



भारतीय गुणवत्ता परिषद्

द्वितीय तल, इंस्टीट्यूशन ऑफ इंजीनियर्स भवन,  
२, बहादुर शाह जफर मार्ग, नई दिल्ली - ११०००२

**Quality Council of India**

2nd Floor, Institution of Engineers Building,  
2, Bahadur Shah Zafar Marg, New Delhi - 110 002

**Date: 15<sup>th</sup> May 2025**

**BUYER ADDED BID SPECIFIC TERMS AND CONDITIONS**

Name of the work: **“Request for Proposal for Engagement of agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka”**

**GeM Bid No:** GEM/2025/B/6210792

**RFP Ref. no.:** QCI/NABCB/APAC/0525/436

The bid is governed by the terms and conditions in the following order of precedence (i.e in case of same clause, the clause mentioned in Corrigendum 1 will supersede the clause mentioned in RFP)

- Minutes of Pre-Bid Meeting with response to Queries
- Corrigendum - 1
- Original RFP

### Minutes of Pre-Bid Meeting with response to Queries

**Brief Description of Procurement:** Request for Proposal for Engagement of agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka”

**Date and Time for Pre-Bid meeting:** 13<sup>th</sup> May, 2025, 12 Noon to 01:00 PM

**Venue of Pre-Bid Meeting:** Video-Conference

**The following Bidders’ Representatives attended the pre-bid meeting:**

S.No.	Name of the prospective bidder/firm	Name of the person attending
1	M/s V2Kconnect	Ms. Vaishnavi A Nazare
2	M/s Intensity Marketing Services	Mr. Jayaram Nair
3	M/s South Alpcord Network	Mr. Gulshan Singh
4	M/s Malangia Arts Pvt. Ltd.	Ms. Roza khan
5	M/s Headsail Media Services Pvt Ltd.	Mr. Brijesh Yadav
6	M/s Watermark Event Solutions LLP	Ms. Shahana Veerasa
7	M/s WideRange Group	Mr. Lucky Singh
8	M/s Thomas Cook India Limited	Mr. Dushyant Singh
9	M/s Attitude Events Pvt. Ltd.	Ms. Devyanshi Verma

QCI officials were present in the pre-bid meeting to provide clarification to the queries. A Brief Presentation was given to the attendees to provide an overview of the requirement.

In order to bring uniformity and clarity among the prospective bidders on various terms and conditions as mentioned in the RFP document, the queries received from bidder(s) during pre-bid meeting were discussed and clarified. The clarifications arrived thereof are indicated as under:

S. No.	Clause no., Page no.	Original clause in RFP document	The point on which Clarification required	Response to the Queries
1	IV. Scope of work Page No. 7 (S.No. 2.7)	Off stage branding panels - customized shape MDF Finish	As the requirement specifies a customized shape, we kindly request design references to enable accurate costing.	The designs shall be shared with the selected agency.
2	IV. Scope of work Page No. 7 (S.No. 2.8)	Off stage black masking wall both the sides	Requesting design references to facilitate accurate costing.	The designs shall be shared with the selected agency.
3	IV. Scope of work Page No. 7 (S.No. 2.13)	Photo op props and cutouts - Selfie point APAC Logo	Kindly provide design references or a brief description of the requirement to facilitate accurate costing	The designs shall be shared with the selected agency.
4	IV. Scope of work Page No. 7 (S.No. 2.18)	Coffee Table customized with Logo for Stage / Dias	Requesting either design references or a brief to assist with accurate cost estimation.	Branding is required on coffee table.
5	IV. Scope of work Page No. (S.No. 5.2)	Side Wings with flex	As the use of flex is banned in Bangalore, we recommend amending this requirement to fabric print.	The flex to be replaced with the fabric everywhere.

6	IV. Scope of work (Page No. 6)	Scope of Work	Several rental elements are indicated for two days with an intervening gap. Kindly confirm whether the hall will be available continuously or if dismantling and reinstallation are expected.	The halls have been booked as mentioned in scope of work. For the dates wherever gaps between two meetings are there, the dismantling shall be required.
7	V. Eligibility Criteria (S.No. 2) Page No. 15	Annual Turnover	Our turnover statement for FY 2024–25 is currently under finalization. As a publicly listed company on NSE, we are unable to disclose this prior to official release. Kindly advise on acceptable alternatives.	Please refer to the attached Corrigendum-1
8	V. Eligibility Criteria (S.No. 4) Page No. 16	Presence	Kindly confirm whether the GST certificate should be considered as proof of address?	Please refer to the attached Corrigendum-1
9	-	-	Kindly give exemption of turnover under eligibility and evaluation criteria or decrease the turnover amount as 5 CR during last three FY along with EMD for MSME registered company as per the SMEs rules for procurement of services, However Government experiences with similar nature work will be desirable.	Please refer to the attached Corrigendum-1 for turnover criteria and Clause VIII(S.No.8) for EMD exemption.

**Corrigendum 1– “Request for Proposal for Engagement of agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka”**

This is with reference to the GeM bid reference no. GEM/2025/B/6210792 and RFP ref. no. QCI/NABCB/APAC/0525/436 for “Request for Proposal for Engagement of agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka. Below are the changes in mentioned clauses issued vide this corrigendum notification:

S. no.	Clause no./ Reference	Original Clause	Changes/Amendment (Deletion are indicated with a strikethrough and additions are indicated)
1.	V. Eligibility Criteria (S.No. 2) Page No. 15	<p><b>V. Eligibility Criteria -Annual Turnover</b>  <b>Specific Requirements:</b> Average turnover of at least ten (10) Crores generated in the past three (3) financial years (2022-23, 2023- 24 and 2024-25) from event management services.            *The Turnover values displayed above shall prevail and supersede the turnover value displayed in the GeM Bid.</p> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• Turnover certificate by CA with UDIN number; or</li> <li>• Audited Profit and Loss or Income and Expenditure statement for the last three financial years (i.e., 2022- 23, 2023-24 and 2024-25) to support the claim.</li> <li>• Un-audited financial statement may be accepted for FY 2024-25, bidders shall submit CA certificate in this regard with UDIN number.</li> </ul>	<p><b>V. Eligibility Criteria - Annual Turnover</b>  <b>Specific Requirements:</b> Average turnover of at least ten (10) Crores generated in the past three (3) financial years <u>(2021-22, 2022- 23 and 2023-24 OR 2022-23, 2023- 24 and 2024-25 )</u> from event management services.            *The Turnover values displayed above shall prevail and supersede the turnover value displayed in the GeM Bid.</p> <p><b>Documents Required:</b></p> <ul style="list-style-type: none"> <li>• Turnover certificate by CA with UDIN number; or</li> <li>• Audited Profit and Loss or Income and Expenditure statement for the last three financial years <u>(i.e., 2021-22,2022- 23, 2023-24 and 2024-25)</u> to support the claim.</li> <li>• Un-audited financial statement may be accepted for FY 2024-25, bidders shall submit CA certificate in this regard with UDIN number.</li> </ul>
2.	V. Eligibility Criteria (S.No. 4) Page No. 16	<p><b>V. Eligibility Criteria- Prescence</b>  <b>Specific Requirements:</b> The applicant should have office in Bangalore, Karnataka.  <b>Documents Required:</b>            i. Valid proof of address, i.e. RentAgreement, Electricity Bill, Water Bill etc., AND ii. Proof of experience of conducting similar relevant events in Bangalore, Karnataka in the last 3 years</p>	<p><b>V. Eligibility Criteria- Prescence</b>  <b>Specific Requirements:</b> The applicant should have office in Bangalore, Karnataka.  <b>Documents Required:</b>            i. Valid proof of address, i.e. Rent/Lease Agreement, Electricity Bill, Water Bill, <u>GST etc.,</u> AND ii. Proof of experience of conducting similar relevant events in Bangalore, Karnataka in the last 3 years</p>
3.	VIII. Terms & Conditions (S.No. 3) Page No. 18	<p><b>VIII. Terms &amp; Conditions</b>  <b>Subcontracting:</b> Subcontracting may be allowed only upon prior written intimation to QCI at the Bidding stage itself, the responsibility for management and liability shall rest with the selected service provider.</p>	<p><b><u>Subletting of work :The agency shall not sublet or assign the whole or part of the contract except where otherwise provided, by the contract and even then only with the prior written consent of QCI and such consent if given shall not relieve the agency from any liability or obligation under the contract and he shall be responsible for the acts, defaults or neglects of any subagency as if they were the acts, the defaults or neglects of the agency, basis shall not be deemed to be a subletting under this clause.</u></b></p> <p><b><u>However, the following conditions must also be fulfilled in case of subletting:</u></b></p>

			<p><u>Subcontracting may be allowed only for certain specialised work, subject to approval of competent authority at QCI. Agency planning to subcontract shall specify, in the Letter of Bid, the activity(ies) or parts of the Works to be subcontracted along with complete details of the subcontractor and their qualification and experience. The subcontract agency should have prior experience of executing similar works not less than 75% of the volume of work to be subcontracted in the last 3 financial years. It is the sole responsibility of the agency to assess the performance and process of payment to the sub-agency and Employer bears no liability towards sub-agency.</u></p> <p><u>The agency shall provide to the QCI Authorized Person a copy of the agreement to be entered into by agency with subagency. No subagency shall be permitted without a formal agreement between agency and subcontract. This agreement shall clearly define the scope of work to be carried out by subcontractor and the terms of payment in clear &amp; unambiguous manner.</u></p>
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**भारतीय गुणवत्ता परिषद्**  
**QUALITY COUNCIL®**  
**OF INDIA**  
Creating an Ecosystem for Quality

Tender ref. no. QCI/NABCB/APAC/0525/436

Dated: - 08.05.2025

**Request for Proposal  
for  
for engagement of agency for providing Audio Visual  
equipment and other related services for APAC 2025  
event / meetings at Bengaluru, Karnataka**



**QUALITY COUNCIL OF INDIA**

2<sup>nd</sup> Floor, Institution of Engineers Building  
2, Bahadur Shah Zafar Marg, New Delhi – 110002  
T: +91-11-23378056 / 57; F: +91-11-23378678  
W: [www.qcin.org](http://www.qcin.org) E: [info@qcin.org](mailto:info@qcin.org)

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**Tender Notice**

1. Quality Council of India invites proposals for **“Engagement of an agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka”**
2. The content of this Request for Proposal (RFP) enlists the requirements of the QCI. 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 QCI wishes to specify at this stage.
3. After the submission of the Technical and Financial Proposals according to the instructions provided in the sections below, the bids will be evaluated through a two-stage process.
4. The Documents to be submitted:
  - A. The “Technical Bid” shall contain the following:
    - i. Supporting documents required as per the pre-qualification criteria
    - ii. Technical Proposal
    - iii. Form A: Covering letter with the Proposal in response to RFP Notice
    - iv. Form B: Relevant Project Experience
    - v. Form C: Details of responding organization
    - vi. Form D: Non-blacklisting Undertaking
    - vii. Form E: Compliance Sheet
    - viii. Any other details that the bidder may like to provide.
  - B. The “Price Bid” shall contain the following:
    - i. The Vendors should submit the proposal as per the financial bid format through online mode only in relevant sections in GeM Portal (<https://gem.gov.in>)
    - ii. The Proposal should be stamped and signed by the authorized signatory on the company letterhead in the format attached in BoQ excel sheet in GeM bid document.
    - iii. Taxes should be included in the above proposal.
5. The Technical Bids and Financial Bids may be submitted on GeM as per the guidelines.



TENDER DOCUMENT FOR ENGAGEMENT OF AGENCY PROVIDING AUDIO VISUAL EQUIPMENT AND  
OTHER RELATED SERVICES FOR APAC 2025 EVENT / MEETINGS AT BENGALURU, KARNATAKA  
Tender ref. no. QCI/NABCB/APAC/0525/436

**Tender Summary**

S. No.	Item	Details
1.	<b>Project Scope</b>	Engagement of an agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka
2.	<b>Contract Duration</b>	Two (02) Months
3.	<b>Method of Selection</b>	QCBS (30% weightage to Technical and 70% weightage to Financial)
4.	<b>Performance Bank Guarantee</b>	5% of total contract value
5.	<b>Proposal Selection</b>	Quality-cum-Cost Based Selection (QCBS)
6.	<b>Earnest Money Deposit (EMD)</b>	₹ 50,000
7.	<b>Bid Validity</b>	90 days
8.	<b>Contact for Clarification</b>	<a href="mailto:procurement@qcin.org">procurement@qcin.org</a>
9.	<b>Presentation Round</b>	To be notified via email to the shortlisted bidders

## I. INTRODUCTION

### **Quality Council of India (QCI)**

Quality Council of India (QCI) is a premier autonomous body set up by Government of India. QCI is responsible for creating a Quality Mindset and envisions to ensure quality across products and services that touch every citizen. As an independent and autonomous body, QCI creates a mechanism for independent third-party assessments of products, services, and processes, coordinating its activities through its constituent boards and divisions. The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, serves as the nodal point for QCI. 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.

It functions through its five constituent Boards and Project Implementation Divisions to establish National Accreditation Programme and Third-Party Assessment models with an aim to improve the quality ecosystem of the nation.

### **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).

### **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. BACKGROUND

The Asia Pacific Accreditation Cooperation (APAC), recognized by the International Accreditation Forum (IAF) and the International Laboratory Accreditation Cooperation (ILAC), serves as the regional accreditation body for the Asia Pacific region. APAC plays a pivotal role in harmonizing accreditation practices and promoting mutual recognition arrangements among its members to facilitate trade, ensure quality, and build trust across borders.

The APAC 2025 Annual Meetings, scheduled from **21<sup>st</sup> to 28<sup>th</sup> June 2025 in Bengaluru, India**, will serve as a vital platform for dialogue, collaboration, and decision-making among regional and international accreditation stakeholders. The event will be hosted at Shangri-La Bengaluru and is expected to be attended in person by approximately 150 international delegates, including APAC full and associate members, affiliates, APAC leadership, representatives from IAF and ILAC, chairs of regional cooperation bodies such as APEC SCSC, APMP, APLMF, PASC, as well as domestic regulators and government representatives.

The primary objective of the meetings is to facilitate strategic discussions on accreditation and conformity assessment systems, review mutual recognition arrangements (MRAs), and advance regional cooperation. The event also aims to strengthen the global accreditation network by promoting knowledge exchange, aligning practices, and addressing emerging challenges in the accreditation ecosystem.

These meetings are scheduled to be held at various conference halls at Shangri-La, No 56-6B, Palace Road, Bengaluru – 560001. The schedule of the conference along with the conference hall names can be found in the scope of work.

**Professional Conference Organiser (PCO) has already been appointed by QCI** for planning and organizing the conference at a venue along with its pre-, post- and concurrent events by performing services, providing assistance, and executing various tasks during these meetings. The selected agency will be required to work as per the directions/inputs provided by PCO.

## III. OBJECTIVE

The objective of this RFP is to onboard an agency to provide the AV equipment and other related services related to the APAC 2025 Annual Meetings/event. The shortlisted agency is expected to provide the equipment and services related to the requirements of the conference halls for the meetings as detailed in the scope of work.

## IV. SCOPE OF WORK

The scope of work for the event management includes the requirements related to the meetings at the Hotel Shangri-La, No 56-6B, Palace Road, Bengaluru – 560001. The requirements along with specific dates to be fulfilled by the selected agency are given below:

S. No.	Particulars	Size/UoM	Dates	Days	Units
<b>Area A - Registration and Ballroom (23 and 26 June 2025)</b>					
<b>1</b>	<b>Registration &amp; Pre-Function area</b>				
1.1	Welcome Standee	4'x8'	All Days		2
1.2	Registration backdrop	10'x8'	All Days		1

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1.3	Registration table façade	10'x4'	All Days		1
1.4	Standee across pre-function area of 1st & 2nd floor	4'x8'	All Days		6
1.5	Digital informative pods for with platform 55" tv agenda & others <b>(MP4 Client to provide)</b>	6'x8'	23 to 27 June 2025	5	3
<b>2</b>	<b>Ballroom</b>				
2.1	Main Stage with Carpet	42'x20'x2'.6"(H)	23 & 26 June 2025	2	1
2.2	Stage skirting with print	74'x2'6"(H)	23 & 26 June 2025	2	1
2.3	Stage steps with white paint finish	16'x2'.6"(H)	23 & 26 June 2025	2	1
2.4	Backstage / side steps	4'x2'.6"(H)	23 & 26 June 2025	2	2
2.5	LED Raiser	42'x4'x2'(H)	23 & 26 June 2025	2	1
2.6	Podium with branding	Nos.	23 & 26 June 2025	2	2
2.7	Off stage branding panels - Customised shape MDF Finish	10'x14'(H)	23 & 26 June 2025	2	4
2.8	Off stage black masking wall both the sides	14'x14'(H)	23 & 26 June 2025	2	2
2.9	Prompt plasma cover	Nos.	23 & 26 June 2025	2	2
2.10	Pillar branding	7'x12'(H)	23 & 26 June 2025	2	8
2.11	Photo op backdrop	10'x8'	23 & 26 June 2025	2	1
2.12	Photo op platform with carpet	10'x8'	23 & 26 June 2025	2	1
2.13	Photo op props and cutouts - Selfie point APAC Logo	Nos.	23 & 26 June 2025	2	1
2.14	Console masking	24'x4', 4'x4'	23 & 26 June 2025	2	1
2.15	Sofa – 2-seater white	Nos.	23 & 26 June 2025	2	12
2.16	Coffee Table	Nos.	23 & 26 June 2025	2	6
2.17	Single Sofa	Nos.	23-Jun-25	1	9
2.18	Coffee Table customized with Logo for Stage / Dias	Nos.	23-Jun-25	1	7

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<b>3</b>	<b>Sound &amp; Lights</b>				
3.1	Main PA System - 4tops 2bins - JBL SRX including Mixer, Amp	Nos.	23 & 26 June 2025	2	1
3.2	Center fill - 2tops 2bins - beta 3	Nos.	23 & 26 June 2025	2	1
3.3	Delay Monitor - JBL Monitors	Nos.	23 & 26 June 2025	2	2
3.4	On stage Monitor - JBL Monitors	Nos.	23 & 26 June 2025	2	3
3.5	Sound mixer - D-Live	Nos.	23 & 26 June 2025	2	1
3.6	Cordless mics	Nos.	23 & 26 June 2025	2	6
3.7	Lapel mics	Nos.	23 & 26 June 2025	2	4
3.8	Podium Mic	Nos.	23 & 26 June 2025	2	2
3.9	DI Box	Nos.	23 & 26 June 2025	2	4
3.10	EP Cable	Nos.	23 & 26 June 2025	2	4
3.11	Crossover	Nos.	23 & 26 June 2025	2	1
3.12	Fish Antenna	Nos.	23 & 26 June 2025	2	2
3.13	Snake drum	Nos.	23 & 26 June 2025	2	4
3.14	LED warm Lights	Nos.	23 & 26 June 2025	2	12
3.15	LED Parcans RGB	Nos.	23 & 26 June 2025	2	24
3.16	Profile lights	Nos.	23 & 26 June 2025	2	4
3.17	Colour wash	Nos.	23 & 26 June 2025	2	6
3.18	Sharphy	Nos.	23 & 26 June 2025	2	8
3.19	Goal post trussing	70'x20'(H)	23 & 26 June 2025	2	1

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3.20	Light Controller - Pearl board	Nos.	23 & 26 June 2025	2	1
3.21	Cable Manager	Nos.	23 & 26 June 2025	2	1
<b>4</b>	<b>Audio-Visual Arrangement</b>				
4.1	LED Wall - P2 cabinets	42.64'x 11.48'	23 & 26 June 2025	2	1
4.2	Processor, Multiple window process / Watchout server	Nos.	23 & 26 June 2025	2	1
4.3	Cue commander	Nos.	23 & 26 June 2025	2	1
4.4	Prompt plasma 55" inches	Nos.	23 & 26 June 2025	2	2
4.5	HDMI Cables	Nos.	23 & 26 June 2025	2	1
4.6	Switcher	Nos.	23 & 26 June 2025	2	1
4.7	Splitter	Nos.	23 & 26 June 2025	2	2
4.8	Laptops	Nos.	23 & 26 June 2025	2	2
4.9	VJ with media server	Nos.	23 & 26 June 2025	2	1
4.10	Slide Changer	Nos.	23 & 26 June 2025	2	1
<b>Area B - Ballroom (25 and 27 June 2025)</b>					
<b>5</b>	<b>Ballroom</b>				
5.1	Main Stage with Carpet including side step both side	24'x16'x2'.6 "(H)	25 & 27 June 2025	2	1
5.2	Stage skirting with flex print	24'x2'6"(H)	25 & 27 June 2025	2	1
5.3	Backstage / side steps	4'x2'.6"(H)	25 & 27 June 2025	2	2
5.4	LED Raiser	12'x4'x3'(H)	25 & 27 June 2025	2	1
5.5	Side Wings with flex	6'x13'	25 & 27 June 2025	2	2
5.6	Podium with branding (on podium)	Nos.	25 & 27 June 2025	2	2
5.7	Prompt plasma cover	Nos.	25 & 27 June 2025	2	2

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5.8	Console masking	24'x4', 4'x4'	25 & 27 June 2025	2	1
<b>6</b>	<b>Sound &amp; Lights</b>				
6.1	Main PA System - 4tops 2bins - JBL SRX including Mixer, Amp	Nos.	25 & 27 June 2025	2	1
6.2	Centre fill - 2tops 2bins - beta 3	Nos.	25 & 27 June 2025	2	1
6.3	Delay Monitor - JBL Monitors	Nos.	25 & 27 June 2025	2	2
6.4	On stage Monitor - JBL Monitors	Nos.	25 & 27 June 2025	2	3
6.5	Sound mixer - D-Live	Nos.	25 & 27 June 2025	2	1
6.6	Cordless mics	Nos.	25 & 27 June 2025	2	4
6.7	Table Mic	Nos.	25 & 27 June 2025	2	75
6.8	Lapel mics	Nos.	25 & 27 June 2025	2	2
6.9	Podium Mic	Nos.	25 & 27 June 2025	2	2
6.10	DI Box	Nos.	25 & 27 June 2025	2	4
6.11	EP Cable	Nos.	25 & 27 June 2025	2	4
6.12	Crossover	Nos.	25 & 27 June 2025	2	1
6.13	LED warm Lights	Nos.	25 & 27 June 2025	2	16
6.14	T truss stand	Nos.	25 & 27 June 2025	2	2
6.15	Profile lights	Nos.	25 & 27 June 2025	2	2
6.16	Light Controller - Pearl board	Nos.	25 & 27 June 2025	2	1
6.17	Cable Manager	Nos.	25 & 27 June 2025	2	1
<b>7</b>	<b>Audio-Visual Arrangement</b>				
7.1	LED Wall - p2 cabinets	12'x10'	25 & 27 June 2025	2	1

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7.2	Processor, Multiple window process / Watchout server	Nos.	25 & 27 June 2025	2	1
7.3	Cue commander	Nos.	25 & 27 June 2025	2	1
7.4	Prompt plasma 55" inches	Nos.	25 & 27 June 2025	2	2
7.5	Plasma 55" inches for backrow audience	Nos.	25 & 27 June 2025	2	2
7.6	HDMI Cables	Nos.	25 & 27 June 2025	2	1
7.7	Switcher	Nos.	25 & 27 June 2025	2	1
7.8	Splitter	Nos.	25 & 27 June 2025	2	2
7.9	Laptops	Nos.	25 & 27 June 2025	2	2
7.10	VJ with media server	Nos.	25 & 27 June 2025	2	1
7.11	Slide Changer	Nos.	25 & 27 June 2025	2	1
<b>Area C: Boardroom (All Days)</b>					
<b>8</b>	<b>Boardroom (2nd Floor)</b>				
<b>8.1</b>	Printer with Color print, Photocopy with Scanning facility with Stationery	Nos.	21 to 28 June 2025	8	1
8.2	Laptop	Nos.	21 to 28 June 2025	8	1
8.3	Operator	Nos.	21 to 28 June 2025	8	1
<b>Area D: Kabini (21 to 24 June and 27 June 2025)</b>					
<b>9</b>	<b>Kabini (25 &amp; 26 - no meeting in this hall)</b>				
<b>9.1</b>	Backdrop	12'x8'	21-24 & 27 June 2025	5	1
9.2	Stage with carpet & Masking	12'x8'x1'(H)	21-24 & 27 June 2025	5	1
<b>9.3</b>	Console with masking	6'x4'	21-24 & 27 June 2025	5	1
<b>9.4</b>	Podium with branding	No.	all days	2	1
<b>10</b>	<b>Sound &amp; Lights, Audio-Visual Arrangement</b>				
10.1	PA System - Sound System with Small speaker with mixer & Amp	Nos.	21-24 & 27 June 2025	5	1



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10.2	Cordless mics	Nos.	21-24 & 27 June 2025	5	6
10.3	Lapel mics	Nos.	21-24 & 27 June 2025	5	1
10.4	5500 Luminous projector	Nos.	21-24 & 27 June 2025	5	1
10.5	AV Screen 8'x6'	Nos.	21-24 & 27 June 2025	5	1
10.6	Switcher	Nos.	21-24 & 27 June 2025	5	1
10.7	HDMI Source Cable	Nos.	21-24 & 27 June 2025	5	1
10.8	VGA Splitter	Nos.	21-24 & 27 June 2025	5	1
10.9	Laptop	Nos.	21-24 & 27 June 2025	5	1
10.10	Podium with 2 Mic	Nos.	21-24 & 27 June 2025	5	1
10.11	Slide Changer	Nos.	21-24 & 27 June 2025	5	1
<b>Area E: Pennar 1 &amp; 2 (23 and 24 June 2025)</b>					
<b>11</b>	<b>Registration &amp; Pre-Function area</b>				
11.1	Backdrop	12'x8'	23-24 June 2025	2	1
11.2	Stage with carpet & Masking	12'x8'x1'(H)	23-24 June 2025	2	1
11.3	Console with masking	6'x4'	23-24 June 2025	2	1
11.4	Podium with branding	NA	23-24 June 2025	2	2
<b>12</b>	<b>Sound &amp; Lights, AV</b>				
12.1	PA System - Sound System with Small speaker with mixer & Amp	Nos.	23-24 June 2025	2	1
12.2	Cordless mics	Nos.	23-24 June 2025	2	6
12.3	Lapel mics	Nos.	23-24 June 2025	2	1
12.4	5500 Luminous projector	Nos.	23-24 June 2025	2	2
12.5	Switcher	Nos.	23-24 June 2025	2	1

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12.6	AV Screen 8'x6'	Nos.	23-24 June 2025	2	1
12.7	HDMI Source Cable	Nos.	23-24 June 2025	2	1
12.8	VGA Splitter	Nos.	23-24 June 2025	2	1
12.9	Laptop	Nos.	23-24 June 2025	2	1
12.10	Podium with 2 Mic	Nos.	23-24 June 2025	2	1
12.11	Slide Changer	Nos.	23-24 June 2025	2	1
<b>Area F: Krishna (23 to 25 June 2025)</b>					
<b>13</b>	<b>Registration &amp; Pre-Function area</b>				
13.1	Backdrop	12'x8'	23-25 June 2025	3	1
13.2	Stage with carpet & Masking	12'x8'x1'(H)	23-25 June 2025	3	1
13.3	Console with masking	6'x4'	23-25 June 2025	3	1
13.4	Podium with branding	No.	23-25 June 2025	3	2
<b>14</b>	<b>Sound &amp; Lights, AV</b>				
14.1	PA System - Sound System with Small speaker with mixer & Amp	Nos.	23-25 June 2025	3	1
14.2	Cordless mics	Nos.	23-25 June 2025	3	6
14.3	Lapel mics	Nos.	23-25 June 2025	3	1
14.4	5500 Luminous projector	Nos.	23-25 June 2025	3	1
14.5	Switcher	Nos.	23-25 June 2025	3	1
14.6	AV Screen 8'x6'	Nos.	23-25 June 2025	3	1
14.7	HDMI Source Cable	Nos.	23-25 June 2025	3	1
14.8	VGA Splitter	Nos.	23-25 June 2025	3	1
14.9	Laptop	Nos.	23-25 June 2025	3	1
14.10	Podium with 2 Mic	Nos.	23-25 June 2025	3	1
14.11	Slide Changer	Nos.	23-25 June 2025	3	1

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Additional Requirement					
<b>15</b>	<b>Registration- Counters, barricading</b>				
15.1	Registration Counter with Facia Name	Nos.	all days	5	4
15.2	Exhibition Stall - Octonorm Stall including Chair, Table, Power Point, Facia Name, (2m x 2 m)	Nos.	all days	4	6
<b>16</b>	<b>Photographer &amp; Videographer</b>				
16.1	Photographer (23th to 28th ) 21, 27 & 28 June - Half Day 23 June - Full day (8 AM - 11 PM) 26 June - Full day (8 AM - 11 PM) 24, 25 June - 8 AM - 7 PM)	Nos.	-	7	1
16.2	Videographer (23th 26th, 27th) 23 June - Full day (8 AM - 2 PM & 6 PM - 11 PM) 26 June - Full day (6 PM - 11 PM) 27 June - (8 AM - 7 PM)	Nos.	-	3	1
<b>17</b>	<b>Additional Brandings</b>				
17.1	Brandings others	sqft	-		1,000
<b>18</b>	<b>Floral Decoration- Decoration on Main stage, Lighting lamp</b>				
18.1	Floral Decoration on Inauguration Main stage, Lighting lamp (for 2 Days on 23 & 26 June 2025)	Job	23 & 26 June 2025		2
18.2	Bouquets	Nos.	as per requirement		20
<b>19</b>	<b>Manpower - Ushers, Hall Manger, Master of Ceremony</b>				
19.1	Ushers, Hall Managers	Nos.	throughout the event	1	50
<b>20</b>	<b>Registration and IT Setup (200 pax)- Software, barcode, badges and lanyard, Barcoding Scanning, and all setup</b>				
20.1	Badges + Lanyards	Nos.	one time		200
20.2	Software for Barcoded Registration				
20.3	Bar Code Scanner with Manpower	Nos.	-	5	4
<b>21</b>	<b>Printing items- Brochure</b>				
21.1	Printing -brochure A4, 8 Pages, 250 GSM	Nos.	one time	-	200
21.2	Programme Booklet - pocket size as per registration	Nos.	one time	-	200
21.3	Lunch / Dinner booklet	Nos.	one time	-	200
<b>22</b>	<b>Extension Board</b>				
22.1	Extension Board for Participants (Each Extension board should have 3 plug points)	Nos.	all days	5	80

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**V. ELIGIBILITY 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>The bidder should have minimum 10 years of existence and should be providing event management services.</p>	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ul style="list-style-type: none"> <li>• Incorporation Certificate of the company, or</li> <li>• Certified copy of registered Partnership Deed;</li> <li>• 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	<p>Average turnover of at least ten (10) Crores generated in the past three (3) financial years (2022-23, 2023- 24 and 2024-25) from event management services.</p> <p><b>*The Turnover values displayed above shall prevail and supersede the turnover value displayed in the GeM Bid.</b></p>	<ul style="list-style-type: none"> <li>• Turnover certificate by CA with UDIN number; or</li> <li>• Audited Profit and Loss or Income and Expenditure statement for the last three financial years (i.e., 2022-23, 2023-24 and 2024-25) to support the claim.</li> <li>• Un-audited financial statement may be accepted for FY 2024-25, bidders shall submit CA certificate in this regard with UDIN number.</li> </ul>
3	Work experience	<p>The Bidder(s) must have relevant experience with reference to similar activities, preferably in international conferences, with Central or State Govt., Union Territory, PSU, CPSU, SPSU, Central universities, Autonomous Body in the last 3</p>	<p>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.</p>

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		<p>(Three) Financial Years for</p> <ul style="list-style-type: none"> <li>• One (01) work order of the value not less than 1 Crore</li> <li>• Two (02) projects of value not less than 60 Lakhs, or,</li> <li>• Three (03) projects of value not less than 40 Lakhs.</li> </ul> <p><b>The work orders must be for the events involving attendees/guests, including the President/Prime Minister/Vice Presidents/Cabinet Ministers/Chief Ministers.</b></p>	
4	Presence	The applicant should have office in Bangalore, Karnataka.	<p>i. Valid proof of address, i.e. Rent Agreement, Electricity Bill, Water Bill etc., AND</p> <p>ii. Proof of experience of conducting similar relevant events in Bangalore, Karnataka in the last 3 years</p>
5	Non- Blacklisting	The bidding entity must not be blacklisted / terminated / debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last three (3) years.	An undertaking to be submitted in the format of Annexure-A

*Interested Bidders submitting their proposals are expected to meet the above eligibility criteria.*

*In case any Bidder fails to either meet all these criteria or does not furnish the requisite supporting documents/ documentary evidence in support thereof, the bid is liable to be summarily rejected.*

## **VI. EVALUATION CRITERIA**

Evaluation of the bids will be done in two-stages namely Technical Evaluation (comprising pre-qualification check and technical presentation) and financial evaluation. The technical evaluation shall be based on the following criteria:

S. no.	Criteria	Weightage
1	<p>Company profile:</p> <p>a) Domain expertise and relevance to event management (number and nature of events organized): 10 Marks</p> <p>b) Average Annual Turnover from last 3 financial years (FY 2022-23, 2023-24, 2024-25) from event-related projects: 5 Marks</p> <ul style="list-style-type: none"> <li>• More than 10 Crores and up to 15 Crores: 1 Marks</li> <li>• More than 15 Crores and up to 20 Crores: 3 Marks</li> <li>• More than 20 Crores: 5 Marks</li> </ul> <p>c) Organizational strength – staff capacity, infrastructure, technology/tools used: 5 Marks</p>	25

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	<p>d) Years in operations: 5 Marks</p> <ul style="list-style-type: none"> <li>• More than 10 years and up to 12 years: 1 Marks</li> <li>• More than 12 years and up to 15 years: 3 Marks</li> <li>• More than 15 years: 5 Marks</li> </ul>	
2	<p>Understanding of the scope of work and Methodology:</p> <p>a) Comprehensiveness of understanding the scope of work: 10 Marks</p> <p>b) Strategic approach and creativity in event planning: 10 Marks</p> <p>c) Execution methodology and operational plan (including logistics, vendor management): 10 Marks</p> <p>d) Coordination and communication framework with stakeholders: 5 Marks</p> <p>e) Quality assurance mechanisms: 5 Marks</p> <p>f) Risk assessment and mitigation strategies: 5 Marks</p> <p>g) Resource allocation (human and technical) and backup plans: 5 Marks</p>	50
3	<p><b>Relevant Experience (Case Studies)</b></p> <p>Submission of detailed relevant case studies of past events with value &gt; ₹1 Crore each in last 10 years: 25 Marks (5 marks per qualifying project, up to 5).</p> <p><b>The case studies must be for the events involving attendees/guests, including the President/Prime Minister/Vice Presidents/Cabinet Ministers/Chief Ministers.</b></p>	25
<b>Technical Score</b>		100

Note: Minimum marks for qualifying are 70 out 100.

## **VII. METHOD OF SELECTION**

1. The bids shall be evaluated on Quality and Cost Based Selection (QCBS).
2. In deciding the final selection of the service provider, the technical bid of the proposal will be given a weightage of 30% and the financial bid will be given a weightage of 70%. (in case of QCBS)
3. The financial bids of only those bidders who qualify for the technical evaluation will be invited. (in case of QCBS)
4. The proposal with the lowest cost will be given a score of 100 and the other proposals will be scored on a pro-rata basis, inversely proportional to the offered cost i.e., lower marks for higher priced offers. (in case of QCBS)

### **TOTAL SCORE: (in case of QCBS)**

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

## VIII. TERMS & CONDITIONS

1. **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.
2. **Contract Duration:** The contract will be valid for the period of two (02) months from the date of receipt of the work order.
3. Subcontracting may be allowed only upon prior written intimation to QCI at the Bidding stage itself, the responsibility for management and liability shall rest with the selected service provider.
4. **Payment Terms:** The payment shall be made as per below schedule:
  - a) 10% of the contract value shall be paid after submission of performance bank guarantee as an advance payment
  - b) 40% of the contract value shall be paid during the event
  - c) 50% of the contract value shall be paid after successful completion of the event to the satisfaction of QCI. Quality standards and performance of deliverables by the event management agency will be jointly certified by the QCI authorised officials and designated PCO.
  - d) Payment will be made after 30 days of submission of proper tax invoices.
5. **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.
6. **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.
7. **Earnest Money Deposit (EMD)/ Bid Security:** Bidders must submit the Bid Security (EMD) of ₹ 50,000 with their bids, as detailed below:
  - i. By demand draft in favor 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

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- 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.
8. **Exemption of EMD for MSEs/ Startups applicant:** "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)" are exempted from submission of EMD (Bid security) in this tender. Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 24 months from being eligible to submit Bids for tenders with QCI. Scan copy of the signed documents related to exemption of EMD along with Bid Security Declaration shall be submitted at the time of submission of bid. Note: MSEs with trading as major activity will not be allowed exemption for payment of EMD.
9. **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 abovementioned 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.



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10. **Performance Bank Guarantee:** QCI shall require the selected service provider to provide a Performance Bank Guarantee, within 15 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 selected vendor can submit e-PBG OR physical copy of Performance Guarantee should be submitted at QCI-HO within 15 days from the notification of award. The selected bidder would be required to send SFMS code while creation of PBG to the IFSC code provided by QCI. In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, QCI at its discretion may cancel the order placed on the selected bidder without giving any notice. QCI shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or QCI incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.
11. 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.
12. **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.
13. **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.

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14. **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.
15. **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.
16. 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.
17. **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.
18. **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, terrorist attack 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.

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- ii Insufficiency of funds or human resources or inability to make any payment required for the execution of services under this contract.
19. **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.
20. **Liquidated Damages and Penalty:**
- i. The Agency hereby agrees that due to negligence of act of the Agency, if the QCI suffers losses, damages the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and Agency agrees to pay such liquidated damages.
  - ii. The amount of liquidated damages under this RFP shall not exceed 10% of the total value of the contract
  - iii. The liquidated damages shall also be applicable under following circumstances:
    - a. If the deliverables are not submitted as per schedule or Agency does not follow the approved script by QCI, the Agency shall be liable to pay 1% of the total cost of the services for delay of each day or part thereof.
    - b. If the deliverables are not acceptable to the QCI and defects are not rectified to the satisfaction of the Employer, the Agency shall be liable for Liquidated Damages for an amount equal to 10% of total cost of the services for every day or part thereof for the delay.
    - c. If the deliverables are not meeting the authority expectations as per the workplan or the technical presentation which may result in deduction over and above 10% of the services.
    - d. No Penalty will be imposed on QCI for delay attributable to it and no Penalty will be imposed on either party for reasons which fall within the ambit of Force Majeure.
    - e. Notwithstanding anything to the contrary in this RFP, in no event shall either Party be liable, whether in contract or in tort or otherwise for special, punitive, indirect or consequential damages, including but not limited to, loss of profits or revenue arising under or in connection with this RFP.
    - f. QCI will make payments after necessary deductions of penalty (if any).
    - g. For delay in service deliverables reasons not pertaining to selected bidder, QCI shall take decision on extension of such timelines and levy of penalty. However, in the event QCI considers extension, the same shall be without any additional compensation/liability, or cost implication to QCI on any grounds whatsoever.

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21. **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.
22. **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.
23. **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.
24. QCI, by issuance of this RFP 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.
25. 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.
26. 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.
27. **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.

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- iv. 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.
28. 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.
29. **Disclaimer:** QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
- Submitted the proposal after the response deadline
  - Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
  - 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
  - Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
  - Submitted more than one proposal
  - Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

## IX. SUBMISSION OF PROPOSALS

The intending Service Provider is expected to prepare proposals covering the following aspects:

### A. Technical Bid

The "Technical Bid" shall contain the following:

- Supporting documents required as per the pre-qualification criteria
- Technical Proposal
- Form A: Covering letter with the Proposal in response to RFP Notice
- Form B: Relevant Project Experience
- Form C: Details of responding organization
- Form D: Non-blacklisting Undertaking
- Form E: Compliance Sheet
- Any other details that the bidder may like to provide.

### B. Financial Bid:

- The bidder should submit the proposal as per the format through online mode only in relevant sections in GeM Portal (<https://gem.gov.in>).

**The Financial breakup document should be stamped and signed by the authorized signatory on the company letterhead in the format attached in BoQ excel sheet in GeM bid document.**

The financial break up document (BoQ) should be uploaded in PDF format. The total of BoQ to be uploaded in Price bid section of GeM portal.

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***Note: The actual quantity/sizes/dimensions may vary during the meetings at the conference venues on the dates given above.***

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

**C. Submission Details**

1. The Applicants shall submit the proposals online through GeM Portal (<https://gem.gov.in>) as per the date and time mentioned on the GeM portal. It is the responsibility of the Applicant to submit the bid before the last date and time on the online portal, and QCI shall not be responsible for any delay due to any of the technical/server issues.
2. The Applicant shall submit the Proposal in the form and manner specified in this RFP. Bid proposals received in the physical form at the client's address will not be accepted.

For any queries, you may please contact the below

Procurement Team, QCI

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

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Annexure-A

**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 “Engagement of an agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated 08.05.2025 for “**Engagement of an agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka**”, in full conformity with the said RFP document.
2. We attach our technical response and our financial quotation in a separate sealed cover as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
3. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
4. 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.
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 120 days 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.
7. 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.
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 2025 (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}

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**Form B: Relevant Project Experience for completed projects**

S. No.	Area/ Location	Client name	Name and Size of the project	Executed Contract Value	Completion date	Nature of works

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

Section No.	S. No.	Particular	Detail
<b>I</b>	<b>COMPANY PROFILE:</b>		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	<b>SPOC for the bid submitted:</b>	
		Name:	
		Mobile no.:	
		Email Address:	
	4.	<b>Address for Billing Office*</b>	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	5.	<b>Name of Contact Person (Finance &amp; Accounts) *</b>	
		Contact no.	
		Mobile no.	
		E mail ID *	

<b>II</b>	<b>STATUTORY DETAILS:</b>		
	1.	<b>GST Details: -</b>	
		Whether Registered Assessee (Yes or No)	



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		<b>If Yes: -</b>	
		GSTIN Number # *	
		Type of Assessee	
	2.	<b>MSME</b>	
		Whether Registered under MSME (Yes or No) *	
		<b>If Yes: -</b>	
		MSME Registration No. and validity date # *	
	3.	Permanent Income Tax No. (PAN) #	
	4.	<b><u>NATURE OF ENTITY: *</u></b> <b>PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT</b>	
	5.	<b>WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (Yes/ No) *</b>	

<b>III</b>	<b>BANK DETAILS: -</b>		
		Name of Bank	
		Address of Bank	
		Bank Account No.	
		IFSC Code	
		SWIFT CODE (If party's billing address is outside India)	

<b>IV</b>	<b>Details of responding Company</b>		
1.	Current Year Turnover (Rs Crores)		
2.	Company Profile (Operations in India)		
2.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
2.2	Full-time professional staff engaged in related services	(Number of Staff)	

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2.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
3.	Company Experience		
3.1	Experience of providing similar services		(Number of clients and their brief description)

**Declaration by Director / Partner:**

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

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

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**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 “Engagement of an agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka”

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 “Engagement of an agency for providing Audio Visual equipment and other related services for APAC 2025 event / meetings at Bengaluru, Karnataka”. 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

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**Form E: Compliance Sheet**

**Section A: General Compliance**

Sl. No.	Requirement	Compliance (Yes/No)	Remarks / Document Reference
1	Agency registered under applicable laws (GST, PAN, CIN etc.)		
2	Valid experience in organizing similar government/public events in past 3 years		
3	Submitted all required supporting documents (e.g., work orders, completion certificates)		
4	Agrees to execute work as per scope mentioned in BoQ		
5	Agency has visited all venues / conducted site recce or has the understanding of the site (undertaking in this regard to be submitted)		
6	Agrees to provide one dedicated event coordinator per venue		
7	Accepts timelines and understands multiple-location logistics		
8	Agrees to quality standards and branding guidelines provided by client		
9	Rates quoted are inclusive of transportation, setup/dismantling, and taxes		

**Section B: BoQ Component-Wise Compliance**

Sl. No.	BoQ Item	Quantity	Specification Compliance (Yes/No)	Brand / Material Proposed	Remarks
1	Stage setup with backdrop	As per BoQ			
2	Sound system with microphones	As per BoQ			
3	LED wall / display panels	As per BoQ			
4	Ambient lighting and truss	As per BoQ			
5	Branding (standees, backdrops, dangles, etc.)	As per BoQ			
6	Seating arrangement (chairs with covers, VIP seating)	As per BoQ			

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7	Floral decor & event theme elements	As per BoQ			
8	Green room setup	As per BoQ			
9	Generator and backup power arrangements	As per BoQ			
10	Security and crowd management aids	As per BoQ			
11	Hospitality (water, refreshments, etc.)	As per BoQ			
12	Housekeeping and sanitation support	As per BoQ			
13	Transportation & on-site logistics	As per BoQ			

**Section C: Personnel and Deployment Plan**

Role	No. of Personnel	Compliance (Yes/No)	Remarks
Event Manager (Central)	1		
Venue Coordinators	1 per venue		
Technical Crew (Sound/Light/AV)	As per need		
Decor and Branding Team	As per need		
Logistics Staff	As per need		
Housekeeping	As per need		

**Section D: Additional Conditions**

Clause	Agency Confirmation (Yes/No)	Remarks
Adheres to all government COVID-19 guidelines (if applicable)		
Ready to work under strict timelines including night setup/dismantling		
All materials used to be of first quality and in good condition		
Agrees to penalties for delays or sub-standard work		

**Authorized Signatory**

**Name:**

**Designation:**

**Date:**

**Signature & Seal:**

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**Format for Pre-bid query form**

- Name of the agency:
- Name of the SPOC:
- Contact no. of SPOC:
- E-mail ID of SPOC:

S. No.	Clause no., Page no.	Original clause in RFP document	The point on which Clarification required	Reason for amendment (if any)

Bidders are required to submit their queries as per the above format above on their letter head duly signed and also share the word file of the same to [procurement@qcin.org](mailto:procurement@qcin.org).