2013.
- 23.3. The bidder should have a minimum Working Capital of **INR 10, 00,000/- (Indian Rupees Ten lakhs only)** as per the last audited financial statement. If the bidder’s working capital is inadequate, the bidder should supplement this with a letter from the bidder’s bank, having net worth not less than INR 500 Crores, confirming availability of the line of credit for more than or equal to **10, 00,000/- (Indian Rupees Ten lakhs only)** to meet the Working Capital requirement of this particular Contract.
- 23.4. Notwithstanding anything stated above, SECI reserves the right to assess the Bidder's capability and capacity to perform the contract should the circumstances warrant such assessment necessary in its overall interest. Bidder may have to produce originals of documents submitted to qualify against the WO, which shall be returned after verification & shall not be retained by SECI. Authenticity of documents submitted by Bidders may also be verified by SECI as deemed fit through its own sources.
- 23.5. **IN CASE ANY DOCUMENT BY A BIDDER IS FOUND TO BE FORGED OR FAKE, SECI RESERVES ITS RIGHT TO TAKE APPROPRIATE ACTIONS FOR SUCH MALPRACTICES INCLUDING FOREFEITURE OF EMD AND/OR BANNING OF BUSINESS/ BLACKLISTING ETC.**

## **SECTION 5. BID EVALUATION AND EMPANELMENT OF BIDDER**

### ***24. Bid Evaluation***

Bid evaluation will be carried out considering the information furnished by Bidders as per provisions of this RfE. The detailed evaluation procedure and selection of bidders are described in subsequent clauses in this Section.

### ***25. Techno-Commercial Evaluation of Bidders (Step-I)***

- 25.1. Bid opening will be done on the next working day after the bid submission deadline. For e.g., if the bid submission deadline is 18:00 hrs. on 24.08.2025, the bid opening will be conducted on 25.08.2025. In case of the above deadline being a holiday, the bids will be opened on the next working day.
- 25.2. Documents (as mentioned in the previous clause) received after the bid submission deadline as specified by SECI, shall be rejected and returned unopened, if super-scribed properly with address, to the bidder.
- 25.3. Subject to Clause 14 of the RfE, SECI will examine all the documents submitted by the Bidders and ascertain meeting of eligibility conditions prescribed in the RfE. During the examination of the bids, SECI may seek clarifications/additional documents to the documents submitted etc. from the Bidders if required to satisfy themselves for meeting the eligibility conditions by the Bidders. Bidders shall be required to respond to any clarifications/additional documents sought by SECI within 07 (seven) days from the date of such intimation from SECI. All correspondence in this regard shall be made through email only. It shall be the responsibility of the Bidder to ensure that the email id of the authorized signatory of the Bidder is functional. The Bidder may provide an additional email id of the authorized signatory in the covering letter. No reminders in this case shall be sent. It shall be the sole responsibility of the Bidders to remove all the discrepancies and furnish additional documents as requested. SECI shall not be responsible for rejection of any bid on account of the above.
- 25.4. The response to RfE submitted by the Bidder shall be scrutinized to establish Technical-Commercial eligibility as per the RfE.

### ***26. Quality Based Selection (Step-II)***

- 26.1. In this step, the proposals submitted by Techno Commercially Qualified bidders will be evaluated based on the detailed criteria mentioned below:

S. No.	Parameters		Max Marks	Criteria for Scoring		
1	Minimum Annual Average Turnover (MAAT)	<b>Documents required:</b> a. CA certificate b. Audited Account statements of last 3 years	10	<b>MAAT ('X' in Lakhs)</b>	<b>Score</b>	
				$32 \leq X < 35$	5	
				$35 \leq X < 40$	7	
				$40 \leq X < 45$	9	
				$X \geq 45$	10	

2	Event experience in a venue with capacity of min. 500 PAX in last 3 years prior to last date of bid submission	<b>Documents required:</b> a. Work Order/ Service Order/Letter of Award b. Completion certificate from client	15	<table><tr><th>Number of events</th><th>Score</th></tr><tr><td>1≤X&lt;3</td><td>5</td></tr><tr><td>3≤X&lt;5</td><td>10</td></tr><tr><td>X≥5</td><td>15</td></tr></table>	Number of events	Score	1≤X<3	5	3≤X<5	10	X≥5	15		
Number of events	Score													
1≤X<3	5													
3≤X<5	10													
X≥5	15													
3	Event experience for any Government organization/ Ministry/PSUs in last 3 years prior to last date of bid submission	<b>Documents required:</b> a. Work Order/ Service Order/Letter of Award b. Completion certificate from client	20	<table><tr><th>Work order value ('X' in lakhs excluding taxes)</th><th>Score</th></tr><tr><td>32≤X&lt;42</td><td>5</td></tr><tr><td>42≤X&lt;52</td><td>10</td></tr><tr><td>52≤X&lt;62</td><td>15</td></tr><tr><td>X≥62</td><td>20</td></tr></table>	Work order value ('X' in lakhs excluding taxes)	Score	32≤X<42	5	42≤X<52	10	52≤X<62	15	X≥62	20
Work order value ('X' in lakhs excluding taxes)	Score													
32≤X<42	5													
42≤X<52	10													
52≤X<62	15													
X≥62	20													
4	Qualification and relevant experience of key staffs	Self-Certificate from the HR/Head of the bidder and proof of deposit of Provident Fund by the bidder	15	<table><tr><th>No. of Regular Employees ('X')</th><th>Score</th></tr><tr><td>5≤X&lt;10</td><td>5</td></tr><tr><td>10≤X&lt;15</td><td>8</td></tr><tr><td>15≤X&lt;20</td><td>12</td></tr><tr><td>X≥20</td><td>15</td></tr></table>	No. of Regular Employees ('X')	Score	5≤X<10	5	10≤X<15	8	15≤X<20	12	X≥20	15
No. of Regular Employees ('X')	Score													
5≤X<10	5													
10≤X<15	8													
15≤X<20	12													
X≥20	15													
5	<b>Presentation:</b> (Date will be intimated subsequent to bid submission)	Presentation	40	(i) Presentation on various Event Management services executed by the bidder: <b>10 marks</b> (ii) Presentation on methodology / planning of event, backdrop, branding, live streaming, videography, phytography / work flow on event management, manpower deployment, plan for statutory compliance: <b>10 marks</b> (iii) Presentation and suggestion to organize a Mock SECI's Foundation day Event at Manekshaw Auditorium which will be attended by VVIPs / VIPs, etc.: <b>20 Marks</b>										

26.2. Based on the scores secured by the bidders, the bidders shall be empanelled.

## **27. *Issuance of NoEs and LoEs***

- 27.1. The bidders securing scores more than 70% marks in the above QBS marking shall be empaneled. At the end of selection process under this RfE, Notification of Empanelment (NoE) will be issued by SECI to the selected EMAs.
- 27.2. The no. of EMAs to be empanelled will be based on the scores secured by the Bidders and at the discretion of SECI. The above mentioned cut off marks of 70% may be relaxed at the SECI's discretion.
- 27.3. The EMAs are required to submit the PBG as per clause 11 of the RfE within 15 days of issuance of NoE. Subsequent to successful verification of PBG, the LoE will be issued to the EMAs.
- 27.4. Each selected EMA shall acknowledge the LoE and return duplicate copy with signature of the authorized signatory of the selected EMA within 15 (Fifteen) days of issue of LoE, failing which it will be deemed to have been accepted by the selected EMA.
- 27.5. In all cases, SECI's decision regarding empanelment of Bidders under this RfE shall be final and binding on all participating bidders.
- 27.6. SECI reserves the right to annul the bid process without any financial implications to any of the parties concerned.

## **28. *Debarment from Participating in SECI's Future Tenders***

- 28.1. SECI reserves the right to carry out the performance review of each Bidder from the time of submission of Bid. In case it is observed that a bidder has not fulfilled its obligations in meeting the various timelines envisaged, in addition to the other provisions of the RfE, such Bidders may be debarred from participating in SECI's any future tender for a period as decided by the competent authority of SECI.



## **SECTION 6. DEFINITIONS OF TERMS**

**29.** *Following terms used in the documents will carry the meaning and interpretations as described below:*

- 29.1. **“AFFILIATE”** shall mean a company that, directly or indirectly,
- i. controls, or
  - ii. is controlled by, or
  - iii. is under common control with, a company developing a Project or a Member in a Consortium developing the Project and control means ownership, directly or indirectly, of more than 50% (fifty percent) of the voting shares of such company or right to appoint majority Directors.
- 29.2. **“APPOINTED AGENCY”** shall mean EMA selected under the Stage-II Limited Tender.
- 29.3. **“BID”** or **“PROPOSAL”** shall mean the documents submitted by the Bidder towards meeting the qualifying requirements as part of its response to this RfE issued by SECI.
- 29.4. **“BIDDER”** shall mean Bidding Company/LLP/Partnership/Sole Proprietorship firm submitting the Bid. Any reference to the Bidder includes Bidding Company/LLP/Partnership/Sole Proprietorship firm including its successors, executors and permitted assigns, as the context may require.
- 29.5. **“CHARTERED ACCOUNTANT”** shall mean a person practicing in India or a firm whereof all the partners practicing in India as a Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949.
- For Bidders incorporated in countries other than India, “Chartered Accountant” shall mean a person or a firm practicing in the respective country and designated/ registered under the corresponding Statutes/ laws of the respective country.
- 29.6. **“COMPANY”** shall mean a body corporate incorporated in India under the Companies Act, 2013 or any law in India prior thereto relating to Companies, as applicable.
- 29.7. **“CONTROL”** shall mean the ownership, directly or indirectly, of more than 50% (fifty percent) of the voting shares of such Company or right to appoint majority Directors.
- 29.8. **“CONTROLLING SHAREHOLDING”** shall mean more than 50% of the voting rights and paid up share capital in the Company/ Consortium.
- 29.9. **“DAY”** shall mean calendar day.
- 29.10. **“EQUITY”** shall mean Net Worth as defined in Companies Act, 2013.
- 29.11. **“GROUP COMPANY”** of a Company means
- i. a Company which, directly or indirectly, holds 10% (Ten Percent) or more of the share capital of the Company or;

- ii. a Company in which the Company, directly or indirectly, holds 10% (Ten Percent) or more of the share capital of such Company or;
- iii. a Company in which the Company, directly or indirectly, has the power to direct or cause to be directed the management and policies of such Company whether through the ownership of securities or agreement or any other arrangement or otherwise or;
- iv. a Company which, directly or indirectly, has the power to direct or cause to be directed the management and policies of the Company whether through the ownership of securities or agreement or any other arrangement or otherwise or;
- v. a Company which is under common control with the Company, and control means ownership by one Company of at least 10% (Ten Percent) of the share capital of the other Company or power to direct or cause to be directed the management and policies of such Company whether through the ownership of securities or agreement or any other arrangement or otherwise;

Provided that a financial institution, scheduled bank, foreign institutional investor, Non-Banking Financial Company, and any mutual fund, pension funds and sovereign funds shall not be deemed to be Group Company, and its shareholding and the power to direct or cause to be directed the management and policies of a Company shall not be considered for the purposes of this definition unless it is the Project Company or a Member of the Consortium developing the Project.

- 29.12. **“JOINT CONTROL”** shall mean a situation where a company has multiple promoters (but none of the shareholders has more than 50% of voting rights and paid-up share capital).
- 29.13. **“LETTER OF EMPANELMENT”** or **“LoE”** shall mean the letter issued by SECI to the Empanelled Agencies under this RfE.
- 29.14. **“LIMITED LIABILITY PARTNERSHIP”** or **“LLP”** shall mean a Company governed by Limited Liability Partnership Act 2008 or as amended.
- 29.15. **“MONTH”** shall mean calendar month.
- 29.16. **“NET-WORTH”** shall mean the Net-Worth as defined section 2 of the Companies Act, 2013.
- 29.17. **“NOTIFICATION OF EMPANELMENT”** or **“NoE”** shall mean the notification issued by SECI to the Empanelled Agencies under this RfE.
- 29.18. **“PAID-UP SHARE CAPITAL”** shall mean the paid-up share capital as defined in Section 2 of the Companies Act, 2013.
- 29.19. **“PARENT”** shall mean a Company, which holds more than 50% voting rights and paid up share capital, either directly or indirectly in the Project Company or a Member in a Consortium developing the Project.
- 29.20. **“RfE”** or **“RfE DOCUMENT”** or **“BIDDING DOCUMENT(S)”** or **“TENDER DOCUMENTS”** shall mean the “Request for Empanelment” document issued by SECI including its subsequent clarifications and amendments thereof.

- 29.21. **“SECI”** shall mean Solar Energy Corporation of India Limited.
- 29.22. **“SELECTED BIDDER”** or **“SUCCESSFUL BIDDER”** or **“EMPANELLED AGENCY”** or **“AGENCY”** or **“EVENT MANAGEMENT AGENCY”** shall mean the Bidder selected by SECI pursuant to this RfE.
- 29.23. **“TOE”** shall mean Tender Opening Event.
- 29.24. **“ULTIMATE PARENT”** shall mean a Company, which owns more than 50% (Fifty Percent) voting rights and paid up share capital, either directly or indirectly in the Parent and Affiliates.
- 29.25. **“WEEK”** shall mean calendar week.

## **SECTION 7. SAMPLE FORMS & FORMATS FOR BID SUBMISSION**

The following formats are required to be submitted as part of the RfE. These formats are designed to demonstrate the Bidder's compliance with the Qualification Requirements set forth in Section 4 and other submission requirements specified in the RfE.

### **Format 7.1**

#### **COVERING LETTER**

**(The Covering Letter should be submitted on the Letter Head of the bidder)**

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

From:

\_\_\_\_\_ *(Insert name and address of Bidder)*

Tel. #:

Fax #:

E-mail address#

To

Solar Energy Corporation of India Limited  
6th Floor, Plate-B, NBCC Office Block Tower-2,  
East Kidwai Nagar, New Delhi - 110 023

Sub: Response to RfE No. .... dated ..... for Request for Empanelment of Event Management Agencies with SECI for providing Event Management Services for 2 years.

Dear Sir/ Madam,

We, the undersigned ..... *[Insert name of the 'Bidder']* having read, examined and understood in detail the RfE including Qualification Requirements in particular, hereby submit our response to RfE.

We confirm that in response to the aforesaid RfE, neither we nor any of our Ultimate Parent Company/ Parent Company/ Affiliate/ Group Company has submitted response to RfE other than this response to RfE, directly or indirectly, in response to the aforesaid RfE (as mentioned in Format 7.6 under Disclosure).

We are submitting our response to the RfE for empanelment with SECI for providing Event Management Services for various events.

1. We give our unconditional acceptance to the RfE, dated ..... *[Insert date in dd/mm/yyyy]*, issued by SECI. In token of our acceptance to the RfE along with the amendments and clarifications issued by SECI, the same have been signed by us and enclosed with the response to RfE.

2. We have submitted our response to RfE strictly as per Section 7 (Sample Forms and Formats) of this RfE, without any deviations, conditions and without mentioning any assumptions or notes in the said Formats.

**3. Acceptance: -**

We hereby unconditionally and irrevocably agree and accept that the decision made by SECI in respect of any matter regarding or arising out of the RfE shall be binding on us. We hereby expressly waive and withdraw any deviations and all claims in respect of this process.

We also unconditionally and irrevocably agree and accept that the decision made by SECI in respect of award of projects in line with the provisions of the RfE, shall be binding on us.

**4. Familiarity with Relevant Indian Laws & Regulations: -**

We confirm that we have studied the provisions of the relevant Indian Laws and Regulations as required to enable us to submit this response to RfE, in the event of our selection as Selected Agency.

5. We are submitting our response to the RfE with formats duly signed as desired by you in the RfE for your consideration.
6. It is confirmed that our response to the RfE is consistent with all the requirements of submission as stated in the RfE, including all clarifications and amendments and subsequent communications from SECI.
7. The information submitted in our response to the RfE is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the RfE.
8. We confirm that all the terms and conditions of our Bid are valid upto the date as on 6 months from the last date of submission of response to RfE. for acceptance

**9. Contact Person**

Details of the representative to be contacted by SECI are furnished as under:

Name : .....  
Designation : .....  
Company : .....  
Address : .....  
Phone Nos. : .....  
Mobile Nos. : .....  
Fax Nos. : .....  
E-mail address: .....

10. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate.

In case this is found to be incorrect after our selection as Selected Agency, we agree that the same would be treated as our event of default.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20....

Thanking you,

We remain,

Yours faithfully,

Name, Designation, Seal and Signature of Authorized Person in whose name Power of Attorney/ Board Resolution/ Declaration.

**Appendix-I to Covering Letter**

**BIDDER'S GENERAL INFORMATION**

*(Format should be submitted on the Letter Head of the Bidder)*

S.No.	Description	Remarks
1.	Name of the Bidder	
2.	Status of the Firm <i>(Type of the bidder i.e Company, LLP, Partnership, Sole Proprietorship Firm)</i>	
3.	Bidder Registered in India	Yes/No (if yes, please provide the copy of registration certificate)
4.	Mailing Address of Registered Office	
5.	Mailing Address of Operation Office in Delhi/NCR	
6.	Authorized Contact Person (as per PoA/ Board Resolution) with Name, Designation, Address and Mobile Phone No., E mail address / Fax No. to whom all references shall be made.	
7.	Year of Incorporation	
8.	Permanent Account Number (PAN) of the Bidder <i>(Copy of PAN Card to be enclosed)</i>	
9.	GST Certificate Number <i>(Proof to be submitted – GST No acknowledgement OR Email from GoI)</i>	
10.	GSTN Address	
11.	PF Registration Number with Details <i>(Copy of Registration to be enclosed)</i>	
12.	ESI Registration Number with Details <i>(Copy of Registration to be enclosed)</i>	
13.	Have the Bidder/ Company ever been debarred by any Govt. Dept./ Undertaking for any work	Yes/ No (if Yes, please provide details)
15.	Whether company is MSME as on the bidding date	

**(Name, Signature and Stamp of the Authorized Signatory)**

**FORMAT FOR POWER OF ATTORNEY**

*(Applicable Only in case of LLP/Partnership)*

*(To be provided by each member of the LLP/Partnership in favor of the Authorized Signatory)*

*(To be stamped in accordance with Stamp Act, the Non-Judicial Stamp Paper of Appropriate Value)*

KNOW ALL MEN BY THESE PRESENTS THAT, we.....(name and address of the registered office of the bidder) do hereby constitute, appoint and authorize Mr./Ms..... (name and address) who is presently employed with us and holding the position of ..... as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid for Request for Empanelment of Event Management Agencies with SECI for 2 years for providing event management services for various events in response to the RfE No ..... dated ..... issued by Solar Energy Corporation of India Limited (SECI), New Delhi including signing and submission of the Bid and all other documents related to the Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the SECI may require us to submit.

The aforesaid Attorney is further authorized for making representations to the Solar Energy Corporation of India Limited, New Delhi and providing information/ responses to SECI, New Delhi representing us in all matters before SECI, New Delhi and generally dealing with SECI, New Delhi in all matters in connection with Bid till the completion of the bidding process as per the terms of the above mentioned RfS.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the Tender.

Signed by the within named ..... (Insert the name of the executant company) through the hand of Mr. .... (Insert the names of partners in LLP/Partnership).

Dated this ..... day of .....

Accepted

.....

Signature of Attorney

(Name, designation and address of the Attorney)

Attested



.....

(Signature of the Partners of LLP/Partnership Firm)

(Name, designation and address of the Partners)

.....

Signature and stamp of Notary of the place of execution

Common seal of ..... has been affixed in my/ our presence.

WITNESS

1.....(Signature)

Name.....

Designation.....

2.....(Signature)

Name.....

Designation .....

**Notes:**

*The mode of execution of the power of attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and the same should be under common seal of the executant affixed in accordance with the applicable procedure. Further, the person whose signatures are to be provided on the power of attorney shall be duly authorized by the executant(s) in this regard.*

**FORMAT FOR BOARD RESOLUTIONS**

*(This should be submitted on the Letter Head of the Bidder)*

*(Applicable in case of Company)*

The Board, after discussion, at the duly convened Meeting on ..... [Insert date], with the consent of all the Directors present and in compliance of the provisions of the Companies Act, 1956 or Companies Act 2013, as applicable, passed the following Resolution:

**1. RESOLVED THAT** Mr./ Ms....., be and is hereby authorized to do on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to RfE vide RfE No. \_\_\_\_\_ for Request for Empanelment of Event Management Agencies with SECI for 2 years for providing event management services for various events, including signing and submission of all documents and providing information/ response to RfE to Solar Energy Corporation of India Limited (SECI), representing us in all matters before SECI, and generally dealing with SECI in all matters in connection with our bid for the said Project.

**2. FURTHER RESOLVED THAT** pursuant to the provisions of the Companies Act, 1956 or Companies Act, 2013, as applicable and compliance thereof and as permitted under the Memorandum and Articles of Association of the Company, approval of the Board be and is hereby accorded to invest total equity in the Project.

**Certified True Copy**

.....

**(Signature, Name and Stamp of Company Secretary/Director)**

**DIN No./ CS registration No.....**

**Notes:**

- 1) This certified true copy should be submitted on the letterhead of the Company, signed by the Company Secretary/ Director.
- 2) The contents of the format may be suitably re-worded indicating the identity of the entity passing the resolution.
- 3) This format may be modified only to the limited extent required to comply with the local regulations and laws applicable to a foreign entity submitting this resolution. For example, reference to Companies Act, 1956 or Companies Act, 2013 as applicable may be suitably modified to refer to the law applicable to the entity submitting the resolution. However, in such case, the foreign entity shall submit an unqualified opinion issued by the legal counsel of such foreign entity, stating that the Board resolutions are in compliance with the applicable laws of the respective jurisdictions of the issuing Company and the authorizations granted therein are true and valid.

**FORMAT FOR TECHNICAL REQUIREMENT***(This should be submitted on the Letter Head of the Bidder)*

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_ *(Insert name and address of Bidder)*

\_\_\_\_\_

Tel.#: \_\_\_\_\_

E-mail address \_\_\_\_\_

**To**

**Solar Energy Corporation of India Limited**  
**6th Floor, Plate-B, NBCC Office Block Tower-2,**  
**East Kidwai Nagar, New Delhi - 110 023**

Sub: Response to RfE No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_.

Dear Sir/ Madam,

We certify that the Bidding Company/LLP/Partnership/Proprietorship is meeting the Technical Eligibility Requirements as per the provisions of the RfE.

According the following details are submitted for the fulfilment of the Technical Eligibility Requirements as per the provisions of RfE.

<b>Order no., Order date and description of the order</b>	<b>Name of the Client, full address and contact details of the Officer in charge)</b>	<b>Value of Contract / Order (in INR)</b>	<b>Date of commencement of order, Schedule Completion timeline</b>	<b>Date of Actual Completion and reasons for delay, if any</b>	<b>Supporting documents submitted*</b>

*\*Work order/Contract/Agreement/LOI and Completion Certificate from the Client.*

**(Signature, Stamp & Name of the Authorized Signatory)**

**FORMAT FOR FINANCIAL REQUIREMENT***(This should be submitted on the Letter Head of the Bidder)*

Ref. No. \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_ (Insert name and address of Bidder)

\_\_\_\_\_

\_\_\_\_\_

Tel. #:

E-mail address:

**To**

**Solar Energy Corporation of India Limited**  
**6th Floor, Plate-B, NBCC Office Block Tower-2,**  
**East Kidwai Nagar, New Delhi - 110 023**

**Sub:** Response to RfE No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_.

Dear Sir/ Madam,

We certify that the Bidder is meeting the financial eligibility requirements as per the provisions of the RfE. Accordingly, the Bidder is fulfilling the Minimum Average Annual Turnover (MAAT) criteria, by demonstrating a MAAT of Rs. .... Cr. (..... in words) in the last three financial years.

This MAAT has been calculated in accordance with instructions provided in Clause 23.1 of the RfE. For the above calculations, we have considered the MAAT as per following details:

<b>Name of Bidding Company</b>	<b>Last three Financial Year</b>	<b>Annual Turnover (in INR)</b>
	FY 24-25	
	FY 23-24	
	FY 22-23	
<b>Minimum Average Annual Turnover</b>		

Further, we certify that the Bidder, is fulfilling the Net-Worth Criteria, by demonstrating an Net-Worth of INR \_\_\_\_\_ (\_\_\_\_\_ in words) as on the end of Financial Year 2024-25

For the above calculations, we have considered the Net-worth as per following details:

<b>Name of Bidder</b>	<b>Net-Worth (in INR)</b>

Further, we certify that the Bidder is fulfilling the minimum Working Capital criteria as mentioned in the RfE, by demonstrating a Working Capital of INR \_\_\_\_\_ (in words) as on the end of Financial Year 2024-25. For the above calculations, we have considered the Working Capital as per following details:

Name of Bidding Company	Working Capital (in INR)

**(Signature & Name of the Authorized Signatory)**

**(Signature and Stamp of CA)**

**Name of CA:**

**Membership No.**

**Regn. No. of the CA's Firm:**

**UDIN:**

**Date:**

- Note: (i) Along with the above format, in a separate sheet on the letterhead of the Chartered Accountant's Firm, provide details of computation of Net Worth, Minimum Average Annual Turnover and Working Capital duly certified by the Chartered Accountant.
- (ii) Certified copies of Balance sheet, Profit & Loss Account, Schedules and Cash Flow Statements are to be enclosed in complete form along with all the Notes to Accounts.
- (i) In case of the Bidder choosing to meet the Working Capital criteria through an In-principle sanction letter, such document shall be separately submitted by the bidder as part of the bidder's Response to RfE.

**UNDERTAKING**

*(To be submitted on the letterhead of the Bidder)*

We, hereby provide this undertaking to Solar Energy Corporation of India Limited, in respect to our response to RfE vide RfE No. \_\_\_\_\_ dated \_\_\_\_\_, that M/s \_\_\_\_\_ (insert name of the Bidder), or any of its Affiliates is not a willful defaulter to any lender, and that there is no major litigation pending or threatened against M/s \_\_\_\_\_ (insert name of the Bidder) or any of its Affiliates which are of a nature that could cast a doubt on the ability or the suitability of the Bidder to undertake the Contract.

We also confirm that we are not under any liquidation, court receivership or similar proceedings or 'bankruptcy'. In case it comes to the notice of SECI that we have given wrong declaration in this regard, the same shall be dealt as 'Fraudulent Practices' and action shall be initiated against us as deemed fit by SECI. Further, we also confirm that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to SECI by us.

**(Name and Signature of the Authorized Signatory)**

**FORMAT FOR PERFORMANCE BANK GUARANTEE (PBG)**

*(To be stamped in accordance with Stamp Act, the Non-Judicial Stamp Paper of  
Appropriate Value)*

Reference: .....

Bank Guarantee No.: .....

Date: .....

In consideration of the \_\_\_\_\_ [Insert name of the bidder] (hereinafter referred to as 'selected Event Management Agency' or 'EMA') submitting the response to RfE inter alia for ..... [Insert title of the RfE] for providing Event Management Services, in response to the RfE dated..... issued by Solar Energy Corporation of India Limited (hereinafter referred to as SECI) and SECI considering such response to the RfE of .....[Insert name of the Bidder] (which expression shall unless repugnant to the context or meaning thereof include its executors, administrators, successors and assignees) and selecting Event Management Agency and issuing Notification of Award No. \_\_\_\_\_ to \_\_\_\_\_ (Insert Name of selected EMA) as per terms of RfE and the same having been accepted by the selected EMA.

As per the terms of the RfE, the \_\_\_\_\_ [Insert name & address of Bank] hereby agrees unequivocally, irrevocably and unconditionally to pay to SECI at [Insert Name of the Place from the address of the SECI] forthwith on demand in writing from SECI or any Officer authorized by it in this behalf, any amount up to and not exceeding Indian Rupees \_\_\_\_\_ [Total Value] only, on behalf of M/s \_\_\_\_\_ [Insert name of the selected EMA]

This guarantee shall be valid and binding on this Bank up to and including ..... and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to INR \_\_\_\_\_ (Indian Rupees \_\_\_\_\_ only).

Our Guarantee shall remain in force until..... SECI shall be entitled to invoke this Guarantee till .....

The Guarantor Bank hereby agrees and acknowledges that SECI shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by SECI, made in any format, raised at the above mentioned address of the Guarantor Bank, in order to make the said payment to SECI.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by \_\_\_\_\_ [Insert name of the

selected EMA] and/ or any other person. The Guarantor Bank shall not require SECI to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against SECI in respect of any payment made hereunder

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at New Delhi shall have exclusive jurisdiction.

The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly SECI shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the selected EMA, to make any claim against or any demand on the selected EMA or to give any notice to the selected EMA or to enforce any security held by SECI or to exercise, levy or enforce any distress, diligence or other process against the selected EMA.

This BANK GUARANTEE shall be effective only when the Bank Guarantee issuance message is transmitted by the issuing Bank through SFMS to IDFC First Bank and a confirmation in this regard is received by SECI.

The Guarantor Bank acknowledges that this BANK GUARANTEE is not personal to SECI and may be assigned, in whole or in part, (whether absolutely or by way of security) by SECI to any entity to whom SECI is entitled to assign its rights and obligations under the RfE.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to INR \_\_\_\_\_ (Indian Rupees \_\_\_\_\_ only) and it shall remain in force until ..... We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if SECI serves upon us a written claim or demand. SECI shall be entitled to invoke this Guarantee till \_\_\_\_\_

Signature:

Name:

Power of Attorney No.: \_\_\_\_\_

For \_\_\_\_\_ [Insert Name and Address of the Bank] \_\_\_\_\_

Contact Details of the Bank:

E-mail ID of the Bank:

Banker's Stamp and Full Address.

Dated this \_\_\_\_ day of \_\_\_\_, 20\_\_

Witness:



1. ....

Signature

Name and Address

2.....

Signature

Name and Address

Notes:

1. The Stamp Paper should be in the name of the Executing Bank and of appropriate value.
2. The Performance Bank Guarantee shall be executed by an Indian branch of a Scheduled Commercial Bank listed on the website of Reserve Bank of India (RBI), as applicable on the date of issuance of Bank Guarantee.

**FORMAT OF INSURANCE SURETY BOND TOWARDS PERFORMANCE  
SECURITY**

*(To be stamped in accordance with stamp act of India)*

Insurance Surety Bond No.:

Date:

To

Solar Energy Corporation of India Limited,  
6th Floor, Plate-B, NBCC Office Block Tower-2,  
East Kidwai Nagar, New Delhi - 110 023

Dear Sir,

In consideration of Solar Energy Corporation of India Limited (hereinafter referred to as 'SECI' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having empaneled M/s..... [Insert name of EMA]..... with its Registered/Head Office at..... (Hereinafter referred to as the 'Event Management Agency' or 'EMA', which expression shall unless repugnant to the context or meaning thereof, include its successors administrators, executors and assigns), in response to the RfE dated..... issued by SECI by issuing Notification of Award No. ....dated..... and the same having been unequivocally accepted by the EMA, and the EMA having agreed to provide a Performance Guarantee of the amount up to and not exceeding Indian Rupees .....[Total Value] only.

We .....[Name its Head & Address of the Insurer] ..... having Office at ..... (hereinafter referred to as the 'Insurer', which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay SECI unequivocally, irrevocably and unconditionally, on demand any and all amount to the extent of amount up to and not exceeding Indian Rupees ..... [Total Value] on behalf of M/s ..... [Insert name of the selected EMA] at any time up to ..... [days/month/year] without any condition, demur, reservation, contest, recourse or protest and/or without any reference to the EMA. Any such demand made by SECI on the Insurer shall be conclusive and binding notwithstanding any difference between the SECI and EMA or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Insurer undertakes not to revoke this Insurance Surety Bond during its currency and or any period extended under the contract, without prior consent of SECI and further agrees that the guarantee herein contained shall be enforceable till SECI discharges this guarantee.

SECI shall have the fullest liberty, without affecting in any way the liability of the Insurer under this Insurance Surety Bond, from time to time to extend the performance of the Contract by the EMA for the purpose of which, the Insurer shall be liable to extend the validity of the present Insurance Surety Bond without any demur, condition, protest and the Insurer shall at no point in time have an option of revoking the same, SECI shall have the fullest liberty, without affecting this Insurance Surety Bond, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the EMA, and to exercise

the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the RfE or any other course or remedy or security available to SECI. The Insurer shall not be released of its obligations under these presents by any exercise by SECI of its liberty with reference to the aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of SECI or any other indulgence shown by SECI or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Insurer.

The Insurer also agrees and undertakes that SECI at its option shall be entitled to enforce this Insurance Surety Bond against the Insurer as a Surety, in the first instance without proceeding against the EMA and notwithstanding any security or other guarantee that SECI may have in relation to the EMA's liabilities.

The Insurer hereby agrees and acknowledges that the SECI shall have a right to invoke this Insurance Surety Bond in part or in full, as it may deem fit.

The Insurer hereby expressly agrees that it shall not require any proof in addition to the written demand by SECI, made in any format, raised at the above-mentioned address of the Insurer, in order to make the said payment to SECI.

The Insurer shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by \_\_\_\_\_ [Insert name of the EMA] and/ or any other person. The Insurer shall not require SECI to justify the invocation of this Insurance Surety Bond, nor shall the Insurer have any recourse against SECI in respect of any payment made hereunder. SECI shall be entitled to invoke this Bond till \_\_\_\_\_.

This Insurance Surety Bond shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Insurer.

The Insurer acknowledges that this Insurance Surety Bond is not personal to SECI and may be assigned, in whole or in part, (whether absolutely or by way of security) by SECI to any entity to whom SECI is entitled to assign its rights and obligations under the RfE.

Notwithstanding anything contained hereinabove our liability under this Insurance Surety Bond is restricted to INR ..... (Indian Rupees ..... only) and it shall remain in force up to and including ..... and shall be extended from time to time for such period, as may be desired by M/s .....[EMA's Name] on whose behalf this Insurance Surety Bond has been given.

Dated this ..... day of ..... 20..... at.....

.....

(Signature)

.....

(Name)

.....

(Designation with Insurer stamp)

Email id of the Branch for confirmation of this Bond: .....

Authorized Vide Power of Attorney No.....

Date.....

WITNESS:

1.....

(Signature)

.....

(Name)

.....

(Official Address)

2.....

(Signature)

.....

(Name)

.....

(Official Address)

**Notes:**

1. The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).
2. SECI shall be the Creditor, the EMA shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.
3. The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of EMA/Insurer issuing the Insurance Surety Bond.