

**Reference No. QCI/EMP/0325/414**

**Request for Empanelment (RFE)  
for  
Event Management Services**



Quality Council of India (QCI),  
Institution of Engineers Building,  
2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg,  
New Delhi-110002  
T: +91-11-23378056 / 57; F: +91-11-23378678  
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## Empanelment Notice

1. Quality Council of India, an autonomous body under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India invites proposals for “**Empanelment of agencies for Event Management Services**” from reputed firms for empanelment by QCI for a period of three (03) years subject to annual renewal, depending on the performance of the agency and their compliance of terms and conditions at the sole discretion of QCI.
2. The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the firm(s) will be as mentioned in this RFE and any modification or changes to the terms and conditions mentioned in this RFE will be entirely at discretion of QCI.
3. No contractual obligation whatsoever shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by duly authorized official(s) of QCI with the selected firm(s). QCI reserves the rights to empanel more than one firm.
4. The content of this RFE enlists the requirements of the Quality Council of India. It includes the Empanelment Terms which details out all that may be needed by the firms to understand the terms and the empanelment process and explain the contractual terms that the Quality Council of India wishes to specify at this stage.
5. Interested agencies are advised to study this RFE document carefully before submitting their proposals in response to the Empanelment notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications.

## Empanelment Summary

S.No.	Item	Details
1	Addressee and address atwhich the bid is to be submitted	Deputy Director (Accounts), Quality Council of India 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002
2	Date of issue of the Request for Empanelment (RFE) document	28 <sup>th</sup> March, 2025
3	Last date and time for submission of Applications	11 <sup>th</sup> April 2025, 3 PM
4	Duration of Empanelment	03 Year ( <i>subject to annual renewal based on performance evaluation and requirement of QCI</i> )
5	Validity of the Application	180 Days
6	Contact for clarification	procurement@qcin.org
7	Presentation Round	To be notified via email if shortlisted

## I. INTRODUCTION

The Quality Council of India (QCI), an autonomous body under Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry. QCI is a pioneering experiment of the Government of India in setting up organizations in partnership with 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. Presently, QCI has five constituent Boards involved in accreditation and promotion of quality. Every Board works under its own domain areas and is functionally independent.

The various Boards are:

### i. **National Accreditation Board for Testing and Calibration Laboratories (NABL)**

NABL has been established with the objective of providing Government, Industry Associations and Industry in general with a scheme of Conformity Assessment Body's accreditation which involves third-party assessment of the technical competence of testing including medical and calibration laboratories, proficiency testing providers and reference material producers.

### ii. **National Accreditation Board for Hospitals & Healthcare Providers (NABH)**

NABH is set up to establish and operate accreditation program for healthcare organizations. The board is structured to cater to much desired needs of the consumers and to set benchmarks for progress of health industry. The board while being supported by all stakeholders including industry, consumers, government, has full functional autonomy in its operation.

### iii. **National Accreditation Board for Education and Training (NABET)**

NABET has established a mechanism for the accreditation personnel certification, accreditation of vocational training organizations and skill assessment bodies. NABET also works in the domain areas of Education and Training. NABET works with various government departments for creating a credible model of assessment and provides its expertise to the departments to take credible decisions based on ground data.

### iv. **National Accreditation Board for Certification Bodies (NABCB)**

NABCB provides accreditation to Certification and Inspection Bodies based on assessment of their competence as per the Board's criteria and in accordance with International Standards and Guidelines. NABCB is internationally recognized and represents the interests of the Indian industry at international forums through membership and active participation with the objective of becoming a signatory to international Multilateral / Mutual Recognition Arrangements (MLA / MRA). NABCB is a member of the International Accreditation Forum (IAF) and its regional body Pacific Accreditation cooperation (PAC).

### v. **National Board for Quality Promotion (NBQP)**

NBQP works on the vision of promoting quality of life for the citizens of India. It has two important missions; the first one is to promote application of quality management standards and statistical quality tools with an objective of enabling industry, to improve their competitiveness, with specific focus on SME sectors. The second mission is focused on empowering the consumers to demand quality and consequently creating a backpressure on suppliers to ensure quality of their products and services.

Besides the Boards there are Divisions which predominantly play a crucial role in implementing projects of the government or the industry:

**i. The Project Planning & Implementation Division (PPID)**

This division works with various ministries in the government both at Central and State level. Set up with a vision of young professionals who could help the government from outside on key issues and provide support wherever required.

PPID has worked with number of Ministries on projects, including (but not limited to)– Ministry of Petroleum and Natural Gas, Ministry of Railways, NITI Aayog (erstwhile planning commission of India), Ministry of New and Renewable Energy, Department of Administrative Reform and Public Grievances (DARPG) and others.

**ii. ZED Division**

The ZED Division leads various projects of National importance with a focus on 'Atmanirbhar Bharat'. The division is involved in flagship programs of Ministry of Micro, Small & Medium Enterprises, Ministry of Tourism, Ministry of Defence, Ministry of Housing & Urban Affairs and others.

**iii. Project Analysis and Documentation Division (PADD)**

PADD aims towards the design, development, and implementation of voluntary conformity assessment frameworks for governmental, inter-governmental, regional, and global organizations.

**iv. Strategy and Policy Division (SPD)**

SPD is driving force for transformative change, dedicated to achieving quality excellence for a developed India. By focusing on strategy and policy interventions, the SPD aims to strengthen India's quality infrastructure and ecosystem, positioning QCI as a global leader in quality transformation. The SPD is committed to developing and implementing innovative strategies to elevate the quality standards across various sectors, including manufacturing, services, and governance. Through collaborative partnerships and a proactive approach, the SPD seeks to create the world's most advanced quality ecosystem that supports India's development priorities and strengthens its position in the global economy.

## **II. SCOPE OF WORK**

Quality Council of India invites reputed event management agencies for empanelment through this Request for Empanelment (RFE) to avail the services of reputed and experienced event management agencies for project initiation and planning, venue selection and logistics, vendor management, event promotion and marketing, budget management, budget management, registration and attendee management, on-site event management, post-event activities, compliance and permits and event wrap-up.

The selected event management agencies will be empanelled for a duration of 1 Year. The duration of the engagement may be renewed one year at a time depending on the performance of the agency and their compliance of terms and conditions at the sole discretion of QCI.

The event management agency will be empanelled to provide comprehensive services for the planning, coordination, and execution of events organized by the Quality Council of India (QCI). The scope of work includes, but is not limited to, the following:

**1. Event Planning and Conceptualization**

- i. Develop innovative themes, concepts, and formats for events, including conferences, seminars, workshops, award ceremonies, exhibitions, and training sessions.
- ii. Propose creative designs for event branding, including logos, banners, stage backdrops, invitations, and other promotional materials.
- iii. Coordinate with QCI for approvals on event concepts, plans, and designs.

**2. Venue Management**

- i. Identify, shortlist, and finalize suitable venues for events based on QCI's requirements.

- ii. Coordinate with venue authorities for booking, layouts, permissions, and logistical arrangements.
- iii. Ensure compliance with all venue-specific safety protocols, including fire safety and crowd management.

### **3. Audio-Visual and Technical Support**

- i. Provide audio-visual equipment, including projectors, LED screens, sound systems, microphones, lighting, and translation equipment (if required).
- ii. Arrange for technical support staff to operate and troubleshoot AV systems during the event.
- iii. Ensure high-quality live streaming and recording of events (if required).

### **4. On-Site Event Management**

- i. Deploy a dedicated on-site team to oversee and manage all aspects of the event execution.
- ii. Handle attendee registrations, distribution of kits, and badges.
- iii. Manage protocol requirements, including coordination with VIPs, dignitaries, and government officials.
- iv. Coordinate with catering services for high-quality food and beverages for attendees.
- v. Ensure the smooth operation of all event-related activities, adhering to timelines.

### **5. Vendor Coordination**

- i. Coordinate with third-party vendors for fabrication, printing, transport, catering, and other services as required.
- ii. Ensure timely delivery and quality control of all deliverables from vendors.

### **6. Identification and Finalization of the Emcee**

- i. Assess the event's theme and audience to determine the need for an emcee and finalize the communication style.
- ii. Define qualifications, including experience, communication skills, and language proficiency.
- iii. Shortlist potential emcees by reviewing portfolios and conducting interviews if needed.
- iv. Present shortlisted candidates for client approval and arrange meetings for event-specific briefings.
- v. Negotiate fees, manage contracts, and arrange logistics, including travel and on-site requirements.
- vi. Ensure on-site coordination, provide technical support, and implement contingency planning for seamless event execution.

### **7. Managing Press and Media**

- i. Identify relevant media outlets and develop press releases and communication materials.
- ii. Coordinate event coverage, including interviews and photo opportunities.
- iii. Arrange logistics for media personnel, such as access passes and seating.
- iv. Facilitate interactions between media and key stakeholders.
- v. Monitor media coverage and provide post-event reports.

### **8. Backstage Management During the Event**

- i. Organize and manage backstage areas, including green rooms and holding areas for speakers and performers.
- ii. Coordinate with technical teams for audio-visual setups, cue sheets, and stage transitions.
- iii. Ensure smooth flow of program segments, including speaker line-ups and performance schedules.
- iv. Manage on-stage props, materials, and any special requirements for presentations or performances.
- v. Provide logistical support and briefings for emcees, speakers, and performers.
- vi. Address any last-minute changes or emergencies to ensure seamless event execution.

### **9. Capturing the Event Through Photography and Videography**

- i. Arrange professional photographers and videographers to cover the event.
- ii. Develop a shot list, including key moments such as speaker sessions, audience interactions, and special activities.
- iii. Coordinate with the event team to capture branding elements and sponsor visibility.
- iv. Ensure high-quality images and videos suitable for post-event marketing and archival purposes.

- v. Manage on-site editing (if required) for quick social media updates.
- vi. Deliver final edited photographs and videos, including highlight reels and event summaries.

#### **10. Marketing and Promotion**

- i. Develop and execute a marketing and communication plan to promote events, leveraging digital platforms, social media, and traditional media.
- ii. Design and distribute invitations, emailers, brochures, and promotional content.
- iii. Manage event-related publicity, including press releases and media coverage.

#### **11. Logistics and Travel Management**

- i. Handle logistics for event participants, including travel, accommodation, and local transportation.
- ii. Provide end-to-end coordination for VIPs and guest speakers, including arrival, stay, and departure management.
- iii. Arrange for welcome desks, concierge services, and transport facilities at event locations.

#### **12. Post-Event Activities**

- i. Compile detailed post-event reports, including attendee feedback, photographs, videos, and other records.
- ii. Provide documentation of expenses and deliverables as per QCI's requirements.
- iii. Ensure dismantling and clean-up of the event site post-event execution.

#### **13. Adherence to Compliance and Guidelines**

- i. Ensure all events comply with government and QCI-specific guidelines, including safety and security standards.
- ii. Obtain necessary permissions, licenses, and insurance for the events.

#### **14. Miscellaneous Requirements**

- i. Be flexible and responsive to QCI's dynamic requirements.
- ii. Provide ad hoc services as required for specific event needs, including exhibitions, fairs, or hybrid events (physical and virtual).
- iii. Maintain confidentiality of QCI's events and related information.

### **Diversified Activities for Event Management: Pre-Event, During Event, and Post-Event**

#### **1. Pre-Event Activities**

The pre-event phase focuses on meticulous planning, coordination, and preparation to ensure the success of the event. Activities include:

- i. Define event objectives, develop a comprehensive plan, timeline, and budget.
- ii. Ideate themes, formats, and key deliverables in consultation with QCI.
- iii. Develop branding materials, including logos, brochures, and promotional content.
- iv. Identify and finalize venues based on capacity, facilities, and budget.
- v. Arrange venue permits, seating layouts, and parking arrangements.
- vi. Plan and book accommodation and transportation for speakers, VIPs, and participants.
- vii. Engage and finalize contracts with vendors for catering, fabrication, audio-visual equipment, printing, and decor.
- viii. Ensure timely delivery of event materials like kits, badges, and signage. Launch promotional campaigns through social media, email, and traditional media.
- ix. Design and distribute invitations, posters, and registration links.
- x. Coordinate press releases and media outreach for pre-event publicity.
- xi. Test audio-visual equipment, lighting, and live streaming setups.
- xii. Prepare presentations, videos, and other speaker content.
- xiii. Conduct technical rehearsals to ensure smooth execution.
- xiv. Develop an attendee registration portal and confirmation system.
- xv. Send reminders and logistical details to participants.
- xvi. Prepare and distribute welcome kits, itineraries, and event schedules.

## **2. Activities During the Event**

The event phase emphasizes flawless execution, guest engagement, and troubleshooting. Activities include:

- i. Set up registration desks, signage, and help counters for attendees.
- ii. Manage on-site registration, distribution of kits, and issuance of name badges.
- iii. Ensure smooth flow of the event as per the schedule and protocol.
- iv. Operate audio-visual systems, including microphones, projectors, and LED screens.
- v. Manage live streaming or hybrid event platforms for virtual participation.
- vi. Provide real-time technical troubleshooting to avoid disruptions.
- vii. Coordinate with VIPs, guest speakers, and dignitaries to ensure their comfort.
- viii. Facilitate green rooms and protocol arrangements for keynote speakers.
- ix. Assign dedicated personnel for escorting high-profile attendees.
- x. Oversee food and beverage services, ensuring quality and timely delivery.
- xi. Manage staff for serving meals and refreshments during breaks.
- xii. Conduct interactive sessions, Q&A rounds, and live polling for participant engagement.
- xiii. Monitor social media updates and live tweet important moments from the event.
- xiv. Provide real-time assistance to attendees for queries or issues.

## **3. Post-Event Activities**

The post-event phase focuses on evaluation, documentation, and closure of event-related processes. Activities include:

- i. Prepare and deliver a comprehensive post-event report, including attendee statistics, feedback, photographs, and videos.
- ii. Provide detailed financial reports and invoices for vendor payments and expenses.
- iii. Conduct surveys to gather feedback from attendees, speakers, and other stakeholders.
- iv. Analyse feedback to identify strengths and areas for improvement.
- v. Share event highlights through social media posts, press releases, and blogs.
- vi. Provide attendees with recordings, presentation slides, or other requested materials.
- vii. Dismantle and return rental equipment, props, and decorations.
- viii. Ensure venue clean-up and clearance.
- ix. Send thank-you emails or notes to participants, speakers, and sponsors.
- x. Archive all event-related documents, recordings, and assets for future reference.
- xi. Share learnings and best practices with QCI's internal team for future event planning.

While the above-mentioned activities are to give an idea on the nature and type of services, there can be any additional activities of similar nature, which the empaneled agency would be required to undertake, based on the requirements from time to time. The quality of the services is extremely critical and as part of their proposal the agency/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.



### III. PRE- QUALIFICATION CRITERIA

Agencies are expected to meet the following prequalification criteria. Agency failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. QCI shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	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: <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>	Registration documents of the Bidder as a company/firm or any legal entity along with: <ul style="list-style-type: none"> <li>• Incorporation Certificate of the company, or</li> <li>• 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>• MSME Certificate (if applicable).</li> <li>• Any other supporting document, as may be required.</li> <li>• GST and PAN</li> </ul>
2	Annual Turnover	Average turnover of at least two (02) Crore generated in the past three (3) financial years (2021-22, 2022- 23 and 2023-24) from any similar services.	<ul style="list-style-type: none"> <li>• Turnover certificate by CA (original); or</li> <li>• Audited financial statements of the last three financial years (i.e., 2021- 22, 2022-23, 2023-24) to support the claim</li> </ul>
3	Work Experience	The Bidder(s) must have relevant experience with reference to similar activities with Central or State Govt., Union Territory, PSU, CPSU, SPSU, Central universities, national institutes in the last 3 (Three) Financial Years as per following: <ul style="list-style-type: none"> <li>• One (01) work order of the value not less than 40 Lakhs, or</li> <li>• Two (02) projects of value not less than 30 Lakhs, or,</li> <li>• Three (03) projects of value not less than 20 Lakhs.</li> </ul>	Contract/ Agreement/ Work Orders from client(s) providing the details of the project /contract along with the images of the event involving guests as specified.
4	Expertise of Manpower	The applicant must have at least 10 skilled manpower/consultants specializing in executing the various activities in the defined scope of work.	Certificate from the HR/Head of the Firm and resumes of 10 Key resources with the relevant expertise
5	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-A

#### IV. Technical Evaluation

The Technical Evaluation would happen based on agency's relevant experience and key-personnel as described under:

S. No.	Criteria	Weightage
1	Company Profile-Domain Expertise, Organization Strength, full-time key technical personnel	15
2	Understanding of the scope of work, including the strategic approach and methodology for executing the research exercise, a detailed execution plan, coordination framework, operational methodology, proposed resources, timeline management, stakeholder engagement, quality assurance measures, risk mitigation strategies.	25
3	Case study for previous similar projects/ contracts/ agreements/ completion certificate w.r.t for providing the event management services undertaken in past 5 years from government / public sector recognized organizations/ private sector or quality monitoring agencies <ul style="list-style-type: none"><li>• Projects with work value of above ₹ 20 Lakhs and up to 30 lakhs = 1 marks</li><li>• Projects with work value of above ₹ 30 Lakhs and up to ₹ 40 Lakhs = 2.5 marks</li><li>• Projects with work value of above ₹ 40 Lakhs= 5 marks</li></ul> Note: The client certificate for this evaluation should be submitted with experience related documents in the technical bid. (Maximum marks to be allotted for this criterion is 20 marks)	20
4	Annual turnover during last 3 years (2021-22, 2022- 23 and 2023-24) (In Crores): <ul style="list-style-type: none"><li>• &lt; Rs. 2 Cr. = Nil marks</li><li>• At least Rs. 2 Cr. to 4 Cr = 2.5 marks</li><li>• Above Rs. 4 Cr. to 6 Cr. = 5 marks</li><li>• Above Rs. 6 Cr. to Rs. 8 Cr. = 7.5 marks</li><li>• Above Rs. 8 Cr. = 10 Marks</li></ul>	10
5	Profile of proposed resources as well as the team composition by area of expertise, years of experience, position that would be assigned to each resource, and their tasks along with timelines for completion	20
6	Presence of Offices in across India – presence in metro cities (A detailed list of states where offices are located must be provided as part of the bid submission.)	10
	<b>Total Technical Score</b>	<b>100</b>

Minimum marks required for technical qualification is 70 out of 100.

#### V. General Terms and Conditions

1. The empanelment letter shall not confer any right to engagement. The agency or its associates/companies who are empaneled with QCI because of this empanelment process are not allowed to use the name of QCI, its logo, service marks or any document for any purpose without the prior written approval of QCI.
2. **Empanelment Duration:** The empanelment will be for a period of three (03) years, subject to annual renewal, depending on the performance of the agency and their compliance of terms and conditions at the sole discretion of QCI.
3. **GeM Registration:** The applicant agencies shall be required to register themselves on the Government e-Marketplace (GeM) portal as a prerequisite for participation in the empanelment process.
4. QCI reserves the right to
  - i. reject any / all proposals without assigning any reasons thereof,
  - ii. relax or waive any of the conditions stipulated in this RFE document as deemed necessary in the best interest of QCI and the objectives of the project without assigning any reasons thereof and
  - iii. include any other item(s) in the Scope of work at any time after consultation.

5. **Blacklisting/debarring:** QCI reserves the right to cancel the empanelment letter 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-day prior written notice.
6. **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.
7. **Allocation of work post empanelment:** The allocation of work post empanelment among all the empaneled agencies will be made by floating limited tender enquiries through GeM portal/nomination basis and when the requirements arise.
8. **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 purpose.
9. **Amendment to RFE:** 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 RFE 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 RFE. The applicant is required to visit the Tenders Section of QCI website for any changes or amendments in the RFE before submitting their Applications.
10. **Ethics:** QCI expect all operators, shortlisted agency(s) to show highest ethical standards during the course of the assignment. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favor/gifts) is brought to the notice, the shortlisted agency(s) 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.
11. 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.
12. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
  - i. Submitted the proposal after the response deadline
  - ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
  - iii. 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
  - iv. Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
  - v. Submitted more than one proposal
  - vi. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
13. The application is liable to be rejected if:
  - i. Not in prescribed forms and not containing all required details.
  - ii. Not properly sealed and signed as per requirements.
  - iii. Received after the expiry of due date and time.
  - iv. Missing of any supporting document(s) with the Proposal

## VI. Proposal Submission

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

1. Signed and stamped Form-A, B, C, D in Annexure 1
2. Details of relevant previous experience
3. Supporting documents for the details required as per pre-qualification criteria
4. Any other details that the bidder may like to provide.

Please mention the following in preparing your bid:

- Dated this [date / month / year]
- Authorized Signatory (in full and initials)
- Name and title of signatory
- Duly authorized to sign this proposal for and on behalf of [Name of service provider]
- Name of the Firm
- Address of the Firm

Interested agencies may send their application along with the profile and other details inside a sealed envelope super-scribing **“Empanelment of agencies for Event Management Services”** to Deputy Director (Accounts), Quality Council of India, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002 latest by **11<sup>th</sup> April 2025, 3 PM**

## ANNEXURE 1

### Form A: Covering letter with the Proposal in response to RFE 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 RFE for “-

Dear Sir,

1. Having examined the RFE document, we, the undersigned, herewith submit our proposal in response to your RFE dated \_\_\_\_ for “\_\_\_\_”, in full conformity with the said RFE 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 empaneled 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 RFE 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 (Year)

(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 of the organization:		
	Address		
	Fax		
	E-mail		Website
	Name, Designation and Mobile No. of Point of Contact for tender:		
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 _____ 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 RFE Ref. No. \_\_\_\_\_ dated \_\_\_\_ for \_\_\_\_\_

Dear Sir,

This is to notify you that our Firm/Company/Organization \_\_\_\_\_ 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

