

Reference No. QCI/PPID/1023/255

Request for Proposal (RFP)

For Engagement of a Service Provider for Newspaper advertisement and Other Outreach Activities



Quality Council of India (QCI)
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

RFP Notice

1. Quality Council of India invites proposal for “Request for Proposal (RFP) For Engagement of a Service Provider for Newspaper advertisement and Other Outreach Activities”.
2. The content of this RFP enlists the requirements of the Quality Council of India. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the Quality Council of India wish to specify at this stage.
3. After the submission of the Technical Bid and Financial Bid according to the instructions provided in the sections below, the bids will be evaluated through a two-stage process: Technical and Financial evaluation.
4. The Documents to be submitted:

-	Technical Bid including Supporting Documents
Form A	Covering letter with the Proposal in response to RFP Notice
Form B	Relevant Project Experience
Form C	Details of responding organization

5. The Technical Bid and Financial Bid may be submitted at the following address on or before **January 08, 2024, by 12 Noon** via post or by hand to:
Deputy Director (Accounts & Finance), Quality Council of India (QCI), Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002

Tender Summary /Data Sheet

S. No.	Particulars	Details
1.	Addressee and address at which the bid is to be submitted	Deputy Director (Accounts & Administration), Quality Council of India, 2 nd Floor, ICCW Building, 4-Deen Dayal Upadhyaya Marg New Delhi - 110002, India
2.	Date of issue of the Request for Proposal (RFP)	03.01.2024
3.	Last date and time for submission of Applications	08.01.2024, 12 Noon
4.	Tender Processing Fee	N/A
5.	Earnest Money Deposit	₹ 1,50,000
6.	Performance Bank Guarantee	10% of the contract value
7.	Contract Period	1 Month
8.	Contact Person for clarification	Procurement Team: procurement@qcin.org
9.	Presentation Round	08.01.2024, 3 PM onwards
10.	Method of Selection	QCBS
11.	Documents to be submitted	Refer Clause-6: Submission of Proposal

Introduction

Quality Council of India (QCI)

QCI was established as an autonomous non-profit organization by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India in partnership with the Indian Industry. QCI plays a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

BACKGROUND

In keeping with the honourable Prime Minister's vision of moving from Amrit Kaal to Kartavya Kaal in the next 25 years, QCI has envisioned the Youth for Quality Bharat Mission (YQBM), a transformative initiative designed to empower the youth of India, under the aegis of QualityBharat @100 Mission, a long - term initiative of QCI, focusing on the growth story of India to become Viksit Bharat by achieving 100% quality in all facets of life by 2047. The Mission takes inspiration from youth icon Swami Vivekanand's clarion call "Arise, awake, and stop not till the goal is reached"; and focuses on empowering the youth to be the architects of new India.

As part of the Youth for Quality Bharat Mission, the QCI is institutionalizing the Rashtriya Guvatta Pakhwada, which will be observed and celebrated every year from the National Youth Day, 12th January, 2024, the birth anniversary of the iconic youth leader Swami Vivekanand till 26th January, the Republic Day, underlining the key role that youth of our nation will be playing in making India a developed nation that will ensure quality of life for its 1.4 billion citizens.

1. SCOPE OF WORK

The agency is required to be well versed with protocols, guidelines and systems of conducting such media initiatives. The agency is expected to work in the following areas:

1.1. Newspaper Advertisement:

S.No.	Publication	All Edition	Language	Size
1	Times Of India	All Edition	English	1 Half Page
2	Dainik Jagran	All Edition	Hindi	1 Half Page
3	Gujarat Samachar	All Edition (Except Mumbai)	Gujarat	1 Half Page
4	Dainik Bhaskar	MP & Rajasthan	Hindi	1 Half Page
5	Lokmat	All Edition	Marathi	1 half Page
6	Vijay Vani	All Edition	Kannada	1 half Page

1.2 Social Media:

Influencer Activity on Instagram and Facebook

S. No	Category	Followers	Number of Influencers
1	Nano Influencer	1k -10k	150
2	Micro Influencer	10k - 100k	100
3	Macro Influencer	100k +	10

Twitter

Total 6 hours of twitter trending 2 Hours trending on 12th Jan, 14th Jan and 21th Jan 2024 the trending hashtag of Gunwatta Pakhwada must trend among the Top 5 topics nationally

1.3 Out of Home Advertising

Outdoor Location In Central Delhi	Media	Size (W x H)	
Outside Girdhari Lal Maternity Hospital Coming from RamleelaMaidan	Unipole	20	10
Opp. Food Plaza , Kamla Market towards Civic Centre	Unipole	20	10
Minto Road Bus Terminal towards New Delhi Railway Station	Unipole	20	10
Main Entry Gate New Delhi Railway Station	Unipole	20	10
Outside Ramleela Ground towards Delhi Gate	Unipole	20	10
Outside Zakir Hussain College towards NDLS	Unipole	20	10
Outside Erwin Hospital Facing Delhi Gate Red Light	Unipole	20	10
Opp. BJP Head Office towards ITO	Unipole	20	10
DDU Public Park towards Bal Bhawan / ITO	Unipole	20	10
JLN RashtriyaYuva Kendra DDU Marg towards Minto Road	Unipole	20	10
Infront of Maulana Azad Medical College (Bal Bhawan)	Unipole	20	10
Maulana Azad Medical College towards Ambedkar Stadium	Unipole	20	10
Ambedkar Stadium Xing towards Delhi Gate	Unipole	20	10
Shanti Van Xing	Unipole	20	10
Outside Dushera Ground Red Fort towards Daryaganj	Unipole	20	10
Jama Masjid Metro Station, Lal Quila to Daryaganj	Unipole	20	10
Daryaganj, NR Golcha Cinema towards Jama Masjid/ Lal Quila	Unipole	20	10
Outside Old Delhi Railway Station facing Azad Market	Unipole	20	10
Near Church Mission Road towards Old Delhi Rly St.	Unipole	20	10
Minto Road Xing towards CP/NDLS/Civic Centre	Billboard	50	15
RK Ashram Marg	Utility	16	10
Swati Hostel (Mandir Marg)	Utility	20	12
North Avenue	Utility	19	8
Campa Cola Factory Opp. MayurBhawan	Utility	26	10

2. PRE-QUALIFICATION CRITERIA

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	<p>The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: -</p> <ul style="list-style-type: none"> • A Limited Liability Partnership ("LLP") registered under the LLP Act, 2008; • an Indian Company ("Company") registered under the Companies Act, 1956/ 2013; • a "Partnership Firm" registered under the Indian Partnership Act, 1932; • a Sole Proprietorship firm, registered as such under the Applicable Laws of India <p>With minimum 10 years of existence at the time of submission of the bid.</p>	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ul style="list-style-type: none"> • Incorporation Certificate of the company • PAN Card of the registered legal entity • GST certificate of the registered legal entity • Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm • MSME Certificate (if applicable) • Any other supporting document, as may be required
2	Annual Turnover	<p>Average turnover of at least ₹ 3 Cr. generated in the past three (3) financial years (2020-21, 2021-22 and 2022-23) from services relevant to the scope sectors.</p>	<ul style="list-style-type: none"> • Turnover certificate by CA (original); or • Audited balance sheets for the last three financial years (i.e., 2020-21, 2021-22 and 2022-23) to support the claim
3	Work experience	<p>The Bidder(s) must have relevant experience with reference to similar outreach activities at least 03 (three) projects/ contracts with each project/ contract having a minimum contract value of ₹50 (Fifty) Lakhs for Central or State Govt., Union Territory, PSU, CPSU, SPSU, Central universities, national institutes in the last 10 (Ten) Financial Years</p>	<ul style="list-style-type: none"> • Contract/ Agreement/ Work Orders from client(s) providing the details of the project/contract.
4	Local Presence	<p>The applicant should have a local/ central office in Delhi NCR Area.</p>	<p>Valid proof of address, i.e. Rent Agreement, Electricity Bill, Water Bill etc.</p>

5	Non- Blacklisting	The bidding entity must not be blacklisted / terminated / debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last three (3) years.	An undertaking to be submitted in the format of Annexure-D
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3. METHOD OF SELECTION:

- 3.1 The bids shall be evaluated on Quality and Cost Based Selection (QCBS).
- 3.2 In deciding the final selection of the service provider, the technical bid of the proposal will be given a weightage of 70% and the financial bid will be given a weightage of 30%. (in case of QCBS)
- 3.3 The financial bids of only those bidders who qualify for the technical evaluation will be invited. (in case of QCBS)
- 3.4 The proposal with the lowest cost will be given a score of 100 and the other proposals will be scored on a pro-rata basis, inversely proportional to the offered cost i.e., lower marks for higher priced offers. (in case of QCBS)
- 3.5 Subcontracting may be allowed only upon prior written intimation to QCI at the Bidding stage itself, the responsibility for management and liability shall rest with the selected service provider.

TOTAL SCORE: (in case of QCBS)

- The total score shall be obtained by weighing the quality and cost scores and adding them.
- Total Score = [Normalised Technical Score* 70 (Weightage given to technical criteria)] + [Financial Score* 30 (Weightage given to financial criteria)]

4. EVALUATION CRITERIA

The technical evaluation shall be based on the following criteria:

S. No	Criterion	Weightage
1	Prior experience of the Bidder	30
1 a)	The Bidder should have successfully executed at least 3 similar works in the last 10 completed financial years for Government of India or any Central Ministry or State Govt or Trade Organization value not less than 50 Lakhs each.	
2	Project team and experience of Agency	30
2 a)	The Team and the Agency should have the work experience of 20 Yrs with the exposure of undertaking assignments of Honorable President / Prime Minister of India/ Honorable Chief Ministers from various states of India.	
3	Creative understanding and designing various tools of communication as required in RFP. This includes Conceptualizing, Designing, and Production of art work and management of campaign.	40

5. GENERAL TERMS AND CONDITIONS

- 5.1. **Presentation:**As a part of evaluation of proposals submitted by the applicants, QCI reserves the right to seek further information or a presentation from the Organizations for evaluation purposes. QCI may call for such information/presentation at a short notice.

- 5.2. **Amendments to RFP:**At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. Any such amendment shall be communicated to the service providers.
- 5.3. **Conflict of Interest:**QCI requires that service provider provides professional, objective, and impartial analysis and data, and at all times hold the QCI's interest's paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- 5.4. **Ethics:**QCI expects Service Provider to show highest ethical standards during the course of the assignment; if any complaints/information regarding any incident of bribery, corrupt payment, an unauthorized offer etc., is brought to the fore, the Service Provider shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time; QCI is absolved of any liability/claim arising out of any such above situations; all personnel should have signed the code of conduct with the Service Provider and any conflict of interest shall be declared to QCI.
- 5.5. **Earnest Money Deposit (EMD)/ Bid Security:** Bidders shall submit, along with their Bids, Bid Security (EMD) of INR 25000 as per the details mentioned below:
By demand draft in favor of Quality Council of India, payable at New Delhi, or
Deposit through RTGS/ NEFT as detail under**: -
For payment of EMD through Bank transfer:-

Name of the Bank	Axis Bank LTD, 6/83, Padam Singh Road, Karol Bagh, New Delhi
Name of the Account	Quality Council of India
Saving Bank Account	223010100053020
IFSC Code	UTIB0000223

Note:

- i. NO CHEQUES WILL BE ACCEPTED. The applicant whose EMD has been deposited by NEFT/RTGS, must enclose the transaction details/ evidence along with their technical bid, otherwise the bid will be rejected.
- ii. Bid security in any other form will not be entertained.
- iii. No interest will be payable to the Bidder on the amount of the EMD. Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days of completion of the process
- iv. In case bid is submitted without the bid security then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.
- v. The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - Bidder does not respond to requests for clarification of its Proposal.
 - Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

*MSEs (Micro and Small) are exempted from paying Earnest Money Deposit. In this case participants are required to submit valid MSE registration certificates (Udyog Aadhaar) to avail exemption.

EMD Refund:

For Unsuccessful Bidders: The EMD of all unsuccessful bidders would be refunded without interest by QCI on finalization of the bid in all respects by the successful bidders within 45 days after finalization of tender.

For Successful Bidders: The EMD of successful bidders would be returned without interest upon submission of Performance Bank Guarantee by the successful bidders. The above-mentioned refund would be completed within 30 days of the issue of work order to the successful bidder.

In case bid is submitted without the bid EMD then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.

- 5.6. **Performance Bank Guarantee:** QCI shall require the selected agency to provide a Performance Bank Guarantee, within 30 days from the notification of award, for a value equivalent to 10 % of the contract value. The Performance Guarantee shall contain a claim period of three months from the last date as per the contract duration. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the submission of deliverables. In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, the purchaser at its discretion may cancel the order placed on the selected bidder without giving any notice. Purchaser shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or purchaser incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.
- 5.7. **Intellectual Property Rights:** QCI will own all the intellectual property resulting out of services being performed under this contract.

"Intellectual Property and Invention" includes documents, reports, concept papers, ideas, concepts, creations, discoveries, inventions, improvements, know-how, trade or business secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs, including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

"Intellectual Property Rights" or "IPRs"/ "Inventions" include (i) all rights, title and interest under any statute or under common law including patent rights; copy rights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

The service provider may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that the service provider owns in performing the Services. The Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that are developed in the course of the Services shall rest

with the QCI. The service provider shall not use any such Materials included in the Reports, as well as the Reports themselves without the prior permission of QCI.

- 5.8. **Subcontracting:** Subcontracting may be allowed only upon prior written intimation to QCI at the bidding stage itself, the responsibility for management and liability shall rest with the selected service provider.
- 5.9. **Force Majeure:** Neither party shall be held responsible for non-fulfillment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months, the parties may then mutually decide about the future course of action.
Force Majeure shall not include:
- i. any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
 - ii. any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the Contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
 - iii. Insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.
- 5.10. **Indemnity:** The Service Provider shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any act, omission, or negligence of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation should be limited to the total value of the work order.
- 5.11. **Language:** The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern. All correspondence and documents relating to the Proposal exchanged by the bidder and QCI shall also be written in the English language.
- 5.12. **Termination by Default:** QCI reserves the right to terminate the contract of Service Provider in case of change in the Government procedures or unsatisfactory services.
- 5.13. **Liquidated Damages:** In the event that the Service Provider fails to complete the work and provide various services within the specified time, QCI reserves the right, without waiving any other rights granted in this Agreement, to seek and recover Liquidated Damages from the Service Provider. The amount of Liquidated Damages shall be determined by the QCI Secretary General and shall not exceed the total contract value.
- 5.14. **Written Undertaking:** QCI may at any time require the service provider and its employees/advisors/professionals/Contractors, to whom confidential information may be disclosed in the course of execution of contract, to give a written undertaking in the form of a deed reasonably accepted to QCI and relating to the use and non-disclosure of the confidential information relating to QCI or any Government Department or relating to any Ministry and or such other information that QCI suggests to be confidential. Upon receiving a request aforesaid the service provider must promptly arrange for all such undertakings to be given to QCI.
- 5.15. **Maintenance of Confidentiality:** The service provider must not divulge any confidential information and ensure that reasonable steps are taken to provide for the safe custody of any and confidential

information in its possession and to prevent unauthorized access thereto or use thereof. The service provider must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the agency must comply with these conditions. Confidentiality clause shall survive for a longer period as will be specified in the Non-Disclosure Agreement (NDA) to be signed before signing of original contract.

5.16. **Removal of Data:**The service provider must ensure that its employees/ professionals/subcontractors and/ personnel do not:

- a. remove any data or allow any Data concerned with this contract to be removed from the places as notified / directed by QCI; or
- b. take any Data or allow any Data to be taken outside of India, without the QCI's prior written consent.

5.17. **Payment Terms:** The payment shall be made within 30 days of the submission of proper invoice.

5.18. **Disclaimer:**

- a. QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
- b. QCI reserves the right
 - i. To terminate the RFP process at any time, without assigning any reasons thereof;
 - ii. To reject any/all applications without assigning any reasons thereof;
 - iii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof;
 - iv. To include any other item in the Scope of work at any time after consultation with applicants or otherwise;
 - v. To select multiple organizations for the project for allocation of work if it meets the essential criteria for qualification.

5.19. **Validity of Proposals:**The proposals shall remain valid for a period of 90 days from the last date of submission. In exceptional circumstances, QCI may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder consenting to such request will not be required nor permitted to modify its Proposal.

6. SUBMISSION OF PROPOSAL

6.1 TECHNICAL PROPOSAL

The technical proposal must contain the following:

- 6.1.1 Form A: Covering letter with the Proposal in response to RFP Notice
- 6.1.2 Form B: Relevant Project Experience
- 6.1.3 Form C: Details of the responding organization
- 6.1.4 Form D: Non-Blacklisting Undertaking
- 6.1.5 Proposed Conceptualization and execution of the proposed activities along with the timelines.
- 6.1.6 Details of the past projects undertaken relating to the mentioned scope of work highlighting the required scope of work.
- 6.1.7 Any other details that the bidder may like to provide.

6.2 FINANCIAL PROPOSAL:

The proposal shall include DAVP/BOC/Govt. approved rates of media wherever they are applicable. The Financial proposal shall be submitted on the letter head of the applicant bidder duly signed and stamped in the below mentioned format:

Newspaper Advertisement:

S. No.	Publication	All Edition	Language	Size	Rate*	Amount*
1	Times Of India	All Edition	English	Half Page		
2	Dainik Jagran	All Edition	Hindi			
3	Gujarat Samachar	All Edition (Except Mumbai)	Gujarat			
4	Dainik Bhaskar	MP & Rajasthan	Hindi			
5	Lokmat	All Edition	Marathi			
6	Vijay Vani	All Edition	Kannada			

Social Media

Particulars	Cost*
Total Cost of all the related activities mentioned in scope of work related to social media (1.2)	

Out of Home Advertising

Particulars	Cost*
Total Cost of all the related activities mentioned in scope of work related to Out of Home Advertising (1.3)	

*exclusive of taxes

Submission Guidelines:

- All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- All pages of the bid including the duplicate copies, shall be signed and stamped by the authorised signatory.
- Please Note that Prices must not be indicated anywhere in the Technical Bid.

Interested parties may send the technical bid in a sealed envelope super-scribing “**Request for Proposal (RFP) For Engagement of a Service Provider for Newspaper advertisement and Other Outreach Activities**” to **Deputy Director (Accounts& Administration), Quality Council of India (QCI), Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002**, latest by **January 08, 2023, 12 Noon**.

For further queries, you may please contact the below-mentioned:

For any other queries: Procurement Team

Email id: procurement@qcin.org

Form A: Application

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,

Deputy Director (Accounts&Administration),
Quality Council of India,
2nd Floor, Indian Council for Child Welfare Building,
4, Deen Dayal Upadhyay Marg,
New Delhi-110002

Subject: Submission of proposal in response to the RFP for “_____”

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated <dd/mm/yy> for Proposal for Selection of a media management agency.
2. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
3. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
5. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this Proposal response for a maximum period of TWO MONTHS from the date fixed for Proposal opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this Proposal response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
6. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
7. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCIs to any material fact. We agree that QCIs not bound to accept the lowest or any Proposal response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the Proposal response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2023

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Vendor

Form B: Relevant Project Experience

S. No.	Name of the Project/ Engagement	QCI name	Duration (Period)	Value

Form C: Details of responding organization

S. No.	Particulars	Details to be furnished	
1.	Details of responding Company		
	Name		
	Address		
	Telephone	Fax	
	E-mail	-	Website
2.	Information about responding Company		
	Status of Company (<i>Public Ltd. / Pvt. Ltd etc.</i>)		
	Details of Registration (<i>Ref e.g. ROC Ref #</i>)		Date
			Ref #
	Details of Service Tax Registration		Date
			Ref #
2.	Current Year Turnover (Rs Crores) from Event Management Activity;		
3.	Company Profile (Operations in India)		
3.1	Average turnover from Indian Operations from event management services in last three years	(Turnover in Rs Crores)	
3.2	Full-time professional staff engaged in related consulting services	(Number of Staff)	
3.3	Extent of operations in India (national spread) i.e. number of offices in India (QCI specific / project specific offices should not be considered)	(Number of Offices in different cities/towns and their address)	

Form D: Non-Blacklisting Undertaking

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Non-Blacklisting declaration in connection with RFP Ref. No. _____ dated _____ for _____

Dear Sir,

This is to notify you that our Firm/Company/Organisation _____ intends to submit proposal in response to invitation for Tender Ref. No. _____ for <>. In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of 2023

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder