Expression of Interest (EOI)

Expression of Interest (EOI) for Inviting Event Management Agencies/ Organisations for the Commercial Utilisation of Muziris International Convention Centre at Pullut, Kodungallur on lease basis - EOI No: MPL/219/2026 Dated 11/11/2026 .

Application Fees: Rs.1000 + 18% GST

Last Date of Submission – 24th November 2026, 1.00 pm
Date of Pre-bid Meet – 17th November 2026,11.30 am















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The **Muziris Projects Ltd (MPL**) under the Government of Kerala, Department of Tourism – invites Expressions of Interest (EOIs) from competent event management firms for the lease, management and operation of the Muziris International Research and Convention Centre (MIRCC) in Pullut, Kodungallur, Kerala. The Centre is a Government of Keralam facility established under the Department of Tourism to promote the cultural heritage of the ancient Muziris region.

The selected Lessee (event management agency) will organise events like meetings, conferences, weddings, exhibitions, cultural programmes etc. and to market the venue, and provide full facility management and maintenance services, on an **annual lease** basis. The financial model will combine a monthly lease payment above the fixed base rent and a fixed annual increment hike every year.

Proposals will be evaluated under a **two bid-envelope- technical bid & financial bid,** based on the assessment of technical bid and the monthly lease amount quoted in the financial bid process. Bidders must submit separate Technical and Financial bids by the closing date. Technical proposals will be scored on experience, methodology and team, while Financial bids will be ranked by comparing monthly lease amount quoted.

Key Highlights and Assumptions:

- The lease term is assumed to be **04 years**, may be renewable by mutual consent based on the situation or Government rules and regulations.
- The Lessee will pay a **monthly lease amount to MPL**which will be abovethe fixed base rentof **Rs.5,00,000 Lakh/month** excluding GST. Also an**annual fixed increment hike of 20% every year** will also be applied to the lease amount.
- A **Security Deposit**should be deposited to MPL by the selected bidder (H1) in advance.

- The EOI and subsequent contract will be governed by the prevailing laws (Courts at Ernakulam) and all related licenses, permits like LSGD, Fire, Health, GST) are Lessee's responsibility.

Background

The Muziris International Research and Convention Centre (MIRCC) is the core part of **Muziris Projects Ltd**, established under the Department of Tourism, Government of Kerala to study and celebrate the region's rich historical and cultural legacy. Inaugurated in Kodungallur-Pullut, the Centre includes a 900- seat convention centre, dining hall, kitchen space, outdoor green area with landscaping, green rooms, and ancillary hall facilities. It is managed by Muziris Projects Ltd. (MPL). The Convention Centre's mission is to host seminars, exhibitions, conferences, cultural events, and heritage-related programs; however, professional event management is sought to enhance the utmost utilisation and revenue.

This EOI calls for a qualified agency to lease and operate the Convention Centre, ensuring high-quality events on lease basis.

- **Lease Term:** 04 years
- **Security Deposit:01month**lease amount to be paid to MPL by the selected bidder (H1) in advance, on the same day of opening the Financial bid.**Balance 05month** lease amount to be paid in advance before signing the agreement. **Total 06months lease amount to be paid in advance** as the security deposit to MPL as in the mentioned above order.
- **Annual incrementhike**: **Fixed** Annual Increment **hike of 20%** after every year.
- **Jurisdiction:** Prevailing Laws of India, courts at Ernakulam, Kerala

Objectives

- **Maximise Centre Utilisation:** Ensure the Convention Centre hosts a high volume of diverse events like meetings, conferences, weddings, cultural shows, expos, etc. throughout the year.
- **Revenue Generation:** Generate stable income for MPL via lease fees and a share of event revenues, improving financial sustainability of the heritage project.
- **Professional Management:** Delegate all aspects of event execution, facility management, maintenance and marketing to an experienced agency with a proven track record.

- **Heritage Promotion:** Align events with the Centre's heritage focus where feasible, enhancing the region's cultural profile.
- **Community & Stakeholder Engagement:** Provide high-quality services to event organizers and attendees, supporting local businesses (hotels, catering, transport).

Scope of Services

The successful Lessee shall provide comprehensive services related to the operation of the Convention Centre, including but not limited to:

- **Event Management:** Market the venue and book various events (conferences, conventions, exhibitions, weddings, cultural performances, seminars, workshops, meetings). Arrange event logistics (scheduling, seating plans, stage setup, A/V equipment). Liaise with clients from inquiry to execution.
- **Facility Management:** Oversee day-to-day operations of all spaces – ensure cleanliness, hygiene and aesthetics of auditorium, halls, lobbies, restrooms, parking, landscaping. Maintain building systems (HVAC, electrical, plumbing, lighting, sound, internet/Wi-Fi). Provide security services (professional security guards, CCTV monitoring) parking and crowd management during events.
- **Maintenance:** Conduct preventive and corrective maintenance of the infrastructure, outdoor & indoor area and equipments. This includes repair of furniture, fixtures, air-conditioning, electrical gadgets, IT infrastructure, stage rigging, audio-video systems, backup generators etc. Maintain fire &safety equipment and emergency preparedness.
- **Staffing:** Employ or contract adequate skilled staff: centre manager, event coordinators, technical (sound/light) operators, electricians, plumbers, cleaning and housekeeping crews, security personnel, reception/concierge staff. Ensure all staff are trained in safety and guest services, and comply with labour laws. A weightage of minimum 20% may be given to the local residents in the staffing process.
- **Marketing and Promotion:** Develop and implement a marketing plan to attract domestic and international events. Create promotional materials (brochures, social media presence). Liaise with event planners, travel agents, corporate clients, and government bodies to attract conferences and cultural events.

- **Catering and Food Services:** Manage catering and food service operations by ensuring high standards of food safety and service. If internal catering is included, handle food & beverage services during events.
- **Ancillary Services:** Provide venue-related services such as on-site logistics (e.g. furniture rental, stage design), parking management, and any additional services demanded by clients (e.g. decoration, interpreters).
- **Compliance:** Ensure all events comply with applicable laws and permit requirements like fire and safety clearances, environmental norms, liquor licences for events serving alcohol, noise regulations etc. Coordinate with local authorities (LSGD, Police, Fire and any others) for approvals as required.
- **Mandatory Instructions**
- The bidder shall strictly inspect the convention centre and assess the existing condition of the building and its facilities like electrical and electronic equipments, fittings, AC units, sound systems, plumbing and accessories, furnitures and all the available facilities before submitting the EOI.
- The Convention Centre along with all its existing facilities and infrastructure will be handed over to the successful bidder on an "as is where is" basis.
- Bidders shall not raise claims against MPL for conditions that could reasonably have been identified during the inspection subject to MPL's contractual and legal obligations.
- Photographs and a condition report should be part of the handover report.
- The agency shall not undertake structural alterations, permanent installations or major modifications without the prior written approval from MPL
- The right to accept or reject the any/allBid is based on the final decision of Managing Director & CEO of Muziris Projects Limited.
- The exact area/ premises/ building space included in the lease process will be shown to the bidder on the time of site visit to the Muziris International Convention Centre.

NB: Sub-contracting any core obligation (especially without consent) is discouraged.

Eligibility and Qualification Criteria

Bidders must satisfy the following minimum criteria:

- **Legal Status:** The bidder shall be a registered legal entity in India (Company registered under Companies Act / Partnership / Limited Liability Partnership with registered office in India).
- **Experience:** Demonstrated experience of at least **04 years** in managing large-scale event/convention facilities or providing comprehensive event management services. Furnish any contracts, assignments, certificates etc. Experience in heritage/cultural events is a plus.
- **Financial Strength:** Average annual turnover of at least INR 2-3crore over the last three audited financial years, with positive net worth. Submit audited financial statements and bankers' certificates.
- **Past Performance:** Successful track record of executing a minimum number of events comparable in size or scope, at least 05 events with attendance over 1500 plus with multi-event contracts.
- **Technical Capability:** Availability of key personnel (managerial and technical) with relevant qualifications. Bidder must employ/commit a Centre Manager, Technical supervisor (IT/AV systems), and sufficient support staff.
- **Regulatory Compliance:** GST registration, EPF/ESI compliance, labour licenses (if applicable), and no outstanding legal disputes affecting performance. The bidder must not be blacklisted by any government or public sector entity.
- **Local Presence:** Bidders with a registered office or branch in Kerala will be given preference. Familiarity with local regulations and market is advantageous.
- **Capability of Sub-Contracts:** Ability to tie-up with sub-contractors (e.g., catering, decor, security firms) as needed, with clear arrangements for quality control.
- Supporting documents to be submitted with Technical Proposal: company registration certificates, experience certificates, financial statements, ISO/quality certifications if any, list of key personnel, and any awards.

Financial Model and Pricing

The financial bid shall propose a **monthly lease amount** under which the Lessee pays MPL a monthly lease amount above the fixed base rent of Rs.5,00,000 Lakh/ month. Key features as follows:

- **Monthly Lease Amount:** A monthly lease amount to be paid to MPL which should be above the fixed base rent of Rs.5,00,000 Lakh/ month excluding GST.
- **Payment Schedule:** The lease amount will be paid monthly in advance on or before the 4$^{th\ day}$of each month.
- **Annual Increment Hike:** Fixed Annual Increment hike of 20% after every year.
- **Security Deposit:** The lessee needs to deposit a security amount oftotal **06 months** lease amount in advance. **01month** lease amount to be paid to MPL by the selected bidder (H1) in advance, on the same day of opening the Financial bid. **Balance 05month** lease amount to be paid in advance, before signing the agreement.
- This deposit covers damages or defaults and will be refunded at lease end, subject to adjustments for dues/damages
- **Annual Performance Review:** MHP will review the Lessee's performance annually. Failure to meet agreed service standards may result in penalty or termination

Insurance

The Lessee shall, at its own cost, procure and maintain comprehensive insurance coverage throughout the lease period, including (but not limited to):

- **Public Liability Insurance:** Covering bodily injury or death to any person and damage to third-party property arising from Centre operations. Minimum Rs.10 crore.
- **Property Insurance:** Fire and allied perils insurance covering the full replacement value of the Centre's buildings, fixtures, furniture and equipment (as per a Government-approved valuation).
- **Workmen's Compensation:** Coverage for all employed staff per the Workmen's Compensation Act.

- **Event Liability Insurance:** For certain high-risk events (e.g. exhibitions, concerts), additional cover against event cancellation, accidents or mishaps.
- **Other Statutory Insurances:** As required under any applicable law, e.g. insurance for hired vehicles, medical insurance for employees etc

All policies shall name Muziris Projects Ltd, Department of Tourism as co-insured and be subject to MHP's approval. The Lessee must furnish copies of insurance certificates at contract signing and renewals.

Compliance and Permits

The Lessee must comply with all applicable laws and regulations, including (but not limited to):

- **Labour and Social Laws:** Payment of minimum wages, provident fund (PF), ESI contributions, labour welfare funds, and other statutory dues for all employees.
- **Taxation:** Register for GST, and timely remit all taxes (GST, income tax deductions, etc.) relating to the centre's operations.
- **Safety and Environment:** Maintain a safe workplace (following State Factory/Occupational Safety rules, food safety standards if applicable, etc.). Manage waste disposal responsibly.
- **Local Permits:** Obtain and renew permits for building occupancy, fire safety, liquor licence (for events serving alcohol), environmental clearances (if events affect environment), and any special approvals for public gatherings.
- **Other Requirements:** Any signage, pamphlet or promotional material must be approved by MPL. Use of Centre branding or name should follow guidelines set by MPL.

Non-compliance will be deemed a breach. MPL may inspect records and premises to verify compliance.

Two-Bid Process

Bid Submission

- Bidders shall submit **two separate sealed envelopes**:
- **Envelope 1 (Technical Proposal)** – marked **"Technical Bid – EOI for Muziris International Convention Centre"**, containingfilled General Application Form (download from Muziris website), covering letter in letter head of the company with company seal, company profile, eligibility documents, past experience, methodology of operation, details of key personnel, project references,certificates, and EMD of Rs.50,000/- as Demand Draft in favour of The Managing Director & CEO, Muziris Projects Ltd, Kodungallur.
- No price information should appear in this envelope.

- **Envelope 2 (Financial Bid Proposal Form)** – marked **"Financial Bid – EOI for MuzirisInternational Convention Centre"** containing the price schedule- proposed monthly lease amount above the base rent of Rs.5,00,000 Lakhs excluding GST, fixed annual increment hike of 20%, payment schedule duly signed. Any conditional or alternate financial proposals will be rejected.
- **Earnest Money Deposit (EMD):** A refundable EMD of Rs.50,000/- in the form of Demand Draft in favour of "The Managing Director & CEO, Muziris Projects Ltd, Kodungallur" valid for 180 days should accompany the Technical Bid.
- **Submission Format:**Technical Bids should be on A4 paper, paginated, and each page signed by an authorised representative, along with General Application Form (download from Muziris website). An index and cover letter in the bidder's company letter head with company seal are required (see Annexures A & B). Financial bids will be marked only in the Financial Bid Proposal Form (see Annexure C)
- **Pre-bid Meet:** 17-11-2026, 11.30am (Any change in the date and time will be published on the Muziris website) www.keralatourism.org/muziris
- **Deadline:**Bids must be delivered by 24th November, 1.00pm to the address: The Managing Director & CEO, Muziris Projects Ltd, Muziris International Research &Convention Centre, Pullut PO, Kodungallur-680663, Thrissur-Kerala. Late bids will notconsider. MHP is not responsible for postal delays.

Evaluation Methodology

The evaluation will be conducted in two stages:

1. **Technical Evaluation (Envelope 1):** All technical bids will be opened first. A tender committee will verify eligibility documents and score each proposal against pre-defined criteria. Bidders scoring above the minimum qualifying mark Minimum 70 out of 100, will be deemed technically qualified. Evaluation criteria includes the following:

2. **Experience& Past Performance:** Points for number and scale of comparable projects/events executed. (30Marks)

3. **Methodology & Work Plan:** Quality of the operational plan, marketing strategy, staffing plan, and innovation in event management. (35Marks)
4. **Key Personnel:** Qualifications and experience of the proposed centre manager, technical staff, and other key staff. (25Marks)
5. **Financial Strength and Stability:** Based on turnover and financial health (10Marks)

Only bidders meeting or exceeding the technical threshold minimum 70 Marks, will proceed to financial bid evaluation. Others will be disqualified.

1. **Financial Evaluation (Envelope 2):** The Financial Bids of only the technically qualified bidders will be opened in the presence of the bidders/ or their authorized representatives. Financial scores will be computed as follows:

2. Identify the highest quoted price (H1). The bidder offering the highest monthly lease amount (H1) receives a financial bid rank No.01

3. For other bidders, Financial bid rank will be in the chronological order based on their bid amount.

The bidder with the highest Rank is recommended for award.

Negotiations

- **Tie-Breaker:** In case of a tie, preference will be given to the bidder with the higher Technical Score.

Annexures

The following annexures form part of this EOI. Bidders should include these in their submissions:

- **Annexure A: Bidder Cover Letter.** A formal letter in the bidder's company letter head with the company seal, stating the bidder's intent, contact details, and a summary of the enclosed proposal in the outer cover.
- **Annexure B: Technical Proposal Contents-Technical Bid submission** along with the General Application Form (Downloadable from the Muziris website) (Envelope 01)
- **Annexure C: Financial Proposal Schedule- Financial Bid submissionin the Financial Bid Proposal Form** (Envelope 02)

Financial Bid Proposal Form

EOI No. MPL/219/2026 (Annexure C)

Particulars	**Amount** In Figures	**Amount** In words
Proposed Monthly Lease Amount (In Rs.) (Amount quoted will be above the Fixed Base Rent of Rs.5,00,000 Lakh/month Excluding GST)	(Excluding GST)	(Excluding GST)
Expected Minimum Revenue/month (In Rs.) Assumption		
Fixed Annual Increment Hike after every year (In %)	20%	Twenty Percentage

I/We confirm that this Financialoffer is valid for 180 days from the last date of bid submission, and that GST and other taxes are payable by us in addition.

Signature of Authorised Signatory:

Name and Designation:

Company Seal:

Place & Date: