

**Reference No. QCI/NBQP/GG/0724/348**

**Request for Proposal (RFP)  
for  
Engagement of an Event Management Agency**



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Tender Summary

S. No.	Particulars	Details
1	Project Scope	Request for Proposal (RFP) for <b>Engagement of an Event Management Agency</b>
2	Date of issue of the Request for Proposal (RFP) document	25.07.2024
3	Method of Selection	Pre-Qualification of eligible Bidders followed by Technical and Financial Evaluation, Least Cost System (LCS)
4	Last date of submission of bid	02.08.2024, 4 PM
5	Duration of Contract	8 Months (Till March 2025)
6	Performance Guarantee Bank	5% of contract value
7	Earnest Money Deposit	₹ 1,50,000
8	Period of Validity of Bids	90 Days
9	Contact for Clarification	<a href="mailto:procurement@qcin.org">procurement@qcin.org</a>
10	Presentation Round	To be notified via email if shortlisted

## I. Introduction: Quality Council of India (QCI)

The Quality Council of India (QCI) is an autonomous body set up jointly by Ministry of Commerce and Industry, Government of India and the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. 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.

## II. Objective:

The objective of this Request for Proposal (RFP) is to invite proposals from qualified and experienced agencies for the event management during the events tentatively planned in the FY 2024-25. The actual dates of the events shall be informed to the selected agency. A total of 4 events are planned in months of the August, October and December 2024 and February 2025.

## III. Scope of Work:

The scope of work for the event management includes the requirements related to the event management at the Hindi Bhawan (11, Vishnu Digamber Marg, near Bal Bhavan, Rouse Avenue, Mata Sundari Railway Colony, Mandi House, New Delhi, Delhi, 110002). The requirements to be fulfilled by the selected agency are given below:

S. No	Particular	Size	Qty	Remarks
Audio Visual & Light for Inside Auditorium				
1	LED Wall	16ft X 10 ft	1	Size May Vary As per actual dimension
2	LED Processor	-	1	-
3	HDMI Splitter	-	1	-
4	HD Switcher	-	1	-
5	Laptop	-	2	-
6	LED TV	55" for head table	1	Size May Vary As per actual dimension
7	UPS 20 KVA	-	1	-
8	JBL Sound system with 2 base 06 Top	-	1 set	-
9	Stage Audio Monitors	-	2	-
10	Cordless hand mic	-	8	-
11	Cordless collar mic	-	1	-
12	Podium Mic	-	2	-
13	DI Box	-	2	-
14	Media Box	-	1	-
15	Digital Mixer 32"	-	1	-
16	Additional Technical Equipments required for Live telecast from 4th floor to auditorium	-	-	-
17	LED PAR Light	-	20	-

18	Light Controller	-	1	-
<b>FABRICATION</b>				
<b>Inside Auditorium</b>				
1	LED Riser with carpet	16' x 4' x 2.5'	1	Size May Vary As per actual dimension
2	LED Riser Skirting Flex	16'x2.5'	1	Size May Vary As per actual dimension
3	LED Side Wings Flex	3' x 12.5'	2	Size May Vary As per actual dimension
4	White Podium with 3 Side Branding Flex	2' x 4'	1	Size May Vary As per actual dimension
5	Inside Hall Standee	3' x 6'	1	Size May Vary As per actual dimension
6	Inaugural Lamp with Accessories	10x3.5	1	Size May Vary As per actual dimension
7	Stage Side Wings Drop Down sun board	5x3	2	Size May Vary As per actual dimension
8	Black Masking- green room	8x2	2	Size May Vary As per actual dimension
9	Gray Carpet (stage)	20x20	1	Size May Vary As per actual dimension
10	Stage Step Carpet - both side	6x6	2	Size May Vary As per actual dimension
11	Arm Chairs for Stage	-	7	-
12	Coffee Tables Table	-	7	-
13	Water Bottle Glass	-	7	-
14	Glass with Coaster	-	7	-
15	Dropdown Flex	-	4	-
16	Flex framing near arch gate	8'x12'	1	Size May Vary As per actual dimension
17	Carpet	640 sq.ft.	-	Size May Vary As per actual dimension
<b>Other Outside Area</b>				
1	Water Cooler Masking	4' x 7'	1	Size May Vary As per actual dimension
2	Water Cooler Masking	3' x 7'	1	Size May Vary As per actual dimension
3	Flex Framing (check back drop)	9'x7'	1	Size May Vary As per actual dimension
4	Black masking	5.5'x7	1	Size May Vary As per actual dimension
5	Masking black masking	20'x7'	1	Size May Vary As per actual dimension

6	Self-Standing Standees	3' x 6'	6	Size May Vary As per actual dimension
7	Self-Standing Standees	8' x 4'	3	Size May Vary As per actual dimension
8	Box Arch Gate	10x8 (2) + 12x6 (1)	2	Size May Vary As per actual dimension
9	Flex framing near arch gate	8'x12'	1	Size May Vary As per actual dimension
10	Registration Table masking	10' x 2.5' + 2.5'x2.5'	1	Size May Vary As per actual dimension
11	Registration Backdrop	10' x 6'	1	Size May Vary As per actual dimension
12	Carpet	1000 sq. ft.	-	Size May Vary As per actual dimension
13	Double side tape for carpet pasting	-	5	-
14	Graphic Designing Of Collateral	-	-	-
15	Tent Cards	5x250	1	-
16	Misc.	-	-	-
17	Transportation	-	-	-
<b>FOOD AREA AND FLOWER DECORATION</b>				
1	Flower Decoration - Ground Floor + staircase and auditorium + Bouquets	-	-	-
2	Layers of Flower Decoration - Ground Floor + staircase and auditorium + Bouquets & 4 floral stands	-		-
3	Food Area Tent + 15 tables with cover + 3 bar Tables With covers + 4 steel Dustbins	-		-
4	Snacks + beverages	-		-
5	Disposable crockery	-	-	-
6	Crockery and Cutlery	-	-	-
7	Service boys	-	-	-
8	Water Dispenser + 4 (20 litres) bottles + paper glasses	-	-	-
9	Cooler	1	-	-
10	Transportation	-	-	-
<b>VIDEO AND STILL PHOTOGRAPHY</b>				
<b>1st Day</b>				
1	Videographers with HD Cameras	-	2	-
2	Still Photographer	-	1	-
3	HD Cameras with Lens kit	-	3	-
4	Still Camera	-	1	-

5	Video Editing	-	2	-
Registration Day				
1	Videographers with HD Cameras	-	1	-
2	Video shooting for the Co-curricular Activity Pre-Event	-	-	-
3	Still Photographer	-	1	-
4	HD Cameras with Lens kit	-	3	-
5	Still Camera	-	1	-
6	Rent charges per day for Box Gate, Hoarding, Registration Backdrop, Standee, and Masking on the 1st floor will be applicable from Convocation Day to New Batch Registration Day.	-	-	Rent charges will be based on the actual number of days from Convocation Day to New Batch Registration Day.

**IV. Pre- Qualification Criteria:**

S. No.	Basic Requirements	Specific Requirements	Documents Required
1	Registration	<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"><li>• A Limited Liability Partnership (“LLP”) registered under the LLP Act, 2008.</li><li>• an Indian Company (“Company”) registered under the Companies Act, 1956/ 2013 or any previous Companies’ Act.</li><li>• a “Partnership Firm” registered under the Indian Partnership Act, 1932.</li><li>• Sole Proprietorship firm, registered as such under the Applicable Laws of India</li></ul>	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ol style="list-style-type: none"><li>i. Incorporation Certificate of the company, or</li><li>ii. 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</li><li>iii. MSME Certificate (if applicable).</li><li>iv. Any other supporting document, as may be required.</li><li>v. GST and PAN</li></ol>
2	Turnover	<p>Minimum Average Annual Turnover of the applicant from event management and similar services during the last three (03) financial years, i.e. FY 2021-22, 2022-23, 2023-24 (as per the last published audited financial statements), should be minimum ₹ 50 Crore</p>	<ol style="list-style-type: none"><li>i. CA Certificate certifying the turnover for FY 2021-22, 2022-23, 2023-24 with CA’s Registration Number, FRN, UDIN, and</li><li>ii. Audited Financial Statements for FY 2021-22, 2022-23, 2023-24 (to support the claim).</li><li>iii. Unaudited Turnover certified by CA for 2023-24 (if required)</li></ol>
3	Experience	<p>The Bidder(s) must have relevant experience/expertise in conducting the event management services with Central or State Govt., Union Territory, PSU, CPSU, SPSU, Central universities, national institutes, autonomous body, private organizations in the last 3 (Three) Financial Years for:</p>	<p>Copy of Work order/ Agreement/ Work Completion Certificates from the client*</p>

		i. One work order of the value not less than 25 Lakhs, or, ii. Two projects of value not less than 20 lakhs, Each in the last 3 years or, iii. Three projects of value not less than 12 Lakhs, Each in the last 3 years. <i>Note: The work order value stated above is inclusive of taxes.</i>	
4	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.	Submission as per format given in Annexures
5	Local Presence	The bidding entity must have an office in Delhi NCR Area.	Proof of address

**Note:** In case agency bound by any Non-Disclosure Agreement (NDA) clause and not able to submit the work order copy, redacted version of the Documents can be submitted masking confidential information such as name of the party however the Document should clearly mention the nature of work performed, contract value, duration of contract.

#### V. Evaluation Criteria

Evaluation of the bids will be done in two-stages namely Technical Evaluation (comprising pre-qualification check and technical evaluation) and financial evaluation based on LCS basis.

As a part of evaluation of proposals submitted by the applicants, QCI shall seek further information or a presentation from the organizations for evaluation purposes. QCI may call for such information/ presentation at a short notice. The presentation link shall be sent to only those bidders who qualify the prequalification criteria. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.

#### VI. General Terms and Conditions:

- OPTION CLAUSE:** QCI can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
- Contract Duration:** The contract will be valid for a period of 8 months.
- Payment Terms:** The payment shall be made within 30 days of the receipt of the proper invoices after the successful completion of each event.



4. **Blacklisting/debarring:** QCI reserves the right to cancel the work order issued and debar the firm if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days' prior written notice.
5. **Amendment to RFP:** At any time prior to the last date for receipt of proposal, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP document by an amendment. In order to provide bidder(s) a 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. The same shall be informed to the bidders through the issue of a corrigendum.
6. **Performance Bank Guarantee:** QCI shall require the selected service provider to provide a Performance Bank Guarantee, within 30 days from the notification of award, for a value equivalent to 5% of the financial proposal 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.  
The physical copy of Performance Guarantee should be submitted at QCI-HO within 30 days from the notification of award. 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.
7. **Authorization of Signatory:** The Bid may be signed either by the Principal Officer of the service providing firm or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/ authorized representative of the firm shall sign the proposal and also initial all pages of the original Technical Proposal. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.
8. The bidder should adhere to laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities which are applicable to respective business, obligations and subject matters of the contract. QCI reserves the right to conduct an audit / on-going audit of the services provided by the bidder. QCI reserves the right to ascertain information from organizations to which the bidders have rendered their services for execution of similar projects.
9. **Maintenance of Confidentiality:** The agency must not divulge any confidential information and assure 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 agency 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 the termination of contract or contract expiry period.

The selected agency will be required to sign a mutually agreed Non-Disclosure Agreement (NDA) with QCI.

10. **Standard of Performance:** The consultant agrees to perform services diligently, efficiently, and economically, adhering to professional standards and practices. They will act as a faithful adviser to QCI, prioritizing the QCI's interests in all dealings with third parties.
11. **Intellectual Property Rights:** All documents, report, information, data, concept etc. collected and prepared by the service provider in connection with the scope of work submitted to QCI will be property of QCI. The service provider shall not be entitled, either directly or indirectly, to make use of the documents, reports, concept etc. given by QCI for carrying out of any services with any third parties. The service provider shall not, without the prior written consent of QCI be entitled to publish concept, studies or descriptive articles, with or without illustrations or data, in respect of or in connection with the performance of services. The pre-existing intellectual property of the service provider used in deliverables shall remain vested with the service provider.  
QCI reserves the right to take stringent action including blacklisting legal action in case of breach of this clause.
12. No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of QCI, except to the extent required for submitting the bid. The information contained in this document is only disclosed for the purposes of enabling potential service providers to submit a proposal to QCI. This document should not therefore be used for any other purpose. These documents contain proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. service providers must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.
13. **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.
14. **Force Majeure:** Neither party shall be held responsible for non-fulfilment 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, floods, earthquakes, strikes, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give 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 any event which a diligent Party could reasonably have been

- expected both to consider 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.
- ii. Insufficiency of funds or human resources or inability to make any payment required for the execution of services under this contract.
15. **Ethics:** QCI expects the selected 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.
16. **Written Undertakings:** 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.
17. **Taxes & Duties:** The service provider shall be liable to pay all direct and indirect taxes, duties, fees, and other impositions levied under the laws of India.
18. **Validity of Proposals:** The proposals shall remain valid for a period of 180 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 shall not be required nor permitted to modify its Proposal.
19. QCI, by issuance of this RF does not necessarily indicate or imply that the project will be commenced. The service provider will absolve QCI of all responsibilities if the project does not start within a stipulated time frame. QCI reserves the right to withdraw this assignment any time without prior consultation or intimation to the service provider.
20. The service provider shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the service provider will not be considered.
21. The service provider shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid and QCI is not liable to seek clarifications on the documents not submitted as part of the bid.
22. **Termination of Contract**
- i. **Termination for Default**  
QCI reserves the right to terminate / short close the contract, without prejudice to any other remedy for breach of contract, by giving one month notice if the agency fails to perform any obligation(s) under the contract and if agency, does not cure his failure within a period of 30 days (or such longer period as QCI may authorize in writing) after receipt of the default notice from QCI.
- ii. **Termination for Insolvency:**  
QCI may at any time terminate the contract by giving written notice without compensation to the agency if the agency becomes bankrupt or otherwise insolvent, provided that such

termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to QCI.

iii. **Termination for Convenience**

QCI may, by written notice sent to the agency, terminate the contract, in whole or part, at any time for its convenience, by giving 15 days' notice. However, the payment shall be released to the extent to which the performance of work executed as determined by the agency till the date upon which such termination becomes effective. The agency may terminate this contract, or any particular services, by giving 15 days' written notice to QCI if the agency reasonably determines that the agency can no longer provide the Services under applicable law or professional obligations.

**23. Earnest Money Deposit (EMD)/ Bid Security:** Bidders must submit the Bid Security (EMD) of ₹ 1,00,000 with their bids, as detailed below:

- i. By demand draft in favour of Quality Council of India, payable at New Delhi, or
- ii. Deposit through RTGS/ NEFT as detail under: -

For payment of EMD through Bank transfer:

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

- 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. The EMD may be Forfeited:
- v. If a bidder withdraws its bid during the period of bid validity.
- vi. Bidder does not respond to requests for clarification of its Proposal.
- vii. Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
- viii. 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.

**24. EMD Refund:**

- a) **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.

- b) **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.
  - c) 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.
25. The bidders submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
26. **Disclaimer:**  
QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
- a) Submitted the proposal after the response deadline
  - b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
  - c) Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
  - d) Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
  - e) Submitted more than one proposal
  - f) Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
27. The application is liable to be rejected if:
- a) Not in prescribed forms and not containing all required details.
  - b) Not properly sealed and signed as per requirements.
  - c) Received after the expiry of due date and time.
  - d) Missing of any supporting document(s) with the Proposal

## VII. Submission of Proposals

The intending bidders are expected to prepare proposals covering the following aspects:

1. **Technical Proposal:**
  - a) Supporting documents required as per the pre-qualification criteria
  - b) Form A: Covering letter with the Proposal in response to RFP Notice
  - c) Form B: Relevant Project Experience
  - d) Form C: Details of responding organization
  - e) Form D: Resource Profiles
  - f) Form E: Non-blacklisting Undertaking
2. **Financial proposal:** The financial proposal shall be submitted as per the format given below:

S.No	Particular	Size	Qty	Rate	Amount
<b>Audio Visual &amp; Light for Inside Auditorium</b>					
1	LED Wall	16ft X 10 ft	1		
2	LED Processor		1		

3	HDMI Splitter		1		
4	HD Switcher		1		
5	Laptop		2		
6	LED TV	55" for head table	1		
7	UPS 20 KVA		1		
8	JBL Sound system with 2 base 06 Top		1 set		
9	Stage Audio Monitors		2		
10	Cordless hand mic		8		
11	Cordless collar mic		1		
12	Podium Mic		2		
13	DI Box		2		
14	Media Box		1		
15	Digital Mixer 32"		1		
16	Additional Technical Equipments required for Live telecast from 4th floor to auditorium				
17	LED PAR Light		20		
18	Light Controller		1		
<b>FABRICATION</b>					
<b>Inside Auditorium</b>					
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5	Inside Hall Standee	3' x 6'	1		
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<b>Other Outside Area</b>					
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4	Black masking	5.5'x7	1		

5	Masking black masking	20'x7'	1		
6	Self-Standing Standees	3' x 6'	6		
7	Self-Standing Standees	8' x 4'	3		
8	Box Arch Gate	10x8 (2) + 12x6 (1)	2		
9	Flex framing near arch gate	8'x12'	1		
10	Registration Table masking	10' x 2.5' + 2.5'x2.5'	1		
11	Registration Backdrop	10' x 6'	1		
12	Carpet	1000 sq.ft.			
13	Double side tape for carpet pasting		5		
14	Graphic Designing Of Collateral				
15	Tent Cards	5x250	1		
16	Misc.				
17	Transportation				
<b>FOOD AREA AND FLOWER DECORATION</b>					
1	Flower Decoration - Ground Floor + staircase and auditorium + Bouquets				
2	Layers of Flower Decoration - Ground Floor + staircase and auditorium + Bouquets & 4 floral stands				
3	Food Area Tent + 15 tables with cover + 3 bar Tables With covers + 4 steel Dustbins				
4	Snacks + beverages				
5	Disposable crockery				
6	Crockery and Cutlery				
7	Service boys				
8	Water Dispenser + 4 (20 litres) bottles + paper glasses				
9	Cooler	1			
10	Transportation				
<b>VIDEO AND STILL PHOTOGRAPHY</b>					
<b>1st Day</b>					
1	Videographers with HD Cameras		2		
2	Still Photographer		1		
3	HD Cameras with Lens kit		3		
4	Still Camera		1		
5	Video Editing		2		
<b>Registration Day</b>					
1	Videographers with HD Cameras		1		
2	Videoshoot for the Co-curricular Activity Pre-Event				
3	Still Photographer		1		

4	HD Cameras with Lens kit		3		
5	Still Camera		1		
6	Rent charges per day for Box Gate, Hoarding, Registration Backdrop, Standee, and Masking on the 1st floor will be applicable from Convocation Day to New Batch Registration Day.				
7	Transportation				
8	CONSULTING FEE (OVERALL COORDINATION & MANAGEMENT)				
Total Amount (excl GST)					
GST					
Total Amount (incl GST)					

Note: The actual quantity may vary from event to event.

Interested parties may send the technical and financial bid in two separately sealed envelopes inside a larger sealed envelope super-scribing **“Engagement of an Event Management Agency”** to Deputy Director (Finance & Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, 2 - Bahadur Shah Zafar Marg, New Delhi - 110002, India latest by **August 02, 2024, 4 PM**

A copy of only technical proposal, in the PDF format, shall be submitted to [procurement@qcin.org](mailto:procurement@qcin.org) on or before **August 02, 2024, 4 PM**

**Note:** In case of any discrepancy in the submitted technical proposals (PDF version and Hard Copy), the documents submitted in the hard copy shall prevail.

For any queries, you may please contact the below:

Procurement Cell, QCI

Email id: [procurement@qcin.org](mailto:procurement@qcin.org)



## ANNEXURES

### Form A: Covering letter with the Proposal in response to RFP Notice

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

To,

Deputy Director (Finance & Accounts),

Quality Council of India,

Institution of Engineers Building,

2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar 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 \_\_\_\_ for “ \_\_\_\_\_”, in full conformity with the said RFP document.
2. The \_\_\_\_\_ proposal is made by \_\_\_\_\_ me/us \_\_\_\_\_ on behalf of.....(Company/Firm/Association of individuals) in the capacity of \_\_\_\_\_ duly authorized to submit the proposal.
3. I/We understand that QCI reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.
5. 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.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of THREE MONTHS from the date fixed for bid 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 bids response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid 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 bid 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 2024 (Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company)

Seal/Stamp of Bidder

{Place}

{Date}

**Form B: Relevant Project Experience**

S.No.	Name of the Project/ Engagement	Client Name	Duration (Period)	Approximate value of the assignment

**Form C: Details of the responding firm**

S. No.	Particulars	Details to be furnished			
1.	<b>Details of responding Company</b>				
	Name				
	Address				
	Mobile		Fax		
	E-mail	-	Website		
2.	<b>Information about responding Company</b>				
	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 #		
3.	Current Year Turnover (Rs Crores) from event management services in India;				

4.	Company Profile (Operations in India)		
4.1	Average turnover from Indian Operations from services in last three years	(Turnover in Rs Crores)	
4.2	Full-time professional staff engaged in similar projects	(Number of Staff)	
4.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be considered)	(Number of Offices in different cities/towns and their address)	

**Declaration by Director/ Proprietor/ Partner:**

I/We declare that the information furnished above is correct to the best of my/our knowledge /belief.

I/We undertake to inform you of any change in above particulars at the earliest.

**Form D: Format for 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 (Year)

(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