

Modern Education Society Pune

(Registered Public Trust under Maharashtra Public Trust Act, 1950)

19, Late Principal V.K. Joag Path, Pune 411001, MH India

Email :- info@mespune.org Tel:- 020- 26164117 26167000

Notice calling for Expression of Interest –

Engagement of Event Management / Catering & Decoration Service Providers

Modern Education Society, Pune (hereinafter referred to as “**the Society**”) owns a multi-purpose recreational hall (hereinafter referred to as “**the Hall**”) admeasuring approximately 8,000 sq. ft. (built-up area) situated on the 1st Floor of the New Building at D. G. Ruparel College, Senapati Bapat Marg, Mahim, Mumbai – 400016, which is utilised for institutional, academic, social, and professional events.

The Society proposes to engage and enter into a Licence Agreement with reputed and experienced event management / catering / decoration service providers (hereinafter referred to as “**the Contractor**”) for the purpose of managing the events at the hall for events of public health and utility as and when events are permitted by the Society. The Contractor shall conduct the activities subject to the permissions for every event. A detailed Licence Agreement to that effect is to be executed for the same. The party submitting the Eol, shall verify the terms and conditions (**Annexure-C**) at the time of submission of the proposal.

The selected Contractor shall act **only as an authorised service provider** for event management, catering, decoration, and allied arrangements at the hall and **shall not have any right, title, interest, possession, or control over the hall or premises**. This arrangement **does not constitute and shall not be construed as any lease, licence, tenancy, or transfer of rights of the property** in favour of the Contractor. The Contractor shall be liable to pay an event-fee and licence -fee to the Society, as may be mutually agreed and recorded in the Licence Agreement.

Final selection and engagement of contractors shall be based on their goodwill, reputation, experience, financial standing, valid licence s, and other relevant parameters, at the **sole discretion of the Society and subject to final approval by the Board of Trustees**.

The Eol, complete in all respects and accompanied by the required enclosures as specified in the annexures and the appendix, must reach the Society **on or before 5:00 PM on 20 January, 2026**. For eligibility & submission details please refer to **Annexure-D**.

Only shortlisted applicants meeting the eligibility criteria shall be invited for further discussions.

The decision of the Society in all matters relating to this Eol and Engagement shall be **final and binding**. The proposed engagement and the terms thereof shall be subject to the provisions of the Maharashtra Public Trusts Act, 1950, the Rules framed thereunder, and such permissions or approvals as may be required from the competent authorities, including the Charity Commissioner.

For any further details, queries/clarifications, please contact **Mr. Kaillas Ghule**, Head – Operations & Administration, the Society at hoa@moderndeducationsociety.in Mobile: **9960160906**

Note: The Society reserves the right to cancel this request for Eol and/or invite afresh with or without amendments, without liability or any obligation for such request for Eol and without assigning any reason. Information provided at this stage is indicative and the Society reserves the right to amend/add further details in the Eol.

Date: 12 January 2026

Secretary/Trustee, Modern Education Society

**Expression of Interest for
Engagement as Event Management / Catering & Decoration Service Provider**

Ref. No.: _____

Date: ____ / ____ / ____

To

The Chief Financial Officer
Modern Education Society
19, Late Prin. V K Joag Marg,
Pune 411001

Subject: Expression of Interest (EoI) for Engagement as Event Management / Catering & Decoration Service Provider for events conducted at the Multi-purpose, Recreational Hall on the 1st Floor of New Building at D. G. Ruparel College Campus, Mahim, Mumbai – 400016

Ref: - Announcement calling for EoI published on 12/01/2026.

I / We, the undersigned, hereby submit our **Expression of Interest for engagement** as an **Event Management / Catering / Decoration Service Provider** for events conducted at the Multi-purpose, Recreational Hall on the 1st Floor of New Building at D. G. Ruparel College Campus, Mahim, Mumbai – 400016.

I / We understand and acknowledge that this Expression of Interest is **only for engagement under a Agreement** with Modern Education Society, Pune and **does not confer any right to book, allot, licence, lease, or otherwise deal with the hall or premises.**

I / We have carefully read and understood the announcement calling for Expression of Interest and confirm that we meet the eligibility conditions prescribed therein.

I / We hereby declare that we possess the requisite qualifications, experience, infrastructure, statutory registrations, and valid licence required for providing event management, catering, decoration, and allied services.

I / We confirm that this Expression of Interest is submitted in full conformity with the terms and conditions stipulated in the EoI document and that there are **no material deviations.**

I / We understand that this Expression of Interest is liable for rejection at any stage in case any deviation, misrepresentation, or incorrect information is observed by Modern Education Society during the evaluation process.

I / We hereby declare that we have an unblemished track record and have not been declared ineligible or blacklisted for corrupt, fraudulent, or unethical practices by any Central / State Government department, statutory authority, autonomous body, university, or institution.

In the event of being shortlisted by Modern Education Society, I / We undertake to comply with and participate in the further process as may be prescribed by the Society, including submission of technical details, commercial terms, event-fees and licence-fees, and execution of a Agreement, within the stipulated timelines.

I / We further undertake that this Expression of Interest shall remain valid for 30 days and shall not be withdrawn during the period required by Modern Education Society for evaluation and communication of acceptance or rejection.

I/We understand that the proposed engagement and the terms thereof shall be subject to the provisions of the Maharashtra Public Trusts Act, 1950, the Rules framed thereunder, and such permissions or approvals as may be required from the competent authorities, including the Charity Commissioner.

We confirm that all documents, declarations, and enclosures as required under this annexure have been enclosed with this Expression of Interest and that all information furnished therein is true, correct, and complete to the best of our knowledge.

Thanking you

Yours sincerely

Signature

Name

Designation

Seal

Enclosed: - As above

Annexure – B**(To be submitted on the Contractor's Letterhead)****Financial Proposal Format**

S.No	Particulars	Amount	Remarks (if any)
1	Event Fees + Licence Fee payable for each full-day event	₹ _____	Taxes and other charges extra as applicable
2	Event Fees + Licence Fee payable for each half-day event	₹ _____	Taxes and other charges extra as applicable
3	Event Fees + Licence Fee payable for each small event (up to 3 hours)	₹ _____	Taxes and other charges extra as applicable
4	Amount of Refundable, Interest-Free Security Deposit (to be kept with the Society during the duration of the contract)	₹ _____	Refundable, interest-free

Signature

Name

Designation

Seal

Enclosed: - As above

Annexure -C

KEY TERMS & OPERATING CONDITIONS

1. Nature of Arrangement

- a. The nature of the agreement would be an event-based **Licence Agreement** and not a lease or tenancy.
- b. The hall will be available **only during non-academic hours/days, weekends and public holidays.**

2. Permitted Use of the Hall

The hall shall be used **ONLY for non-residential and following type of events**, subject to approval by the Society:

- a. Conferences and seminars
- b. Convocations and academic ceremonies
- c. Corporate meetings and exhibitions
- d. Each event requires **prior written approval** from the Society.
- e. Weddings (No DJ, strictly no disruptive, silent and indoor-only)

3. Prohibited Events (Strictly Not Allowed)

- a. Alcohol service or consumption
- b. Political or religious gatherings
- c. DJ nights, loud music, ticketed shows, concerts
- d. Baraat, road processions, fireworks, crackers
- e. Events with controversial or polarising content
- f. Violation will lead to **heavy penalties and legal action.**

4. Days & Timings of Events

- a. Events are allowed:
 - i. **After 5:00 PM on restricted working days**
 - ii. **Full day on Saturdays, Sundays, and public holidays**
 - iii. **All sound must stop by 10:00 PM sharp.**
- b. Events shall be permitted only on days specified by the Society as per the availability of the premise.
- c. Priority will be given to academics/other activity scheduled in the building/event hall.
- d. Hall will be generally available, subject to institutional priority and approval for evening events, events on Sundays and during officially declared college vacations.
- e. No events shall be conducted on examination days, or student activity days scheduled in the building/event hall.

5. Commercial Structure

- a. The selected contractor will take bookings for all events and directly deal with the customer including collection of event-related charges (event-fees).
- b. The Society will **not** deal with any customer directly or indirectly for any purpose whatsoever.
- c. The contractor will pay the Society a **Refundable, Interest-Free Security Deposit** and **event-fees + licence-fees per event.**
- d. Payment of GST and all other taxes are the responsibility of the event contractor.

6. Responsibilities of the Contractor

- a. The licence d contractor will be fully responsible for:
 - i.Event management, catering, decoration any other allied services
 - ii.Customer dealings and payments
 - iii.Crowd management and parking
- b. Compliance with:
 - i.Fire safety norms and permissions needed
 - ii.Police permissions
 - iii.FSSAI regulations and permissions needed
 - iv.BMC and other statutory requirements
 - v.Silent zone norms and sound permissions needed

7. Noise, Safety & Compliance

- a. No DJs, external speakers, fireworks, or loud music
- b. Only low-volume indoor sound permitted
- c. Premises to be cleaned with proper disposal of waste and handed over in original condition within **4 hours** after the event
- d. The Society reserves the right to **stop or terminate any event** for violations of agreed upon terms and conditions.

8. Legal & Risk Responsibility

- a. All contracts with customers shall be **between the contractor and the customer**
- b. the Society bears **no liability** for:
 - i.Customer disputes
 - ii.Accidents
 - iii.Food quality
 - iv.Event cancellations
- v.Disruption of any type
 - c. The event contractor must indemnify the Society against all of the above and claims arising.

9. Selection & Final Agreement

- a. This EoI is for **shortlisting purposes only**
- b. Final selection of the contractor is subject to approval by the Board of Trustees followed by execution of a **detailed notarized Licence Agreement**
- c. The Society reserves the right to:
 - i.Accept or reject any proposal
 - ii.Modify terms
 - iii.Withdraw the EoI without assigning reasons

“This Annexure-C is a summary for EoI purposes only. The final rights and obligations shall be governed exclusively by the detailed Licence Agreement to be executed between the parties.”

1. Eligibility Criteria

- a. The bidder must be a legal entity (Company/Partnership firm/ LLP/Proprietorship firm) registered as an event management agency (i.e having event management as a principal line of business) for last 05 years.
- b. The Bidder must be financially sound with a positive net worth and must have an average annual financial turnover of a minimum of ₹ 50,00,000/- (Rupees Fifty Lakh Only) or above in any of the previous three financial years

2. Submission of Bids.

- a. Interested service providers are invited to submit their Expression of Interest (Eol) in a **password-protected PDF file** (as per the format provided in the Annexures) by email to ceo@modernducationsociety.in with a copy to cfo@modernducationsociety.in
- b. **The password shall be communicated separately to the tender opening committee as per the Society's internal procedure.**
- c. Any wrong/false information given in this regard may lead to the cancellation of the claim/eligibility of the prospective Event Manager.
- d. No conditional bid shall be allowed/accepted.
- e. The last date of submission of proposal is **20 January 2026, at 17.00 hrs.**

3. Refundable, Interest-Free Security Deposit

Refundable, Interest-Free Security Deposit of ₹ 15,00,000/- (Fifteen Lakh Only) is also required to be submitted by the successful bidder awarded with the contract for the duration of this Contract and for a period of 30 (thirty) days after expiry or early termination of this Contract.

4. Penalty Clause and Force Majeure.

- a. Refusal or inability or delay or any false statement by the successful bidder to comply with the terms and conditions as per the Licence Agreement may result in termination of the contract and forfeiting of 30% of refundable, Interest-Free Security Deposit as well as disqualification of the bidder from participating in future Eols.
- b. The Society may consider relaxing the penalty and delivery requirements, as specified in this Eol Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- c. Force Majeure is defined as an event or effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders' premise, etc.

5. Corrupt or Fraudulent Practices

- a. Bidders with highest standards of ethics are expected to bid for this Eol.
- b. The Society shall reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- c. The Society may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

6. Governing Law

This shall be construed and governed by the Laws of India and the parties hereby submit to the exclusive jurisdiction of the Mumbai Courts of Law for any interim reliefs subject to final Licence Agreement.

Appendix – 1 Contractor Profile & Supporting Documents

S.No	Particulars	Response	Supporting document enclosed	Page ref.
1	Name of Contractor establishment and address of registered office and principal place of business		Registration/ Incorporation certificate	
2	Nature of establishment Proprietorship/ Firm/ LLP/ Company/ Others		GST registration certificate	
3	Year of establishment		NA	
4	Details i.e. Name, Address, Tel number and Email ID, PAN of proprietor, partners, directors		Tabulated sheet with all details and PAN card copies.	
5	Introduction and write up about contractor's business		Write up on PDF Format	
6	Web site link (if any)		Provide link	
7	Certified Details of turnover during past 3 years		UDIN enabled Certificate signed by CA.	
8	Copy of Income tax return filed for past 3 years		Income tax returns	
9	PAN and TAN of establishment		PAN and TAN card copies	
10	Shop Act registration number of establishment		Shop Act Licence	
11	GST registration number and date		GST registration certificate	
12	Valid Registration and licence to run the business of wedding contractors, caterers, decorators etc as applicable		Copies of all valid and relevant registrations and licence s as applicable.	
13	Any quality certification certificates such as ISO etc.		Attach (if any)	
14	List of 3 references from clients. for whom such services have been / is being provided at present		Tabulated list to be enclosed with contact numbers and Email IDs of clients	
15	Audited/ certified Financial statement of past 3 years		P and L account and Balance Sheets duly audited/ certified	
16	All valid Labour licence s such as EPF, ESIC etc.		Attach all relevant papers	
17	Details of Capital Employed (Own Funds, Term Loans) in Business during past three years.		Provide year wise tabulated details	

18	Details and Balance of working capital loan with any Bank		Provide certificate from Bank stating Working capital facility extended and closing balance as at 31 st December, 2025	
19	Details of any civil/ criminal cases filed against the contractor establishment and the proprietor/partners/ directors thereof		Provide tabulated list with full details	
20	Any other information as may be deemed fit by the contractor in support of his/ their business qualification, experience, good will, reputation etc.		Provide relevant supporting papers as required.	

I/ we do hereby certify that all the information and details given hereinabove are True and Correct

Place

Date

Signature

Name and designation

Seal