

Reference No. QCI/NBQP/0125/406

**Request for Proposal (RFP)**

**For**

**Event Management agency for QCI Foundation Day Puja at World  
Trade Centre, Nauroji Nagar New Delhi**



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

## Tender Notice

1. Quality Council of India invites proposal for "**Event Management agency for QCI Foundation Day Puja at World Trade Centre, Nauroji Nagar New Delhi**".
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:

Form A	Covering letter with the Proposal in response to RFP Notice
Form B	Non-Blacklisting Undertaking
-	Financial Bid

5. The Technical Bid and Financial Bid should be submitted in sealed separate envelopes inside a larger super sealed envelope super-scribing "**Request for proposal for Event Management agency for QCI Foundation Day Puja at World Trade Centre, Nauroji Nagar New Delhi**" to the Deputy Director, Finance and Accounts Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002, on or before **January 15,2025 by 3 PM**.

### **Tender Summary**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Addressee and address at which the bid is to be submitted	Deputy Director, Finance and Accounts Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002
2.	Last date and time for submission of Applications	January 15,2025 by 3 PM
3.	Tender Processing Fee	N/A
4.	Contact Person for clarification	Procurement Team: <a href="mailto:procurement@qcin.org">procurement@qcin.org</a>
5.	Presentation Round	To be notified by email
6.	Method of Selection	Least Cost System (LCS)
7.	Documents to be submitted	Refer Clause-5: Submission of Proposal

## I. 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.

## II. SCOPE OF WORK

QCI plans to celebrate its Foundation Day with a Puja ceremony on **January 21, 2025**, at World Trade Centre, Nauroji Nagar New Delhi. The elements below are for 1 Main puja area and other arrangements like Seating and Food (J Block:2nd Floor) and additional 3 areas (J block: 3rd Floor, K Block: 1st & 2nd Floor)

TENTING			
S. No.	DESCRIPTION	SIZE	QUANTITY
1	Masking wall to wall	2240 sq ft	
2	Carpet	3000 sqft	
3	Chairs		100
4	Hi-bar tables		6
5	Mattress with white sheet		35
6	Buffet table with masking		35
7	Pole for masking		20
8	Base plate		20
9	View cutter for entry	8X8 sqft	1
10	Standy for flower arrangement		12
11	Flower Rangoli - Lift Area		1
12	Led lights		30

Audio-Visuals & Branding			
S. No.	DESCRIPTION	SIZE	QUANTITY
1	Cordless mike		2
2	Collar Mike		1
3	LED TV/w stand	75 inches	2
4	8 Channel Sound mixer		1
5	Splitter		1
6	HDMI Cable		2
7	Speakers		2
8	Standy	4x8 sq ft	5

9	Lamp Lighting with material		1
10	Washroom Signages		2

VIDEOGRAPHY			
S. No.	PARTICULARS	SIZE	QTY
1	VIDEOGRAPHY	-	1
2	PHOTOGRAPHER	-	1
Food - Lunch			
S. No.	PARTICULARS	SIZE	QTY
1	Tea	-	100
2	Coffee	-	100
3	Cold drinks	-	100
4	Green Salad	-	100
5	Chickpea Salad		100
6	Dal Bhukhara		100
7	Punjabi Paneer Butter masala		100
8	Aloo Gobhi Adraki		100
9	Hariyali Palak Malai Kokta		100
10	Veg Dum Pulao		100
11	Tomato Cucumber Raita		100
12	Assorted Breads - * Roti * Naan * Paratha		100
13	Gajar Ka Halwa		100
14	Gulab Jamun		100
15	Disposable crockery	-	100
16	Water Cooler	-	100
17	Serving Staff	6 to 8 nos	100
18	Glass water bottles	10 nos	100
19	Dustbins	4 nos	100
	<b>Transportation &amp; Labour Charges</b>	-	

### III. 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> </ul> <p>With minimum 1 year 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> <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	Minimum Average turnover of at least INR 20 lakhs. Generated in the past three (3) financial years (2021-22, 2022-23 and 2023-24).	<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, or;</li> <li>ii. Audited Financial Statements for FY 2021-22, 2022-23, 2023-24 (to support the claim).</li> </ol>
3.	Experience	<p>The Bidder(s) must have relevant experience in providing the customized self-booking portal for travel related services for Central or State Govt., Union Territory, PSU, CPSU, SPSU, private organizations in the last 05 (five) Financial Years as per following:</p> <ol style="list-style-type: none"> <li>i. Three (03) Similar Completed/ongoing works each one having Contract Value of ₹2 lakhs, Or</li> <li>ii. Two (02) Similar Completed/ongoing works each one having Contract Value of ₹3 lakhs, Or</li> <li>iii. One (01) Similar Completed works having Contract Value of ₹4 Lakhs.</li> </ol>	Copy of Work order / Agreement / Work Completion Certificate from the client.
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	Submission as per format given in Annexure-1 (Form B)

		found guilty of any criminal offence by any court of law, in the last three (3) years.	
5.	Local Presence	The bidding entity must have an office in Delhi NCR.	Proof of Address

#### IV. METHOD OF SELECTION:

The evaluation of bids will be based on Least Cost System (LCS).

#### V. GENERAL TERMS AND CONDITIONS

- Contract Duration:** The contract will be valid for a period of Ten (10) days from the date of the work order.
- Payments Terms:** 100% of the payment shall be made after successful completion of all the deliverables mentioned above in Clause II. The payment shall be made within 30 days of submission of proper tax invoices.
- 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.
- 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.
- 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.
- 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.

7. **Subcontracting:** There must be no further subcontracting without prior written consent of QCI; all manpower deployed by the Service provider shall be on-roll employees of the Service provider or must have a direct employment contract with the Service provider.
8. **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.
9. **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.
10. **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.
11. **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.

12. **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.
13. **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.
14. **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.
15. **Removal of Data:** The service provider must ensure that its employees/ professionals' subcontractors and/ personnel do not:
  - i. remove any data or allow any Data concerned with this contract to be removed from the places as notified / directed by QCI; or
  - ii. take any Data or allow any Data to be taken outside of India, without the QCI's prior written consent.
16. **Disclaimer:**
  - i. QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
  - ii. QCI reserves the right:
    - To terminate the RFP process at any time, without assigning any reasons thereof;
    - To reject any/all applications without assigning any reasons thereof;
    - 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;
    - To include any other item in the Scope of work at any time after consultation with applicants or otherwise;
    - To select multiple organizations for the project for allocation of work if it meets the essential criteria for qualification.
17. **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.

## VI. SUBMISSION OF PROPOSAL

### 1. TECHNICAL PROPOSAL

The technical proposal must contain the following:

- 1.1. All documents related to pre-qualification criteria.
- 1.2. **Form A:** Covering letter with the Proposal in response to RFP Notice
- 1.3. **Form B:** Non-Blacklisting Undertaking
- 1.4. Any other details that the bidder may like to provide.

### 2. FINANCIAL PROPOSAL:

The Financial proposal shall be submitted on the letter head of the applicant bidder duly signed and stamped in the below mentioned format:

S. No.	Description	Size	Units	Rate (₹) *	Amount (₹) *
<b>A</b>	<b>Tenting</b>				
1	Masking wall to wall	2240 SQ FT	1		
2	Carpet	3000 SQ FT	1		
3	Chairs		100		
4	Hi-bar tables		6		
5	Mattress with white sheet		35		
6	Buffet table with masking		35		
7	Pole for masking		20		
8	Base plate		20		
9	View cutter for entry	8x8 SQ FT	1		
10	Standee for flower arrangement		12		
11	Flower Rangoli - Lift Area		1		
12	Led lights		30		
13	Flower Decor - Lift area and main puja premises		L/S		
14	Labor & transportation		L/S		
<b>Sub-total of (A)</b>					
<b>B</b>	<b>Audio-Visuals &amp; Branding</b>				
1	Cordless mike		2		
2	Collar Mike		1		
3	LED TV/w stand	75"	2		
4	8 Channel Sound mixer		1		
5	Splitter		1		
6	HDMI Cable		2		
7	Speakers		2		
8	Standee	4'x8' sq. ft.	5		
9	Lamp Lighting with material		1		
10	Washroom Signages		2		
<b>Sub-total of (B)</b>					
<b>C</b>	<b>Photographer &amp; Videography</b>				
1	Videographer		1		
2	Photographer		1		

		Sub-total of (C)		
D	Food - Lunch			
1	Tea			
2	Coffee			
3	Cold drinks			
4	Green Salad			
5	Chickpea Salad			
6	Dal Bhukhara			
7	Punjabi Paneer Butter masala			
8	Aloo Gobhi Adraki			
9	Hariyali Palak Malai Kokta			
10	Veg Dum Pulao			
11	Tomato Cucumber Raita			
12	Assorted Breads -			
	- Roti			
	- Naan			
	- Paratha			
13	Gajar Ka Halwa			
14	Gulab Jamun			
15	Disposable crockery			
16	Water Cooler			
17	Serving Staff	6 to 8 nos.		
18	Glass water bottles	10 nos.		
19	Dustbins	4 nos.		
		Sub-total of (D)		
E	Labor & transportation	L/S		
F	Consulting Fee (Overall Coordination & Management)			
		Total Amount (₹) * [A+B+C+D+E]		

*\*exclusive of taxes*

3. **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 and Financial Bid in sealed separate envelopes inside a larger super sealed envelope super-scribing **“Request for proposal for Event Management agency for QCI Foundation Day Puja at World Trade Centre, Nauroji Nagar New Delhi”** to the Deputy Director, Finance and Accounts Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002, on or before **January 15, 2025 by 3 PM.**

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

Procurement Team

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

## Annexure-1

### Form A: Application

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

{Place}

{Date}

To,

Deputy Director (Accounts & Administration),  
Quality Council of India,  
2<sup>nd</sup> 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 <RFP title>.
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 QCI as to any material fact. We agree that QCI is 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: 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