



MP INDUSTRIAL DEVELOPMENT  
CORPORATION LTD.

**Expression Of Interest (EOI)  
for  
Empanelment of Creative  
Agencies for supporting events and  
Activities for  
Department of Industrial Policy and  
Investment Promotion (DIPIP), MPIDC and  
associated companies under DIPIP**

**NIT No:-MPIDC/EVENTS-RFP/2025/02**

Instructions, Evaluation, Terms of Reference (ToR) & Formats

Issued on Behalf of DIPIP, GoMP by

**MP Industrial Development Corporation Limited**

**(A Govt. of M.P. Undertaking)**

"MPIDC" 21, Arera Hills Bhopal - 462001, M.P (India)

Tel.:+91-755-2575618, 2571830

[invest.mp.gov.in](http://invest.mp.gov.in)

## 1. Introduction

The M P Industrial Development Corporation Limited invites online proposals from qualified and experienced graphic designing /Creative agencies for empanelment to provide creative, branding, and visual communication services for departmental requirements including but not limited to publicity campaigns, print content (including Monthly Newsletters and reports), digital content creation, social and digital media campaigns and event collaterals.

## 2. Objectives

- a) To build a panel of technically competent and creatively proficient graphic design agencies.
- b) To ensure timely execution and delivery of high-quality designs, creatives and videos.
- c) To facilitate uniform branding and design consistency across all government communications related to an event/activity, which should be in line with the communications themes which are followed from time to time.
- d) To streamline procurement and project execution through empanelled partners.
- e) Providing creative inputs on the audio visuals prepared , text based campaigns from time to time
- f) Coordination with the Offices of MPIDC, MPSTDC, MP MADHYAM, Associations like CII, FICCI, FIEO, ASSOCHAM etc., Interdepartmental Coordination and coordination Department of Public relations and its agencies

## 3. Scope of Work and Rate Schedule

The agency qualifying the eligibility criteria and providing acceptance to the process defined in section 10 of the document would be eligible to participate in the process. The empanelled agency shall be required to undertake the following works as and when assigned by MPIDC.

### 3.1. Creative Design & Collateral Development

S. No.	Particulars	Specifications / Description	Rate (₹)	Remarks
1.	Logo Design & Concept for Investment Summit	Provide the final copies in required resolutions once approved by MPIDC		
2.	Invitation Design (Investment Summit / Roadshows Invite/Exhibitions etc.)	Design in English & Hindi and provide required files for printing hardcopies along with digital format required for websites and social media		
3.	Brochure / Booklet / Sector Profile Design/Reports (16–20 pages)	Provide the final copies once approved by MPIDC		
3.1	1–8 Pages	—		
3.2	9–16 Pages	—		
3.3	17–24 Pages	—		
3.4	25 pages or above	—		
4.	Event Creatives Conceptualization	Includes various branding collaterals		
5.	Stage Setup and sitting plans for venue including green room, meeting rooms, conference halls etc.	Concept + layout + renders		
6.	Creative Designs			
7.	Backdrop Design (Main Stage)			
7.1	Standees / Banners / Boards			
7.2	Thematic Panels (Venue / Route)			
7.3	Display Panels (Exhibition Area)			
7.4	Programme Guide / Collaterals	Event-specific		
8	Adaptation from the approved master design given on serial on 7	Based on approved master design		

8.1	Backdrop Design	—		
8.2	Standees / Banners / Boards	—		
8.3	Panels	—		
9	Exhibition / Pavilion Designing (3D Visualization)	Concept + layout + renders		
9.1	0–19 Sq. mtr.	—		
9.2	20–49 Sq. mtr.	—		
9.3	50–100 Sq. mtr.	—		
9.4	Above 100 Sq. mtr.	—		
10	Advertisement Design	Print / digital formats		
10.1	Quarter Page	—		
10.2	Half Page	—		
10.3	Full Page	—		
	Advertisement for tenders/Notices			
11	Stationery Design	With Event branding		
11.1	Pen	—		
11.2	Notepad	—		
11.3	Diaries	—		
12	One-Page Flyer Design	—		
13	Tri-Fold Brochure	—		
14	Single-Fold Flyer	—		
15	Presentation Template (PPT)			
16	Logo Animation (2D / 3D/Motion Graphic)	Includes intro/outro HD format		

### 3.2 Social Media & Digital Content Creation

S. No.	Particulars	Specifications / Description	Rate (₹)	Remarks
1	Social Media Post (Static)	Design in English/Hindi for platforms (FB, X, LinkedIn, Insta)		
2	Carousel Post (Multi-Slide)	Up to 5 frames per post		
3	Social Media Story (Vertical Format)	Optimized for Instagram & Facebook stories		
4	Event Announcement / Countdown Creatives	Multi-format adaptations (FB/Insta/LinkedIn)		
5	Digital Poster (Special Days / Campaigns)	Theme-based creatives		
6	Animated Digital Post (GIF / Motion Graphic)	5–15 seconds		
7	Video Reel / Short Clip	15–30 sec edited reels with text, music, subtitles		
8	Event Highlight Reel	45–60 sec short highlight with transitions & logo branding		
9	Testimonial Reel	Interview style with branding intro/outro		
10	Infographic Design	Data visualization for digital/social media		
11	Hashtag / Campaign Design	Visual theme creation for unified campaign identity		
12	Social Media Ad Creative	Platform-optimized ad layout		
13	YouTube Thumbnail	Custom design per video		

14	Digital Banner (Web & Email)	Website header, emailer, or digital campaign creative		
15	WhatsApp / Mobile Shareable Creative	Optimized for 1080×1080 format		

### 3.3 Printing Work – Material & GSM-wise Rate Schedule

S. No.	Particulars / Item	Material Type	GSM / Thickness	Specifications / Description	Rate (₹)	Remarks
1	Brochure / Booklet (Multi-page)	Art Paper (Gloss / Matte)	170–250 GSM (Cover), 130–170 GSM (Inner)	Full-colour offset printing, perfect binding, matte/gloss lamination	—	As per approved final design
2	Sector Profile / Coffee Table Book	Imported Art Card / Textured Paper	250 GSM (Cover), 170 GSM (Inner)	High-quality offset print, UV coating, case binding	—	Premium finish; for dignitary distribution
3	Flyer (Single Page)	Art Paper	130 / 170 GSM	A4 / A5 size, full-colour digital print	—	One-side / Both-side printing
4	Tri-Fold Brochure	Art Paper	170 GSM	6-panel (Z-fold), colour print with matte lamination	—	—
5	Invitation Card (Event / Summit)	Art Card / Metallic Card	250–300 GSM	Single-fold or multi-fold, embossed gold foil print	—	Envelope included
6	Event Pass / Entry Card	Thick Art Card / PVC	300–350 GSM	Colour printing with lamination & hole punch for lanyard	—	—
7	Letterhead / Stationery	Bond Paper	100 GSM	Offset print with MPIDC logo & watermark	—	—
8	Folder / File Cover	Art Card / Duplex Board	300–350 GSM	Printed with inside pocket, die-cut & lamination	—	—
9	Poster / Display Print	Art Paper / Photo Paper	170–200 GSM	A2/A1/A0 sizes, digital print with lamination	—	For event publicity
10	Backdrop / Flex Banner	Flex / Star Flex / Fabric	—	High-resolution eco-solvent print	—	With eyelets, as per event size
11	Vinyl Print / Wall Branding	Vinyl (Gloss / Matte)	80–100 Micron	Self-adhesive vinyl with lamination	—	Indoor / outdoor use
12	Standee Printing	Star Flex / Inkjet / Fabric	—	6x3 ft / 8x4 ft with frame	—	Including frame and installation
13	Foam Board / Sunboard Panel	Mounted Vinyl on Sunboard	3mm / 5mm / 8mm	Mounted print with lamination	—	Per sq. ft. rate
14	Acrylic Panel / Glow Sign	Acrylic Sheet	3mm / 5mm	Backlit LED signage, printed vinyl	—	Per sq. ft. rate
15	Souvenir / Annual Report Printing	Imported Art Card	250 GSM (Cover), 170 GSM (Inner)	Case bound, lamination, spot UV	—	High-end corporate printing
16	ID Card / Lanyard	PVC / Plastic	—	Colour printed, laminated	—	Both sides with holder
17	Envelope (Custom Branding)	Maplitho / Bond Paper	100–120 GSM	Multiple sizes (A4, A5, C5, etc.)	—	Printed with Branding

18	Pen (Branded / Customized)	Metal / Plastic / Eco-Friendly		Laser-engraved / screen-printed MPIDC logo	—	Per unit
19	Notepad (Branded)	Bond / Maplitho Paper with Art Cover	70–80 GSM (inner), 250 GSM (cover)	A5 / A4 size, 40–60 pages, spiral / glue bound	—	Per unit
20	Diary (Custom Corporate)	Leatherette / PU Cover + Maplitho Paper	70–80 GSM	A5 / B5 size, printed logo, dated / undated	—	Per unit
21	Pen Drive (Custom Branded)	Metal / Plastic / Wooden Finish		8GB logo engraved / printed, in branded box	—	Per unit
22	Pen Drive (Custom Branded)	Metal / Plastic / Wooden Finish		16GB logo engraved / printed, in branded box	—	Per unit
23	Delegate Kit Bag / Print Bag (Branded)	(a) Canvas / Jute (b) Non-Woven Fabric (c) Leatherette / Rexine		Event-specific branding; multiple compartments; MPIDC logo printed / embroidered	—	Per unit (with Pen, Diary & Notepad set if required)
24	Certificate / Award Folder	Art Card / Leatherette	250–300 GSM / PU finish	Logo embossed/foil print, magnetic flap	—	For dignitaries / delegates

**Notes:**

- a. All printing rates to be quoted excluding of GST.
- b. Final deliverables to be submitted in editable, print-ready format and physical proof sample before mass printing.
- c. Vendor to ensure colour consistency with approved MPIDC branding guidelines.
- d. Minimum 3 design & print proofs to be shared before final printing.
- e. Delivery timelines to be adhered to strictly as per approved event calendar.

**3.4 Audio-Visual Production**

S. No.	Particulars	Specifications / Description	Rate (₹)	Remarks
1	Audio-Visual Film (Concept to Delivery)	Script, HD shoot, drone, voice-over, animation, editing		
1.1	Up to 4 Minutes	Permissions would be facilitated by MPIDC		
1.2	Duration 4–7 Minutes			
1.3	Duration 7–10 Minutes	—		
1.4	Duration 10 to 12 Minutes	—		
2	Testimonial Film (1–2 Minutes)	Filming at company site, editing & VO		
3	Full Animation Film (2D) (up to 3 minute)	Storyboard + background sound + supers		
4	Full Animation Film (3D) (up to 3 minute)	Storyboard + background sound + supers		
5	Radio jingles	Script, voice-over, editing		
5.1	Up to 2 Minutes			
5.2	Duration 2–4 Minutes			
5.3	Duration 4–6 Minutes			

Note: For AV creation pro rata rates would be applicable (where not defined) based on the duration of the video, highest slab would be considered where duration exceeds the given time.

### 3.5 Note

- a) Language Primarily Hindi and English
- b) Regional languages and International Languages (on need basis)
- c) The agency would also be required to validate the content for local/Regional/International languages.:
- d) All rates quoted shall be **excluding taxes, the taxes would be paid additionally by MPIDC based on the prevailing slabs of tax.**
- e) Deliverables to be shared in open-editable, print ready formats and HD versions in Hard disk/Pen drives by the agency
- f) The Department reserves the right to accept, reject, or modify any creative.
- g) The approved creatives would be property of MPIDC and GoMP and can be used only with the permission of MPIDC or GoMP

### 4. Minimum Eligibility Criteria for Participation in Eoi

Subject to provisions in the EOI Document, participation in this Process is open to all bidders who fulfil the 'Eligibility' and 'Qualification' criteria. Bidder should meet the following eligibility criteria as on the date of the bid submission. The bidder should upload the scanned copy of the following documents duly signed by the authorized signatory on MP Tenders portal:

S.No	Criteria	Documents to be submitted
1.	<b>Legal Entity:</b> Bidder should have a legal status, as a single legal entity, must be incorporated and registered in India under statute or legal provisions like The Companies Act, 1956 and The Companies Act, 2013 or a Limited Liability Partnership (LLP), registered under the Limited Liability Partnership Act, 2008 or The Indian Partnership Act, 1932, etc. and should have been in continuous operation in India for at least 5 years as on 30 <sup>th</sup> April 2025.	Certificate of Incorporation relevant document as per the statute under which the Bidder is registered indicating the dates of incorporation / Registration.  MSME registration certificate if applicable.
2.	Bidder should have Certificates of valid GSTN and PAN	Copies of PAN Card, GST Registration Certificate
3.	Bidder should have an Average Annual Turnover of $\geq 5$ crore , in the last three financial years i.e. FY 2022 – 23, FY 2023 – 24 and FY 2024 – 25.	Turnover certificate from a Chartered Accountant of the last 3 financial years (FY 2022 – 23, FY 2023 – 24 and FY 2024 – 25).
4.	The Bidder should be profitable in any of the last three financial years (FY 2022 – 23, FY 2023 – 24 and FY 2024 – 25).	A Certificate from a Chartered Accountant is to be submitted.

5.	The Bidder should not be blacklisted by any Department/Ministry of Govt. of India / State Govt / Statutory bodies / Public Sector Undertaking / Public Sector Banks.	Self-Declaration from the authorized signatory on the letter head of the company addressed to MD, MPIDC stating the following: -  “The “company/Bidder M/s.....” has not been blacklisted by any Department/ Ministry of Government of India/ State Government/ firm/ autonomous organization/ statutory bodies/ Public Sector Undertaking/ Public Sector Banks as on the date of bid submission by the competent authority mentioned above.”
6.	Minimum of 5 years of experience as on publishing date of this EOI	Relevant Work Experience & documents supporting the experience in form of Work order, agreement client undertaking need to be submitted.
7.	Experience of working in similar domain with State/Central Govt or their undertakings, Scheduled banks/Public limited companies as on publishing date of this EOI in the 1last five financial years (2020-21,21-22, 22-23,23-24, 24-25)	At least 5 projects showcasing the scope of work (work order/experience certificate from client along with the sample creatives made for the clients)
8.	Team Availability	In house creative team with at least <ul style="list-style-type: none"> <li>• 3 Graphic designers</li> <li>• 1 Video editor</li> <li>• 1 Creative director</li> </ul> Declaration from HR on letter head of the company and resumes to be submitted. The above-mentioned resources should have an experience of at least 5 years.

## 5. Submission of EOI

5.1 Response to the EOI must be uploaded on the bid submission date on the MP Tenders portal.

5.2 No manual Proposals shall be made available or accepted for submission. Bidder must comply with the conditions of the MP Tenders portal, including registration, compatible Digital Signature Certificate (DSC) etc. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.

## 6. EOI Opening

EOI received shall be opened online at the specified date and time given in Bid document. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.

## 7. Disclaimers and Rights of Buyer Department

The issue of the EOI does not imply that the Buyer Department/organisation is bound to select bidders, and it reserves the right without assigning any reason to:

a) reject any or all the proposals, or

- b) cancel the process; or
- c) abandon the procurement of the Product/Services;
- d) issue another tender for identical or similar Product/Services

## 8. Tender/Bid Information Summary

I.	Name of the client: MP Industrial Development Corporation Limited (MPIDC)																							
II.	Financial proposal to be submitted together with Technical Proposal: No																							
III.	<p>Address: MP Industrial Development Corporation (A Govt. of M.P. Undertaking), 21, Arera Hills, Bhopal, 462011</p> <p><a href="https://invest.mp.gov.in/">https://invest.mp.gov.in/</a> and <a href="https://mptenders.gov.in">https://mptenders.gov.in</a></p> <p>Contact person: Mr. Naveen Chouhan , Digital &amp; Social Media Specialist MPIDC  Telephone: +91-755-3523511  Email – <a href="mailto:events@mpidc.co.in">events@mpidc.co.in</a></p>																							
IV.	<p>a. Agencies are requested to visit the following URL for more information.  <a href="https://mptenders.gov.in">https://mptenders.gov.in</a></p> <p>b. Agencies are requested to contact MPIDC office for any kind of clarification, information on the project.</p>																							
V.	<p>This EOI has been issued in the English language.  Proposals shall be submitted in English language.  All correspondence exchanges shall be in English language.</p>																							
VI.	Participation of Sub-Agency in more than one Proposal is permissible: No <b>Consortiums allowed: No</b>																							
VII.	Proposals must remain valid for 180 calendar days from the date of proposal submission.																							
VIII.	<p>In case client feels that the proposal validity should be extended in order to get formal approval and go-ahead. Client will send a confirmation mail to all Agencies.  All Agencies may send their consent via email to extend the validity of the proposal for another 90 days.</p>																							
IX.	Date Schedule <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.no</th> <th style="width: 60%;">Activity</th> <th style="width: 30%;">Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Publishing of EOI</td> <td>03 November 2025</td> </tr> <tr> <td>2</td> <td>Date of Pre-Bid conference &amp; Submission of Pre-Bid Query</td> <td>10 November 2025</td> </tr> <tr> <td>3</td> <td>Bid Submission Start Date</td> <td>13 November 2025</td> </tr> <tr> <td>4</td> <td>Last Date of Submission of proposal</td> <td>24 November 2025</td> </tr> <tr> <td>5</td> <td>Date of Opening of Proposals</td> <td>25 November 2025</td> </tr> <tr> <td>6</td> <td>Presentation by Technically qualified agencies (tentative)</td> <td>To be communicated later</td> </tr> </tbody> </table>			S.no	Activity	Date	1	Publishing of EOI	03 November 2025	2	Date of Pre-Bid conference & Submission of Pre-Bid Query	10 November 2025	3	Bid Submission Start Date	13 November 2025	4	Last Date of Submission of proposal	24 November 2025	5	Date of Opening of Proposals	25 November 2025	6	Presentation by Technically qualified agencies (tentative)	To be communicated later
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X.	<p>Clarifications may be requested by 10 November 2025 through email.  All requests for clarifications shall be made via email (<a href="mailto:events@mpidc.co.in">events@mpidc.co.in</a>), as per the format below and in excel file only.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">S.no</th> <th style="width: 25%;">EOI Ref/Page No</th> <th style="width: 25%;">EOI Clause</th> <th style="width: 35%;">Clarification Sought/Query</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			S.no	EOI Ref/Page No	EOI Clause	Clarification Sought/Query																	
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XI.	Online submission of proposals are as per the process defined in <a href="https://mptenders.gov.in/">https://mptenders.gov.in/</a>																							

XII.	Empanelment Duration: 24 months from the date of empanelment intimation with a provision for further extension of 12 months
XIII.	<ul style="list-style-type: none"> <li>• Agencies shall submit their Proposals electronically on the portal: <a href="https://mptenders.gov.in">https://mptenders.gov.in</a></li> <li>• For participation in e-tendering, it is mandatory for prospective Agency to get registered on website <a href="https://mptenders.gov.in/">https://mptenders.gov.in/</a> . Therefore, it is advised to all prospective agencies to get registration by making on line registration fees payment at the earliest.</li> <li>• Tender documents can be downloaded from website <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> and <a href="http://www.invest.mp.gov.in">http://www.invest.mp.gov.in</a>. However, a tender documents fee of Rs 10,000 /- (Rs Ten Thousand only) + GST is to be paid on <a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a> Responses Without tender document fee bid will not be accepted.</li> <li>• Service and gateway charges (including taxes) shall be borne by the Agency.</li> <li>• The Agency shall submit an EMD of ₹1,00,000/- (Rupees One Lakh only) online through the e-Procurement portal (<a href="http://www.mptenders.gov.in">www.mptenders.gov.in</a>). Bids without EMD submitted within the stipulated timeline shall be summarily disqualified. The EMD of unsuccessful Agencies will be released. The EMD of the successful/selected Agency shall be released upon submission of the Performance Bank Guarantee.</li> </ul>
XIV.	<p><b>Performance Bank Guarantee</b></p> <ul style="list-style-type: none"> <li>• The Agency shall at its own expense, deposit with MPIDC, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Scheduled/ nationalized Bank of a value equivalent to 1,00,000, for the due performance and fulfilment of the contract by the Agency.</li> <li>• Performance Guarantee should be valid up to 3 Months beyond the empanelment period.</li> <li>• Performance Guarantee may be forfeited by the MPIDC, if the agency fails to perform within the period(s) specified in the Contract, or within any extension thereof granted by the MPIDC pursuant to conditions of contract clause or if the Successful Agency fails to perform any other obligation(s) under the Contract.</li> <li>• Except as provided above, a delay by the Agency in the performance of its delivery obligations shall render the successful Agency liable to the imposition of liquidated damages pursuant to conditions of Contract. The Agency shall indemnify MPIDC in case any of the resources deployed by them damages the equipment, assets etc. owned by Government of Madhya Pradesh. Further, without prejudice to its other remedies under the Contract, the contract can be terminated by MPIDC and the Performance Bank Guarantee can be forfeited.</li> </ul>

## 9. Evaluation of Bids

### Preliminary Examination of Bids - Determining Responsiveness

A substantially responsive bid is complete and confirms to the Tender/Bid Document's essential terms, conditions, and requirements, without substantive deviation, reservation, or omission. Only substantively responsive bids shall be considered for further evaluation. Unless otherwise stipulated in the Bid/ Tender Document, the following are some of the crucial aspects for which a bid shall be rejected as nonresponsive:

- a. Bidder is not eligible to participate in the bid as per laid down eligibility criteria;
- b. The Services offered are not eligible as per the provision of this tender.
- c. Bidder has quoted conditional bids or more than one bid or alternative bids unless permitted explicitly in the Bid Document.
- d. The bid departs from the essential requirements stipulated in the bidding document;
- e. Non-submission or submission of illegible scanned copies of stipulated documents/ declarations.

- f. Non-responsiveness may also be determined in view of the rules and guidelines issued by Government of India/State Government from time to time.

## **10. Process of Empanelment and subsequent work allotment**

- a. Agencies qualifying the eligibility criteria would be benchmarked against the lowest rate received for a category of service defined in scope of work and rate schedule (Section 3)
- b. The L1 rates received by technically qualified bidders would be placed against the quoted price by the agency
- c. Agency which intends to get empanelled would be required to provide acceptance on executing the work on the lowest prices received against each line item.
- d. Agencies providing their concurrence for providing services on the discovered L1 rates against each item, would be empanelled by MPIDC.
- e. The rates would be valid for a period of 2 years from date of empanelment and 5% escalation on the L1 price discovered during the empanelment process would be applicable for the extension period of 12 months.
- f. For any assignment, MPIDC will select the agency among empanelled agencies for executing the work which would be based on draft concept plan provided by the agency prior to the event / activity.
- g. MPIDC reserves the right to accept or reject any proposed concept without assigning any reason whatsoever.

## **11. Terms and Conditions**

### **11.1 Ownership and Usage Rights**

- a. All creative material, source files, and designs created for the department will be **the exclusive intellectual property** of the department i.e. MPIDC.
- b. Agencies shall not use, reproduce, or share these without written permission from MPIDC.
- c. The agency would be required to provide the raw files and processed files to MPIDC in a medium defined by MPIDC.

### **11.2 Confidentiality**

- a. Agencies must maintain confidentiality of all materials, communication, and internal data shared by the department.
- b. Breach of confidentiality will lead to immediate termination and legal action.

### **11.3 Sub-contracting**

- a. No sub-contracting or outsourcing is allowed without prior written approval.

### **11.4 Termination and Penalty Clause**

1. The department reserves the right to terminate the empanelment by giving a notice of 15 days without any compensation due to the non-fulfilment of any of conditions given below:
  - a. Agency fails to deliver assigned tasks on time.
  - b. Quality of work is unsatisfactory.
  - c. Misconduct, fraud, or breach of agreement is found.
2. If case of non-performance of any empanelled agency for the assigned work, MPIDC reserves right to terminate the allotted assignment and assign the work to any agency.
3. In case of unsatisfactory delivery of services penalty of maximum 10% of workorder value for defined assignment may be imposed by MPIDC and the empanelment may be terminated along with blacklisting in case inferior/substandard work is executed by the executing agency

## **12. Litigation**

Any dispute arising out of this Bid, or contract with the successful bidder or any other participating bidder in this procurement process shall be subject to the jurisdiction of courts of Justice in Bhopal (M.P).

## **13. Rights Reserved by the Department**

- a. To modify or withdraw this EOI at any time.
- b. To reject any or all proposals without assigning any reason.
- c. To allocate work among multiple empanelled agencies on a rotation or need basis, subject to the matching of lowest rates received for an assignment.
- d. To request for clarifications, additional documents, or presentations.
- e. To inspect the office and team infrastructure of the bidding agency.
- f. To hold and make final decisions in all matters related to selection and empanelment

