

**Request for Proposal (RfP)
for
Empanelment of Agencies to conduct Reverse Buyer Seller Meets
in Maharashtra**



RfP NO: MSSIDC/RAMP/RBSM/2025/009

Date of Issuance: 14 November (Friday)

Last Date for Submission: 01 December 2025 (Monday) on or before: 05:00 P.M

**Maharashtra Small Scale Industries Development Corporation Limited
(Government of Maharashtra Undertaking)**

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1. Data Sheet

Bids are invited from eligible Agencies for “**Empanelment of Agencies to conduct Reverse Buyer Seller Meets in Maharashtra under RAMP Programme**”.

| SN | Category | Details |
|----|-----------------------------------|---|
| a) | Name of Assignment | Request for Proposal for Empanelment of Agencies to Conduct Reverse Buyer Seller Meets in Maharashtra |
| b) | Issuer of this tender | Maharashtra Small Scale Industries Development Corporation Ltd. (MSSIDC) |
| c) | Bid Submission | Two-envelope system (Technical and Financial) |
| d) | Date of Issue | 14 November (Friday) |
| e) | Download Website | https://mahatenders.gov.in/nicgep/app |
| f) | Pre-Bid Meeting | 21 November (Friday) at 03:00 pm |
| g) | Pre-bid Queries Submission | jmdmssidc-mh@mah.gov.in by 20-November-2025, 06:00 PM. |
| h) | Link to join the pre -bid meeting | Link of pre-bid meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDBIZigxYWMtMzNhMS00MDk0LTgxMjgtZTMxNDQ4Mjg2MzAw%40thread.v2/0?context=%7b%22Tid%22%3a%22deff24bb-2089-4400-8c8e-f71e680378b2%22%2c%22Oid%22%3a%229ea5cde3-0a44-4045-8a2a-4f0bdd5f82b1%22%7d |
| i) | Pre-Bid Meeting Venue | 2 nd floor, Krupanidhi Building, 9, Walchand Hirachand Marg, Ballard Estate, Fort, Mumbai 400001, Maharashtra |
| j) | Last Date for Submission | 01 December 2025 (Monday) on or before 03:00 P.M |
| k) | Bid Opening Date | 02 December 2025 (Tuesday) at 03:00 P.M |
| l) | Place of Bid Opening | https://mahatenders.gov.in/nicgep/app |
| m) | Communication Address | MSSIDC, 2 nd floor, Krupanidhi Building, 9, Walchand Hirachand Marg, Ballard Estate, Fort, Mumbai 400001, Maharashtra. |
| n) | Proposal Validity | 180 days from the date of publishing |

2. Objective of empanelment

MSSIDC is inviting bids for Empanelment from entities interested and eligible for conducting Reverse Buyer Seller Meets to provide **Udyam Registered MSME Sellers/ Exporters from Maharashtra with the opportunity of Export Market Development**. Interested Agencies are required to provide necessary information demonstrating that they have the relevant experience to perform such services or provide such solutions.

3. General Terms

- Agencies already empanelled with MSSIDC under RFP: **MSSIDC/RAMP/RfP/RBSM/2025/001** are also required to apply.
- All communications, including bid documents, must be in **English** only.
- Bids must be submitted **physically at the designated address** in the prescribed format. Submissions through any other mode will not be considered.
- Each bidder is allowed to submit only one bid.
- Bidders are responsible for all costs related to preparing their bids and participating in the empanelment process, including visits to MSSIDC for interviews or presentations, if required.
- MSSIDC will not be liable for any such costs, regardless of the outcome of the selection process.

4. Right to reject any or all bids

Notwithstanding anything contained in this document, MSSIDC reserves the right to accept or reject any bid and to annul the empanelment Process and reject all bids, at any time without any liability or any obligation for such acceptance, rejection, or cancellation.

5. Terms of Reference

5.1. About MSSIDC

Maharashtra Small Scale Industries Development Corporation Limited (MSSIDC), is a Government of Maharashtra Undertaking working with an objective to aid, counsel, assist, finance, protect and promote the interests of Small-Scale Industries. MSSIDC plays a vital role in revival, development, and growth of handicrafts of Maharashtra by responding to the diversified needs of rural artisans and marketing their products in India as well as abroad. MSSIDC has been rendering desired assistance to existing Micro, Small Scale Industry units in the State for more than 60 years and have benefitted the MSMEs through various schemes and programs.

5.2. Introduction of the RAMP Programme

MSSIDC is the State Nodal Agency for implementing the Strategic Investment Plan (SIP) under Raising & Accelerating MSME Performance (RAMP) programme, a World Bank & Government of India initiative. RAMP envisages Reverse Buyer Seller Meets (RBSM) as events which will be periodically conducted over the period of RAMP implementation to provide Maharashtra MSMEs access to international markets.

5.3. Objective

To identify and empanel agencies to conduct Reverse Buyer Seller Meets (RBSM) for Maharashtra MSMEs. The work will be assigned on turnkey basis; however, the Agency will have to work in close coordination with MSSIDC or other agencies appointed by MSSIDC. The decision of MSSIDC in organizing RBSM and other related activities will be final and binding in all respects.

5.4. Scope of Work

5.4.1. Periodicity of Event

Under the **RAMP Programme**, MSSIDC plans to organize **Reverse Buyer Seller Meets (RBSMs)** until **March 2027**. The total number of RBSMs will depend on the available budget allocated under Maharashtra's **Strategic Investment Plan** for RAMP.

5.4.2. Event Structure

a) Pre-RBSM Activities

- 1) **Export Readiness Workshops:** Conduct five workshops across Maharashtra to enhance the export readiness of MSME exporters.
- 2) **Buyer Country Exposure:** Tour to key buyer countries for identifying potential buyers and understanding market requirements.

b) **Structure of RBSMs:** The RBSMs should be minimum 2-day long events with the following indicative daily constitution.

| RBSM Days | Activity |
|--------------|--|
| Day 0 | Arrival of Buyers Cultural programs showcasing Maharashtra's heritage and traditions followed by gala dinner |
| Day 1 | a) Inauguration with Keynote Address |
| | b) Buyers' presentation based on procurement plan (Pitch Session) |
| | c) Knowledge sharing sessions and panel discussions on export. |
| | Lunch Break (max 1 hour) |
| | d) Pre-scheduled Buyer Seller Meetings (based on HSN mapping) |
| Day 2 | a) Pre-scheduled Buyer Seller Meetings (based on HSN mapping) |

| RBSM Days | Activity |
|-----------|---|
| | Lunch Break (max 1 hour) |
| | b) Open House Discussion between Buyers and Sellers |

5.4.3. Number of Participants

The empaneled agency must ensure minimum participation of **250 MSME exporters (sellers)** and **50 international buyers (importers)** in each RBSM. The **buyer-to-seller ratio** should be maintained between **1:5 to 1:10**. The agency is fully responsible for **shortlisting and inviting** both buyers and sellers. To do this effectively, the bidder must have relevant experience in **international trade promotion** across various clusters and product categories, enabling proper due diligence and quality participation.

5.4.4. Activities for Buyer and MSME Engagement

a) Needs assessment and Stakeholder Engagement:

- 3) Pre-event workshop (at least 5) must be conducted to identify sectors and their corresponding geographies or clusters whose MSMEs require facilitation for export market access, in consultation with trade councils, industry associations, and government authorities.
- 4) Develop a detailed plan along with time-based activities and milestones in the process of planning and execution of RBSMs.
- 5) Develop and execute an effective business match-making and due diligence system to ensure authenticity of buyers/ importers and sellers/ exporters and connect them basis focus sectors/ clusters and HSN in demand/ supply.
- 6) Mobilize (ensure participation of) verified Buyers/ Importers and Sellers/ Exporters for the RBSMs. The Agency shall secure approval of MSSIDC on the shortlisted buyers and sellers.
- 7) Organize pre-scheduled Buyer – Seller meetings during RBSMs along with lobby management of MSME Sellers/ Exporters and other participants.

b) Event Management, Marketing and Promotion: This scope may be executed by the Agency through subcontracting, but the Agency shall be responsible for ensuring their execution to the satisfaction of MSSIDC:

1) Event Management

- Venue selection, booking, setup, and dismantling.
- Logistics management such as visas, hotel bookings (lodging & boarding), flights, and local transport for importer delegations and dignitaries.
- Handling of registration desk, networking (B2B) zones, electronic media deck, name cards for the main dais and reserved guests, and delegate badges as per standards.
- Registration area setup with branding, professional manpower, multilingual staff, registration system (computer, printer, stationery, badges, lanyards, delegate kit, etc.).
- Manage all processes of event management for conducting RBSMs, including:
 - Cultural programs (1–2 hours) on buyer arrival to showcase Maharashtra’s heritage.
 - Event giveaways for delegates and dignitaries.
 - Master of Ceremonies and event runners for on-ground management.
 - Liaison with local stakeholders and obtaining government clearances/ permissions/ licenses for RBSM events.
- Ensure only new (first-time) buyer-seller meetings are conducted based on market matching, avoiding meetings between existing trading parties for resolving trade issues.
- Align Exim Bank, ECGC, and other foreign and Indian commercial banks to participate in RBSMs.

2) Marketing & Promotion

- On-ground and digital marketing, press releases (pre & post-event), and promotion of RBSMs in collaboration with MSSIDC.

- Capture video bytes and testimonials from buyers, dignitaries, sellers, and other stakeholders to document the event and promote future initiatives.

Comprehensive marketing plan for strong digital presence and branding:

- International & Domestic campaigns
- Social media management
- SEO, newsletters, contests
- Influencer engagement

c) Monitoring & Reporting:

- 1) Keep detailed records of Participant information, meetings held, and outcomes.
 - 2) Prepare post-event Output Reports highlighting output, challenges faced, and recommendations for future events and submit the same to MSSIDC within 7 days of the RBSM.
 - 3) Maintain and submit RBSM Photographs and Videos, costs, participation information and databases and Output Reports to MSSIDC from time to time in consonance with the deliverables.
 - 4) Attend review meetings scheduled by MSSIDC.
 - 5) Gather feedback from Participants to improve future events.
 - 6) Establish mechanisms for post-event support, including follow-up activities, mentoring, and assistance in closing business deals (export orders).
 - 7) Monitor the progress of business activity between Buyers/ Importers and Sellers/ Exporters and report the RBSM's Outcome (Impact) through two reports to MSSIDC, each to be submitted every three months in the following indicative terms:
 - Assistance and mentoring provided/ facilitated by the Agency in closing business deals (export orders)
 - Number of export orders the participant sellers have received.
 - Monetary value of business generated.
 - Sectoral, demographic and geographical analysis of outcome.
- d) A minimum of 10 overseas buyers from major markets are expected to participate, focusing on markets with Free Trade Agreements (FTAs) or favorable trade policies that allow Indian products to enter with minimal hindrances
- e) The agency shall provide qualified translators/interpreters as per the requirement to facilitate effective communication during the event
- f) To ensure proper monitoring, officials from MSSIDC and their nominees will travel with the agency overseas during the buyer acquisition process.
- g) Any other activity related to the RBSM, as deemed appropriate by MSSIDC, may be undertaken by the Agency with prior approval.**

5.5. Deliverables and Timelines

| S.No. | Deliverable | Maximum Timeline (T0): Date of Work Order (Te): Date of RBSM |
|-------|---|--|
| a) | <p>Inception Report should include:</p> <ul style="list-style-type: none"> • Analysis of focus sectors and target markets • Process for verifying buyers and sellers • Match-making strategy between buyers and sellers • Proposed events and schedule • Details of third-party partners involved • Planned value-added services (e.g., support, facilitation) | T1 = T0 + 14 days |

| S.No. | Deliverable | Maximum Timeline (T0): Date of Work Order (Te): Date of RBSM |
|-------|--|--|
| | <ul style="list-style-type: none"> Framework to monitor outcomes and impact <p>An invoice can be submitted for advance payment of up to 20% of the RBSM cost.</p> | |
| b) | <p>Fortnightly Progress Reports should include updates on:</p> <ul style="list-style-type: none"> Identifying and finalizing the event venue Match-making between buyers and sellers Booking status and expenditure details with Utilization Certificates Value addition activities planned or implemented Challenges faced and suggested solutions, including support needed from MSSIDC | Every 14 days post T1 |
| c) | <p>1) Participation Details and Scheduling (Buyers/Sellers): The agency must provide verified details of participating importers (buyers) and MSME exporters (sellers), including:</p> <ul style="list-style-type: none"> Entity names, registered addresses, countries Sector and HSN code mapping Contact database of confirmed participants (Buyer/Sellers) Schedule of B2B meetings planned during the RBSM <p>An invoice can be submitted for advance payment of up to 30% of the RBSM cost.</p> <p>2) Details of Participation and Invitation Scheduling (Government Dignitaries, Industry Experts etc.)</p> <ul style="list-style-type: none"> Prepare the list of invitees – including government dignitaries, bureaucrats, and industry experts. Finalize the list in advance – to avoid delays and ensure smooth coordination. Collect official contact details – Email IDs of all invitees. Send invitations - Physical cards/letters and ensure timely email communication. | <p>Update 1: T0+70 days (3 weeks prior to RBSM)</p> <p>Update 2: T0+77 days (2 weeks prior to RBSM)</p> <p>Final Update: T0+84 days (1 week prior to RBSM)</p> |
| d) | RBSM Days | Te = T0 + 90 days |
| e) | <p>RBSM Output Report & Visual Evidence: The agency must submit an Output Report along with visual documentation as specified in Section 5.4.4 - c (2) and c(3).</p> <p>An invoice can be submitted for up to 20% of the RBSM cost after submission of the report and evidence</p> | Te + 7 days |
| f) | <p>RBSM Outcome (Impact) Assessment Report as per Section 5.4.4 - c (6)</p> <p>Submit Outcome (Impact) Assessment Report 1 along with an invoice for the remaining percentage of the total RBSM cost.</p> | <p>Report 1: Te + 45 days</p> <p>Report 2: Te + 90 days</p> |

5.6. Key Performance Indicators for RBSM Event

| Corrective Area | Measures |
|--|---|
| Timely Invitation Management | <ul style="list-style-type: none"> Finalize the list of government dignitaries, bureaucrats, and industry experts at least two weeks in advance. Collect verified email IDs and postal addresses. Dispatch physical invitations and send email invites at least seven days prior to the event. |
| Streamlined MSME Data Sharing | <ul style="list-style-type: none"> Ensure shares the MSME database in the prescribed format, including all required fields. Eliminate duplicate entries and verify sector-wise classification. Share spot entry data promptly via email. |
| Improved Feedback Collection Mechanism | <p>Update feedback forms to capture key metrics such as:</p> <ul style="list-style-type: none"> Number of B2B meetings Import history Seller engagement (new vs. existing) Ratings and suggestions Estimated business potential |
| Optimized Buyer-Seller Engagement | <ul style="list-style-type: none"> Maintain a balanced buyer-seller ratio (ideally between 1:5 to 1:10). Use product category and HSN code mapping for accurate matchmaking. Share buyer profiles with sellers at least 48 hours before the event. |
| Effective Crowd and Space Management | <ul style="list-style-type: none"> Segment B2B meeting areas by sector to improve flow and coordination. Allocate sufficient space based on the number of tables and expected footfall. Deploy volunteers and signage for smooth movement. |
| Updated Buyer Procurement Plans | <ul style="list-style-type: none"> Request buyers to submit current procurement needs to avoid mismatched expectations. Align MSME offerings accordingly. |
| Boosting MoU Signings and Success Stories | <ul style="list-style-type: none"> Facilitate MoU counters and legal support during the event. Track and promote confirmed deals and success stories post-event. |
| Inclusion of High-Potential MSMEs | <ul style="list-style-type: none"> Identify and onboard promising MSMEs from emerging sectors. Provide matchmaking and mentoring support. |
| Preserving Local Value Chain Integrity | <ul style="list-style-type: none"> Prioritize Maharashtra-based manufacturers. Verify product origin during registration to prevent dilution by traders from other states. |

6. Subcontracting

Subcontracting of work for **Marketing and Event Management** is permitted as per Section 5.4.4 (b), provided the agency submits a declaration to MSSIDC clearly mentioning the components being subcontracted. Before engaging any third-party, the agency must carry out proper due diligence to ensure quality and compliance.

7. Eligibility Criteria

Agencies meeting the following qualifying criteria in terms of desired experience/ expertise in execution of similar work at similar platforms, and possessing sound financials, with supporting documents may participate in the selection process. Only those agencies whose proposals meet all the eligibility criteria will be shortlisted for empanelment.

| Sn | Parameters | Documentary evidence |
|----|--|---|
| a) | The Bidder must be a registered organization , such as an industry association, chamber of commerce, export organisation/council, or trade promotion organisation , and must have been in continuous operation for a minimum of five (5) years as on the date of issue of this RFP. | <ul style="list-style-type: none"> • Certificate of Incorporation/Registration of the Bidder and relevant documents |
| b) | The Bidder should have an average annual turnover of ₹3,00,00,000 (Rupees Three Crore only) during the last three financial years, namely 2022 - 23, 2023 - 24, and 2024 -25, and must possess a positive net worth. | CA Certificate stating average annual turnover for FY 2022–23, 2023–24, and 2024–25, and confirmation of positive net worth |
| c) | <p>Relevant Prior Experience (during FY 2019–20 to 2024–25):</p> <p>The Bidder must have experience in organizing Buyer management activities and conducting Reverse Buyer Seller Meets (RBSMs) or Buyer Seller Meets (BSMs) within or outside India, as evidenced by either:</p> <ul style="list-style-type: none"> • Option A: Curating/organizing at least one (1) RBSM with an average cost of ₹1 Cr and minimum average participation of 10 buyers (importers) and 100 sellers (exporters) <p>OR</p> <ul style="list-style-type: none"> • Option B: End-to-end management of at least three (3) Indian exporter delegations to international trade fairs/ expos with an average delegation size of 20 sellers per event. | <p>The Bidder must submit year-wise details of events executed during the last five financial years (2019 - 20 to 2024 - 25), duly signed by an authorized representative, as per the formats provided in Annexure 2 and Annexure 3.</p> <p>This should be accompanied by copies of Work Orders/ Agreements clearly detailing the Scope of Work executed during the last three financial years, along with any additional supporting documents.</p> |
| d) | Non-Blacklisting Certificate | A self-declaration on the Bidder's letterhead, as per Annexure 4 , stating that the Bidder has not been blacklisted by the World Bank or any government organization. |

8. Technical Evaluation of Bids

The bids along with the Technical Presentations will be evaluated as per the following criteria. Only those Agencies securing 70% or more will be considered for empanelment.

| S.N. | Criterion | Max. Marks |
|--------------|---|------------|
| a) | Turnover: Average annual turnover during last three financial years i.e. 2022 - 23, 2023 - 24, and 2024 -25. <ul style="list-style-type: none"> • INR 3 crore: 5 Marks • INR 4 crore: 7 Marks • INR 5 crore or more: 10 marks | 10 |
| b) | Relevant Prior Experience (Marks will be awarded under only one category): Option A: Curating/organizing Reverse Buyer Seller Meets (RBSMs) with an average cost of ₹1,00,00,000, involving at least 10 buyers and 100 sellers per RBSM: <ul style="list-style-type: none"> • 3 RBSMs: 15 Marks • 4 RBSMs: 20 Marks • 5 RBSMs: 25 Marks • 6 or more RBSMs: 30 Marks OR Option B: End-to-end management of Indian exporter delegations to international trade fairs/expos with an average delegation size of 20 sellers per event: <ul style="list-style-type: none"> • 5 events: 15 Marks • 6 events: 20 Marks • 7 events: 25 Marks • 8 or more events: 30 Marks | 30 |
| c) | Technical Presentation (should cover the following aspects) | 60 |
| | <ul style="list-style-type: none"> • Proposed Approach and Methodology aligned with the sector-focus requirements | 30 |
| | <ul style="list-style-type: none"> • Work Plan, including pre-event and post-event activities related to Reverse Buyer Seller Meets (RBSMs). | 10 |
| | <ul style="list-style-type: none"> • Outcome Monitoring Framework to track and evaluate the effectiveness of the proposed interventions. | 10 |
| | <ul style="list-style-type: none"> • Proposed Value Addition, highlighting innovative elements, enhancements, or efficiencies introduced by the Bidder. | 10 |
| Total | | 100 |

9. Technical Presentation Requirement

Agencies that have submitted bids will be invited to deliver a pre-scheduled technical presentation before the Evaluation Committee of MSSIDC. The presentation must cover the following key aspects:

- Proposed Approach and Methodology** aligned with the Scope of Work outlined in this document.
- Work Plan**, including a detailed schedule of pre- and post-RBSM activities.
- Outcome Monitoring Framework** to assess and report the impact of the proposed interventions
- Proposed Value Addition**, which may include:

- Knowledge-sharing sessions and capacity-building workshops to sensitize MSMEs and new exporters on best practices.
- Export value chain facilitation services such as registration, regulatory compliance, finance, and supply chain management solutions.
- Opportunities for MSME sellers/exporters to exhibit their products.

10. Financial Proposals

Bidders shall submit their Financial Proposals for any or all of the five reference locations as per Annexure 5 and 6. The Financial Proposals of only those Bidders who pass the Technical Evaluation by scoring minimum 70% marks as per Para 9 will be opened. The purpose of the Financial Proposals is for MSSIDC to finalize a rate for each of the items (buyer acquisition, venue, buyer logistics, professional fee) for each reference location. Only those Bidders who communicate acceptance of rates so set by MSSIDC will be empaneled.

11. Empanelment and Work Order Awarding Process

The empanelment process will involve the following steps:

- a) Initial screening of submitted bids based on the prequalification criteria.
- b) Evaluation of bids as per the parameters outlined in **Para 8** of this document.
- c) Shortlisted bidders will be invited to deliver a technical presentation before the Evaluation Committee of **MSSIDC**.
- d) Assessment of financial proposals submitted by technically qualified bidders, in accordance with the format provided in **Annexure 5 and Annexure 6**.
- e) Location-wise common rates and terms & conditions will be finalized for empaneled agencies.
- f) Empanelment Orders will be issued to agencies that accept the finalized common rates.
- g) Empaneled agencies will be awarded Work Orders to conduct RBSMs based on the quality of their proposals and location-specific plans. If there are more empaneled agencies than the number of RBSMs planned (overall or for a specific location), MSSIDC may issue Work Orders in order of technical evaluation scores or based on what best ensures high-quality RBSMs. The decision of MSSIDC will be final and binding.

12. Duration of Empanelment

Agencies will be empaneled for a period of **three years** from the date of issuance of the empanelment letter. However, this duration may be **extended or reduced** based on the agency's performance and project requirements. Additional agencies may also be added to the empaneled list if they meet the eligibility conditions outlined in this RfP.

13. Terms of Payment

- a) All payments shall be made within **7 to 15 days** from the date of receipt of invoices, subject to the **submission and approval of deliverables** linked to each invoice, as per the provisions outlined in **Para 7**.
- b) All logistics-related expenses - including ticket bookings, visa charges, boarding and lodging, and local transportation - shall be reimbursed to the Agency **on actuals**, subject to submission of valid bills and supporting documents. These expenses will be part of the **total cost of the RBSM**.
- c) An advance amount equivalent to **20% of the total RBSM cost** shall be released to the Agency **within 7 days** of approval of the **Inception Report**, in accordance with **Para 5.5. (a)**.
- d) A second tranche of up to **30% of the total RBSM cost** shall be released to the Agency **one week prior to the scheduled date of the RBSM**, subject to the **submission of complete details** of finalized **International Buyers/Importers and MSME Sellers (Exporters)** through verified matchmaking. This must include **authenticity verification** and **B2B meeting schedules**, in accordance with **Para 5.5. (c)**.
- e) A third tranche of up to **20% of the total RBSM cost** shall be released to the Agency **after successful completion of the event**, subject to the **submission of invoices** along with

the **Post-event Output Reports** and **visual documentation**, as specified in **Para 5.4.4 - c (2) and (3)**.

- f) The remaining percentage of the total RBSM cost shall be released to the Agency **upon submission of the first Outcome (Impact) Assessment Report**, in accordance with **Para 5.4.4 – c(7)**.
- g) The **estimated budget for the RBSM is inclusive of applicable taxes** and shall be governed by the **prevailing laws and regulations** in force at the time of execution.

Note: The agency is required to submit all bills along with the corresponding supporting documents to MSSIDC. Failure to provide the necessary supporting documentation may result in non-payment of the respective bills, at the discretion of MSSIDC.

14. Compliance with Anti-Corruption Guidelines Protocol

Every Empaneled Agency shall cooperate with MSSIDC or its authorized representative to ensure compliance with the World Bank's Anti-Corruption Guidelines and reporting requirements therein from time to time.

15. Indemnity

The Empaneled Agency shall indemnify MSSIDC from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind how-so-ever suffered including patent, copyright, trademark and trade secret, arising or incurred inter-alia during and after the empanelment period out of:

- a) Negligence or wrongful act or omission by the Empaneled Agency or its team or any Agency/ Third Party in connection with or incidental to this RfP or empanelments and work orders issued hereunder; or
- b) Any breach of any of the terms the RfP, Empaneled Agency's Proposal as agreed, the Work Order awarded to the Empaneled Agency, its Team or any other Third Party to which work is subcontracted in compliance with the RfP/ Work Order(s).

16. Limited Liability

- a) Empaneled Agency's aggregate liability for all losses or damages under the Work Order(s) pertaining to the RfP and for all claims connected to it, in contract, tort (including negligence), statutory liability or otherwise, shall be limited to the fees paid for the Services.
- b) Any claims related to loss or damage suffered as a result of, arising from or in connection with the Work Order(s) pertaining to the RfP shall be made within two years from the date of cause of action arising. For the purposes of this clause, a claim shall be made when court or other dispute resolution proceedings are commenced.

17. Arbitration and Law of Jurisdiction

- a) This RfP and all disputes arising on any basis from, under or in connection to it shall be governed exclusively by Indian law and subject to the exclusive jurisdiction of the courts in Mumbai, Maharashtra.
- b) Settlement of Disputes : If any dispute or difference or claims of any kind arises between Empaneled Agency and MSSIDC in connection with construction, interpretation, or application of any terms and conditions of the RfP or any matters or thing in any way connected with or in connection with or arising out of the RfP or Empanelment/ Work Order(s) pertaining to the RfP, or the rights, duties or liabilities of any party under the RfP, whether before or after the termination of empanelment/ the Work Order(s) pertaining to the RfP, then the parties shall meet together promptly at the request of either party to amicably resolve such dispute, difference or claim by way of discussions between the parties.
- c) Arbitration: Except where otherwise provided for in the RfP or Empanelment/ Work Order(s) pertaining to the RfP, all questions, claims, rights, and disputes relating to or arising out of any matter directly or indirectly connected with it shall be referred to a sole arbitrator to be appointed on

the basis of mutual consent of both the parties. In case the Arbitrator so appointed is unable to act for any reason, then by mutual consent another sole arbitrator will be appointed who shall be entitled to proceed with the Reference from the stage at which it was left by his predecessor.

- d) Subject as aforesaid, the provision of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the Rules made thereunder and for the time being in force shall apply to the arbitration proceeding under this clause. The Arbitration proceedings shall be conducted in English.
- e) The arbitration expenses shall be borne by the parties equally.
- f) It is hereby clarified that the jurisdiction for all kinds of disputes, dispute resolution and the arbitration will be Mumbai, Maharashtra.

18. Fraud and Corrupt Practices

- a) Empaneled Agency and its respective officers, employees, agents, and advisors shall observe the highest standard of ethics during the Empanelment Process and after the issue of the Work Order and during the subsistence of the Agreement. Notwithstanding anything to the contrary contained in the RfP or Empanelment/ Work Order(s) pertaining to the RfP, MSSIDC may reject the bid, withdraw the Work Order, or terminate the Agreement, without being liable in any manner whatsoever to the Empaneled Agency, if it determines that the Empaneled Agency has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Empanelment Process.
- b) Without prejudice to the rights of MSSIDC under the clause mentioned hereinabove and the rights and remedies which MSSIDC may have under the RfP or Empanelment/ Work Order(s) pertaining to the RfP, or otherwise, if the Empaneled Agency is found by MSSIDC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Empanelment Process, or after the issue of the Work Order or the execution of the Agreement, Empaneled Agency shall not be eligible to participate in any RfP, tender or RFP issued by MSSIDC during a period of 2 (two) years from the date the Empaneled Agency is found by MSSIDC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.
- c) For the purpose of this clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence directly or indirectly the actions of any person connected with the Empanelment Process (for the avoidance of doubt, the offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of MSSIDC who is or has been associated in any manner, directly or indirectly with the Empanelment Process or the Work Order or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time before the expiry of 1 (one) year from the date such official resigns or retires from or otherwise ceases to be in the service of MSSIDC, shall be deemed to constitute influencing the actions of a person connected with the Empanelment Process); or (ii) acting contrary to applicable anti-bribery or anti-corruption laws;
 - “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, to influence the Empanelment Process;
 - “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Empanelment Process;
 - “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by MSSIDC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Empanelment Process; or (ii) having a Conflict of Interest; and

- “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders to restrict or manipulate a full and fair competition in the Empanelment Process.

19. Termination

MSSIDC may terminate the Empanelment or Work Order issued to an Agency in case of the occurrence of any of the events specified below:

- a) If the Empaneled Agency becomes insolvent or goes into compulsory liquidation.
- b) If the Empaneled Agency, in the judgment of MSSIDC, has engaged in corrupt or fraudulent practices in competing for or in executing the Work.
- c) If the Empaneled Agency submits to MSSIDC false statement which has a material effect on the rights, obligations or interests of MSSIDC.
- d) If the Empaneled Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to MSSIDC.
- e) If the Empaneled Agency fails to deliver any or all of the Services within the time period(s) specified in the work order or any extension thereof granted by MSSIDC.
- f) If the Empaneled Agency deploys persons who are not carrying the skills / experience / expertise of the level they are reasonably expected to on the basis of the scope description set out in the RfP.
- g) If the Empaneled Agency deployed fails to perform any other obligation(s) under the Work order or Agreement
- h) If the Empaneled Agency, in either of the above circumstances, does not take remedial steps within a period of 30 (thirty) days after receipt of the default notice from MSSIDC (or takes longer period in spite of what MSSIDC may authorize in writing), MSSIDC may terminate the work order(s) in whole or in part. In addition to above, MSSIDC may at its discretion may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other successful Empaneled Agency and the defaulting Empaneled Agency shall be liable to compensate MSSIDC for any extra expenditure involved towards support service to complete the scope of work.

20. Annexures

20.1. Annexure 1 – Covering Letter

(To be printed on the Bidder's Letterhead)

To
Managing Director
Maharashtra Small Scale Industries Development Corporation Limited
2nd floor, Krupanidhi Building,
9, Walchand Hirachand Marg,
Ballard Estate, Fort, Mumbai,
Maharashtra 400001

Date:

Sub: RfP for Empanelment of Agencies to Conduct Reverse Buyer Seller Meets

Dear Sir,

1. With reference to the RfP document dated <<DD-MM-YY>>, we, <<Bidder's name>> and <<registered address>> have examined the RfP document and understood its contents and hereby submit our application for the aforesaid Project. The application is unconditional.
2. I acknowledge that for evaluation of proposal the information provided in the application and the documents accompanying the application for selection will be relied upon, and I certify that all information provided herein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the application are true copies of their respective originals.
3. I shall make available any additional information if found necessary or required to supplement or authenticate the application.
4. I acknowledge that the Evaluation Committee has complete right to reject our application without assigning any reason.
5. I declare that:
 - a. We do not have any conflict of interest in accordance with this document
 - b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for qualification issued by or any agreement entered with the Authority or any other public-sector enterprise or any Government, Central or State; and
6. I understand that you may cancel the process at any time and that you are neither bound to accept any application that you may receive for the Project, without incurring any liability to any Bidder/ Agency.
7. I undertake that in case of any change in facts or circumstances during the application process, I am attracted by the provisions of disqualification in terms of this RfP and shall intimate the Authority of the same immediately.
8. I hereby irrevocably waive any right which we may have at any stage of law or howsoever otherwise arising to challenge or question any decision taken by the Evaluation Committee for evaluation of proposal in connection with the selection of the Agency, or in connection with the selection/

application process itself, in respect of the above-mentioned Project and the terms and implementation thereof.

9. I agree and understand that the selection is subject to the provisions of the application documents. In no case, shall we have any claim or right of whatsoever nature if the Project did not empanel my company/firm or discontinue me or my application is rejected or not opened, without assigning me any reasons for the same.
10. We agree and undertake to abide by all the terms and conditions of the RfP.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

Date:

Place:

20.2. Annexure 2 – Application Form (On Letter head of Bidder)

| SN. | Particulars | Details | Page No |
|------------|---|----------------|----------------|
| 1 | Name of Bidder and Address | | |
| 2 | Address as per GST Registration (Attach GST Registration Certificate) | | |
| 3 | Name, Designation, and contact details of authorized person including email id and telephone no. | | |
| 4 | Details of Registration /AOA & MOA/Trust Deed/ Certificate of Incorporation as applicable | | |
| 5 | Detailed Profile of Bidder (Organization Profile, Case studies, Best Practices etc.) | | |
| 6 | Turnover during last three financial years (2022 - 23, 2023 - 24, and 2024 -25) and positive net worth | | |
| 7 | Relevant Prior Experience (during FY 2019–20 to 2024–25): in format provided at Annexure 3 | | |

20.3. Annexure 3 – Bidder Experience Details

| | |
|--|--|
| Assignment Name | |
| Financial Year | |
| Name of Client | |
| Type of Buyer-Seller Meet: RBSM / Exporter Delegation | |
| If RBSM, No. of verified Buyers mobilized | |
| No. of Exporters/ Sellers mobilized | |
| Documentary proof | (Work Order/ Contract Agreement/ Client Completion Certificate specifying number of buyers/ delegates and scope of work) |

20.4. Annexure 4 - Undertaking on Blacklisting

(On the letter head of the Bidder)

To

Managing Director
Maharashtra Small Scale Industries Development Corporation Limited
2nd floor, Krupanidhi Building, 9, Walchand Hirachand Marg,
Ballard Estate, Fort, Mumbai, Maharashtra 400001

Date:

Sub: **Undertaking on Blacklisting**

Sir,

We confirm that our Entity <<Name of the Bidder>> as on date of submission of this proposal is not blacklisted by The World Bank or any Central/ State Government /PSU entity in India for any unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices. We also confirm that the company is not banned or convicted by any court of law or declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period by The World Bank or any Government/ PSU/ Autonomous Body (Under Any government law) in India.

Yours faithfully,

(Signature)

Name of the authorized signatory:

Designation:

Name of the Bidder:

Address: (Seal/Stamp of Bidder)

20.5. Annexure 5 - Financial Proposal Covering Letter

To

The Managing Director,
MSSIDC Ltd,
2nd Floor, Krupanidhi Building, Ballard Estate,
Mumbai – 400001.

Dear Sir,

We, the undersigned, submit our financial proposal in accordance with the terms of the RfP for Empanelment of Agencies to conduct Reverse Buyer Seller Meets under RAMP Maharashtra dated <<DD-MM-YYYY>> and our bid submission.

Our attached Financial Proposal is for the amount of INR {Insert amount(s) in figures}, excluding taxes. Our total financial cost for this project, including all taxes is INR {Insert amount(s) in figures}.

The above stated cost will cover all expenses incurred by the Bidder towards the project such as travel, boarding, food, incidental office expenses etc.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from negotiations, for the period of 180 days.

We hereby declare that all the information and statements made in our submission and this proposal are true and we accept that any misleading information contained in it may lead to the cancellation of our empanelment.

We undertake, if our Proposal is accepted, to sign the Agreement and initiate the project as per the timelines prescribed.

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Bidder

Date:

20.6. Annexure 6 - Financial Proposal

| | | Amount in INR | | | | |
|------|---|---------------|------|--------|---------------------|----------|
| S.N. | Cost Description | Mumbai | Pune | Nagpur | Chh. Sambhaji Nagar | Kolhapur |
| 1. | Buyer Acquisition Charges for conducting an RBSM with at least 50 importers/ buyers. | | | | | |
| 2. | Venue costs (for a 2-day RBSM), including event setup (stalls, dais, etc.), marketing, promotion, branding, and publicity. (Please also include costs for the setup and dismantling period, as appropriate.) | | | | | |
| 3. | Per-buyer logistics costs, including visas, hotel bookings (lodging & boarding), flights, and local transport, etc. | | | | | |
| a) | Hotel accommodation including meals for 4 days and 3 nights | | | | | |
| b) | Rental cars for 4 days and 3 nights | | | | | |
| c) | Airfare | | | | | |
| d) | Other costs, if any (particulars must be clearly defined) | | | | | |
| 4. | Professional Fee for conducting RBSM | | | | | |

Note:

- **All costs quoted must be inclusive of applicable taxes.**
- If the **number of buyers is less than 50**, payment for **Item Sr. No. 1** of the financial proposal will be **calculated and released on a pro-rata basis.**
- The **total cost per RBSM shall not exceed INR 2,00,00,000/- (Rupees Two Crores Only), inclusive of all applicable taxes and any other charges whatsoever.**
- For **payment**, the **agency must submit all bills and supporting documents** deemed **necessary by MSSIDC. Failure to provide the required supporting documentation** may result in **non-payment** of the respective bills, at the **sole discretion of MSSIDC.**
- **Cost Items Nos. 2 and 3** in the **proposal** should be used to **demonstrate the basis for calculating the ceiling amount** and will be **paid on actuals.**

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Bidder

Date: