



The National Institute of Health and Family Welfare  
Baba Gangnath Marg, Munirka, New Delhi-110067

"REQUEST FOR PROPOSAL FOR ENGAGEMENT OF EVENT  
MANAGEMENT AGENCY FOR THE "ANNUAL DAY ON 09-03-2023" AT  
THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE"

**Short Notice Tender**

**RFP NOTICE NO.- WMS-18011/1/2023-WMS  
PUBLISHED DATED: - 28.02.2023**

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## **DISCLAIMER**

The information contained in this RFP Document or subsequently provided to Bidder(s) or Applicants whether verbally or in documentary form by or on behalf of NIHFw or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the NIHFw to any party other than the Applicants who are qualified to submit the Bids ("Bidders"). The principle (purpose) of this RFP Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This Document does not purport (claim) to contain all the information each Bidder may entail (require). This Document may not be apposite (appropriate) for all persons, and it is not possible for the NIHFw, their employees, or advisors to consider the investment objectives, financial situation, and particular needs of each Bidder who reads or uses this Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. NIHFw, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the precision (accuracy), reliability or completeness of the Document. NIHFw may in their absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this Document.

NIHFw reserves the right to accept or reject RFP, and to annul the bidding process and reject all bids at any time before the work is awarded, without thereby incurring any liability to the affected Bidder or Bidders, with or without assigning any reason.

Director, NIHFw

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**ENGAGEMENT OF EVENT MANAGEMENT AGENCY FOR**  
**"ANNUAL DAY on 09-03-2023" AT THE NATIONAL INSTITUTE**  
**OF HEALTH & FAMILY WELFARE**

Ref No: - WMS-18011/1/2023-WMS  
Dated: - 28.02.2023

**IMPORTANT DATES**

<b>Sr. No.</b>	<b>Particular</b>	<b>Date</b>
1.	Date of inviting RFP from Empanelled agencies of Ministry of Culture	28.02.2023
2.	Pre-bid queries	By 01.03.2023 at 3:00 PM
3.	Last Date of Submission	Reception of Administrative Block, NIHFWS, Munirka, New Delhi-110067 latest by on 03.03.2023 at 11:30 AM
4.	Date of opening of receipt applications	03.03.2023 at 12:00 PM
5.	Presentation before committee	03.03.2023 at 02:00 PM
6.	Opening of Financial Bid	06.03.2023 at 11:00 AM

**Note:** The bidder should complete the technical bid in Appendix-2 (Form I, II & III) and attach all the supporting required documents. All these documents may be kept in a sealed envelope super scribed 'Technical Bid'. The price bid may be kept inside another sealed envelope super scribed 'Price Bid'. The EMD may be kept in another sealed envelope super scribed 'EMD'. All the envelopes should be kept inside a bigger sealed envelope and should be dropped in the Tender box kept at reception of Administrative Block, NIHFWS, Munirka, New Delhi-67 as per above mentioned timeline. No tender will be accepted after the above date and time.

## NOTICE INVITING TENDER

Request for Proposal for Engagement of Event Management Agency for The National Institute of Health and Family Welfare (NIHFW) "Annual Day".

The National Institute of Health and Family Welfare (NIHFW) was established on 9th March, 1977 by the merger of two national level institutions, viz. the National Institute of Health Administration and Education (NIHAE) and the National Institute of Family Planning (NIFP). The NIHFW, an autonomous organization, under the Ministry of Health and Family Welfare, Government of India, acts as an 'apex technical institute' as well as a 'think tank' for the promotion of health and family welfare programmes in the country.

The Institute addresses a wide range of issues on health and family welfare from a variety of perspectives through the departments of Communication, Community Health Administration, Education and Training, Epidemiology, Management Sciences, Medical Care and Hospital Administration, Population Genetics and Human Development, Planning and Evaluation, Reproductive Bio-Medicine, Statistics and Demography and Social Sciences.

**The National Institute of Health & Family Welfare (NIHFW)** is situated in South Delhi, near Jawaharlal Nehru University and DDA Flats Munirka on Baba Gang Nath Marg and it is easily Accessible from Airport as well as New Delhi Railway Station. The Munirka Metro Station is nearest Metro Station is on walk-able distance.

### PROCESS OF SELECTION:

NIHFW would be detailing the minimum pre-qualification requirements and the process of selection in the RFP.

- A. The designated Committee would evaluate the quality of Bidders on the criteria mentioned in the RFP based on their proposals received and fulfillment of eligibility criteria (Technical Bid). The technically eligible agencies have to make a presentation and present before the designated Committee at NIHFW, New Delhi on scheduled date & time.
- B. Financial Bids of only the short-listed Bidders (**who score at least 70 out of 100 in the Technical Bid and Presentations Criteria**) would be considered.
- C. NIHFW does not bind itself to accept the lowest or any tender and has the right to refuse any or all of the bids without assigning any reason or to select any bidder that is on the final evaluation list. NIHFW also reserves the right to reissue the tender without the tenderer having the right to object to such a reissue. NIHFW also reserves the right to extend the validity period.

- D. The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the Tender document. Any tender that stipulates conditions contrary to the conditions given in the tender document stands disqualified/rejected.
- E. Pre-bid queries:- All queries regarding the RFP can be mailed to In-charge (WMS) Mr. Amar Nath Gupta (amargupta@nihfw.org) or (wms@nihfw.org) latest by **01.03.2023 at 3:00 PM.**
- F. Any bid received by NIHFWS after the deadline for submission of bid prescribed by NIHFWS will be rejected and returned unopened to the Bidder. NIHFWS shall not be responsible for any delay or non-receipt / non-delivery of the documents.
- G. During opening of the technical and financial bids, all bidders are requested to be present at NIHFWS, Munirka, New Delhi, 110067.
- H. NIHFWS also reserves the sole right for carrying out amendments/modification/changes including any addendum to this RFP. Such amendments/ modification/changes including any addendum to this RFP shall be notified on the NIHFWS website <http://www.nihfw.org/> in and these will be binding on the agencies.
- I. NIHFWS reserves the right to extend the deadline without assigning any reasons thereof OR cancel the entire RFP process. Intimation of the same shall be notified on the NIHFWS website [www.nihfw.org](http://www.nihfw.org/).
- J. The bidder shall bear all costs associated the preparation and submission of the bid and NIHFWS will in no case be held responsible OR liable for these costs, regardless of the conduct OR outcome of the tendering process.
- K. All entries in the Financial and Technical bid format should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed and stamped with company's seal by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. The rate mentioned in Price bid Performa if written by hand to be covered by **cello tape** or should be typed.
- L. The bidders should ensure the **correct calculation in the financial bid.** If any **arithmetic calculation as per the format** given in the Financial Bid is found incorrect, the NIHFWS will have the discretionary power to cancel/reject the bid.

- M. The payment will be made on actual execution /qty. executed work, the quantity may be increase of decrease as per site requirement
- N. As the Event pertains to the Institute's Image and prestige, therefore Agency shall ensure services within the quoted amount. Each and every point should be managed effectively with sufficient manpower(s). In case of failure/unable to perform OR any lacuna in quality deliverables at any level/stage, the Institute will forfeit their Security Deposit, penalty will be imposed as per the agreement and also Blacklist the agency.
- O. The rate for the items such as Breakfast, High-Tea, Lunch, Tea with Snacks & Dinner will be considered and calculated on the basis of OM issued by Ministry of Finance, DoE OM No. 7(3)/E-Coord/2013 dated 6th May, 2015.
- P. All **necessary permissions from Local Govt. Bodies** for organizing the event in smooth manner shall be obtained by the agency and with NO additional cost shall be payable for the same.

### **Scope of Work and Responsibilities: "Annual Day"**

- The agency will be responsible for designing creative elements, organizing and executing "Annual Day" at the most competitive rates.
- The agency shall share detailed proposal for an event with a gathering of **400 (25 VIPs & 375 Supporting staffs)** per day **(With following Covid protocols)**, for organizing "Annual Day" at NIHFWS on **9th March, 2023**. The agency is required to address following key aspects (but not limited to) of the event through their proposal:
- Scope of work: Including all technical, Audio-visual & other logistic solutions etc.
- The selected agency shall deal with the following scope of work. The scope of work for the agency shall be, but not limited to the following items:

#### **A. Pre-event:**

1. Planning and conceptualizing of ideas of event in accordance with the earlier Annual Day Celebration.
2. Preparation of a Contingency plan for events.
3. Identify potential mediums/methods for outreach (Offline Media & Online Media).

4. Identification of Venue and conduct a detailed analysis (for physical). Development of evaluation methodology for shortlisting process of candidates for virtual and hybrid modes.
5. Preparation of Backdrop.
6. Preparation of Audio – Video content for event including anthem, anecdotes, video bites (as per Institute requirement).
7. Designing/Creating, printing of publicity material on sun-board of required size & shape etc.
8. Exhibition about themes, in the NIHFW.

#### **B. During event:**

1. On-site technical support.
2. Onsite Security including liaising with local security agencies, hiring of security agency for venue security, protocol management.
3. Power backup and lighting onsite and offsite during the event with technical and generator support in case of power failure.
4. Coordinating and liaising with local administration authorities for statutory approvals and permissions.
5. Sanitization of venue, social distancing norms and adequate arrangement of facemask and sanitizers for on-site events.
6. Photography & Videography of events, special moments, glimpses etc. (As per requirement).

#### **C. Post-Event:**

1. Post-event report.
2. Coordinating with media houses and newspaper for publication (As per direction of Institute Concern officer).
3. Preparation of event analytics.
4. Packaging and shipping of left-over promotional material, if any.

Note: - **The above-mentioned scope of work is not exhaustive by any means and will depend on basis the requirements of the project and mode of event – Physical, Virtual or Hybrid.**

#### **D. Physical Event Scope: -**

1. Implementing layouts and printing for the following items:
  - Brochures/Leaflets.
  - Posters.

- Stage Backdrops and Stage Properties for the Dramas.
  - Outdoor Hoarding/Indoor Hoardings/Billboards.
  - Press Booklets etc.
  - Organizing press conferences (if required).
2. Designing and creation of publicity material and disseminating publicity.
  3. Exhibition about themes, in the NIHFW.
  4. Complete management and organization of events.
  5. Conceptualization and visualization of various events of “Annual Day” and cultural event as per brief received by the NIHFW and plan on Concept, Layout, Thematic understanding, Quality of visual.
  6. Complete Stagecraft, Green Rooms, Sound, AV, Relay, Lighting, Public Seating, Barricading, Public Lighting, Refreshments Stalls, Waste Management, Security, etc.
  7. Complete show management during the events and Complete Photography, Videography, AV Production and related activities for all the events/festivals.
  8. Technical Bid format in Appendix 2 (Form I, II & III).
  9. Detailed BOQ is defined in Appendix 1-A and Appendix 1-B.

## **QUALIFYING CRITERIA AND TECHNICAL PROPOSAL**

NIHFW shall evaluate the capabilities of the Event Management Agencies based on their profile and keeping in view of the following criteria. Agencies not fulfilling the below criteria need not apply.

### **MINIMUM ELIGIBILITY CRITERIA**

1. The participating agency has to provide or enclose the letter or office order issued by the Ministry of Culture, Government of India, for the appointment of the agency(ies).
2. A Bidder can be a company/ partnership firm/other legal entity incorporated/established as per the applicable laws in India.
3. The agency must be in operation in India from past 05 years in the same line of business. As proof the agency may submit proof (Invoices/work orders/ agreement copies/ Purchase Order/Completion certificate) of any assignment executed 5 years before the tender due date. (\*Same line of business here stands for the business of events, exhibitions, virtual event, Annual Day Celebration, creative designing, Advertising, branding, marketing, Media & communications).
4. The agency must have executed/ongoing at least 03 (three) events/Annual Day Celebration/ projects for any Government Organization/ PSUs etc. in last (05) five years out of which at least one (1) assignment must be with Prime Minister/ Vice-President/



President of India/ Cabinet Minister(ies). (Documentary proof in this regard must be submitted)

5. The agency must have attained average turnover of Rs. 10 Lakh in any of the last three financial years from the same line of business. CA certificate in this regard must be submitted as proof.
6. The net worth of the bidder, as on 31.03.2022 should be positive.
7. The agency has ISO Certification 9001, 27001, 14001
  - ISO 9001- **For delivering Quality outcome.**
  - ISO 27001 - **For protection of Institute's / Organization's Data.**
  - ISO 14001- **For eco-friendly as well as disposal of wastes.**
8. A declaration, i.e., "Competency Certificate" on the Letter head of the company to execute the institute's event.

#### **TECHNICAL BID**

1. Demand Draft of Rs. 20,000/- (Rupees Twenty Thousand only) as Earnest Money Deposit (EMD) and tender fee of Rs. 500/- (Rupees Five hundred only) which will not refundable may be enclosed with the Technical Bid.
2. Earnest Money Deposit:
  - a. EMD amount will be accepted in the form of Demand Draft in favor of NIHF, New Delhi. The bid without EMD is liable to be summarily rejected.
  - b. Without prejudice to any other right of NIHF the Earnest Money Deposit may be forfeited by the NIHF:
  - c. If the Bidder withdraws his bid during the period of bid validity; OR
  - d. In case the successful Bidder refuses to sign the Agreement.

OR

  - e. If the bidder fails to furnish the Performance Security.
3. EMD will be refunded to the bidders with-in sixty days from the date of issue of award letter to the successful bidder and no interest would be paid there on.
4. The **exemption of EMD & Tender Fee** is applicable to valid MSME certificate.

#### **PERFORMANCE SECURITY**

The successful bidder shall be required to deposit an amount of Rs. 35,000/- (Rupees Thirty Five Thousand Only). Performance Security should remain valid for

6 months beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of Demand Draft in favour of "**Director, NIHFV**" payable at New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank.

Performance will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms and conditions of the contracting contractor or failure to provide any services under the contractor loss results from contractor's failure and breach of obligation under the contract.

### TECHNICAL PROPOSAL

The agencies fulfilling the pre-qualification criteria will be asked to make a presentation and present before the committee constituted by the Administration, NIHFV for this purpose. The agencies will be evaluated on the following parameters and the presentation.

Sr. No	Evaluation criteria		Maximum Marks
<b>1.</b>	<b>TECHNICAL CAPACITY OF THE BIDDER</b>		<b>50</b>
1.1	Number of assignments (Events/ Annual Day) in last 3 Years as shall be awarded marks as under: (minimum three (03) assignments required to be eligible)		15
	Number of Additional Projects	Marks	
	03 projects to 05 Projects	05	
	Above 05 projects to 10 projects	10	
	More than 10 projects	15	
1.2	Cumulative turnover of Company	Marks	15
	10 Lakh ≤ 50 Lakh	05	
	> 50 Lakh ≤ 1 Crore	10	
	> 1 Crore	15	

1.3	Relevant Experience in Past years: The agency must be in operation in India from past 5 years in the same line of business to be eligible.		10
	Experience in Years	Marks	
	2 Years $\leq$ 3 Years	05	
	>3 Years $\leq$ 5 Years	10	
1.4	Certification		10
	Certification	Marks	
	ISO 9001	04	
	ISO 27001	03	
	ISO14001	03	
	<b>Total</b>		<b>50</b>
<b>2</b>	<b>PRESENTATION</b>		<b>50</b>
2.1	<p>Conceptual plan for an event Overall theme and layout of the event; particularly optimum utilization of the allocated space (without compromising with norms of quality &amp; safety), maximization of visibility, proposed theme.</p> <p>Concept design (for whole and various parts) for the event.            Concept design for VVIP lounge, Media, Lounge, Meeting Rooms and Green Rooms Concept design for Entry Arch and Façade Fire and emergency exit plan, Power backup &amp; environment compliance plan, Media Plan &amp; Sample Creatives, Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material</p> <p>Any other innovation, quality improvement and aesthetic upgradation brought out in the bid</p>		50
	<b>TOTAL MARKS (1+2)</b>		<b>100</b>

NOTE: - The evaluation of Presentation will be on the basis of following: -

1. The presentation should include-

- a. Bidder's understanding of the current ecosystem and assignment (Basis the current scope of work laid down in the RFP)
- b. Proposed modus operandi with workflow of team members.
- c. Two Case Studies (one each for the two parts) with the following-
  - i. Approach and methodology used in the Projects-Please list projects and role/experience separately for each Part.
  - ii. The aforementioned can be provided separately for the two parts/work packages of the Scope of Work.

2. Profile of Candidates proposed to be Deployed-

- i. Experience of team members in similar projects in past.
- ii. Innovation and adaptability to situation Knowledge of tools and database management system.
- iii. Presentation, Body Language and Communication skills.

## **FINANCIAL BID EVALUATION**

Bidder should submit the financial bid, which shall indicate the details of price, applicable taxes. The Financial bids will be evaluated on Quality and Cost Based Selection method (QCBS) basis with 70% weight age on technical score and 30% weight age on financial score.

TECHNICAL SCORE=100 X TECHNICAL MARKS OF THE BIDDER/HIGHEST TECHNICAL MARKS

SCORED AMONG ALL BIDDERS {Adjust to two decimal places}

FINANCIAL SCORE = 100 X FINANCIAL PROPOSAL OF LOWEST BIDDER /FINANCIAL PROPOSAL OF BIDDER UNDER CONSIDERATION {Adjust to two decimal places}

THE COMPOSITE SCORE SHALL BE COMPUTED AS FOLLOWS:

COMPOSITE SCORE = (TECHNICAL SCORE X 0.70) + (FINANCIAL SCORE X 0.30) {Adjust to two decimal places}

The bidder with the highest composite score will be declared as the successful bidder. In case of tie in the highest composite score of multiple bidders, the bidder with higher technical score will be declared as the successful bidder.

**Note:** Technical marks are the marks scored by the bidder in the technical bid.

**Appendix-1-A****Financial Bid Format**

S. No. (1)	Particulars (2)	Size & details (3)	Unit (4)	Days (5)	Sqft / Nos (6)	Rate (per unit/ sqft.) (7)	Amount (8)
<b>A</b>	<b>Entrance Building (Branding/Signage)</b>						
<b>A.1</b>	Entrance Gate Branding	12 ft. x 10 ft.	Sqft	1	250		
<b>A.2</b>	Welcome Board (Inside Venue)- Flex with Frame	10'X8'	Sqft	1	120		
<b>A.3</b>	Signage Board- vinyl with sun-board	2 ft. x 1.5 ft.	Sqft	1	50		
<b>A.4</b>	Standee (Inside Venue)	8'X4'	Sqft	1	370		
<b>A.5</b>	Backdrop (Behind the stage)	30 ft. x 8 ft.	Sqft	1	260		
<b>B</b>	<b>RED CARPET</b>						
<b>B.1</b>	Red Carpet from Hall Main Entrance to Lawn Area	120 ft. x 10 ft.	Sqft	1	1200		
<b>B.2</b>	Red Carpet for VIP Lounge	23 ft. x 32 ft.	Sqft	1	736		
<b>B.3</b>	Red Carpet for Steps & Ramp	20 ft. x 10 ft.	Sqft	1	200		
<b>B.4</b>	Existing Stage Carpeting - Red Carpet	30 ft. x 17 ft.	Sqft	1	510		
<b>C</b>	<b>VIP Lounge</b>						
<b>C.1</b>	2 Seater Sofa	-	Nos.	1	6		
<b>C.2</b>	Centre Table	-	Nos.	1	4		
<b>C.3</b>	Buffet Table with Frill	-	Nos.	1	4		

S. No. (1)	Particulars (2)	Size & details (3)	Unit (4)	Days (5)	Sqft / Nos (6)	Rate (per unit/ sqft.) (7)	Amount (8)
<b>D</b>	<b>Stage Arrangement &amp; Tentage/Furniture</b>						
<b>D.1</b>	Tent for Seating Area	110 ft. x 80 ft.	Sqft	1	8800		
<b>D.2</b>	Tent for Buffet Area	80 ft. x 10 ft.	Sqft	2	800		
<b>D.3</b>	Tent for VIP Lounge	24 ft. x 32 ft.	Sqft	1	768		
<b>D.4</b>	Podium with Logo Branding- wooden make	4 ft. x 2 ft.	Nos.	1	2		
<b>D.5</b>	Console Masking - Black Cloth Finish	20 x 4	Sqft	1	80		
<b>D.6</b>	Passage Wall - To Cover Lift Area	22 ft. x 8 ft.	Sqft	1	176		
<b>D.7</b>	Round Table (For lunch)	-	Nos.	1	8		
<b>D.8</b>	Tent Chairs with Cover	-	Nos.	1	500		
<b>D.9</b>	VIP Sofa Set - 2 Seater Sofa	-	Nos.	1	16		
<b>D.10</b>	Mist Fan	-	Nos.	1	16		
<b>D.11</b>	Tent Table with Frill for (Food Area, Water Counter, Console)	6 ft. X 2 ft.	Nos.	1	20		
<b>E</b>	<b>Sound Equipment</b>						
<b>E.1</b>	JBL VRX Subs	-	Nos.	1	4		
<b>E.2</b>	Monitor	-	Nos.	1	8		
<b>E.3</b>	Delay Sound	-	Nos.	1	2		
<b>E.4</b>	32 Channel Mixer	-	Nos.	1	1		
<b>E.5</b>	Table Mic	-	Nos.	1	5		
<b>E.6</b>	Hand Mikes	-	Nos.	1	4		
<b>E.7</b>	Podium Mic	-	Nos.	1	2		
<b>E.8</b>	Sound Technician	-	Nos.	1	1		

S. No. (1)	Particulars (2)	Size & details (3)	Unit (4)	Days (5)	Sqft / Nos (6)	Rate (per unit/ sqft.) (7)	Amount (8)
<b>F</b>	<b>Power Backup - DG set</b>						
<b>F.1</b>	125 KW With Fuel (12 Hour)- DG set	-	Nos.	1	1		
<b>G</b>	<b>VIDEO (LED)</b>						
<b>G.1</b>	LED Wall with Riser, thematic backdrop with Side branding along with seamless Switcher, splitter, processor (if any), allied Laptop, preview Monitor etc. complete	16x9 ft.	Nos.	1	144		
<b>G.2</b>	LED TV - 75 inch - (Interconnected with the LED Wall for real time display on same screen)		Nos.	1	1		
<b>G.3</b>	Clicker - High Range / Dummy Remote		Nos.	1	1		
<b>G.4</b>	Technical manpower with allied support staff		Nos.	1	1		
<b>G.5</b>	Cabling and others		Nos.	1	1		
<b>H</b>	<b>Designing &amp; Display's</b>						
<b>H.1</b>	Providing and Installation of Kiysok	-	Nos.	1	3		
<b>H.2</b>	Octanorm Structure with Arm Lights for displaying	23 ft. x 32 ft.	Sqft	1	736		
<b>H.3</b>	Designing/Creating, Printing of publicity material on sun-board of required size & shape etc.	3 ft. X 2 ft.	Sqft	1	240		
<b>H.4</b>	Octanorm Exhibition Stall of 10 feet X 10 Feet size	10 feet X 10 Feet	Nos.	1	3		
<b>H.5</b>	LED Screen - 42 inch (For Stalls)		Nos.	1	3		



S. No. (1)	Particulars (2)	Size & details (3)	Unit (4)	Days (5)	Sqft / Nos (6)	Rate (per unit/ sqft.) (7)	Amount (8)
<b>I</b>	<b>Collaterals &amp; Flower Decoration</b>						
<b>I.1</b>	Flower Bouquet for VIP's	-	Nos.	1	5		
<b>I.2</b>	Stage Skirting Flower Decoration	30 ft. x 3 ft.	LS	1	1		
<b>I.3</b>	VIP Table - Flower Pots	-	Nos.	1	6		
<b>I.4</b>	Centre table - Flower pots (AT lawn & at VIP area)	-	Nos.	1	12		
<b>I.5</b>	Entrance Gate Flower Decoration	-	LS	1	1		
<b>I.6</b>	Academic Block Entrance - Flower Decoration	48 ft. x 3 ft.	LS	1	1		
<b>I.7</b>	Administrative Block - Entrance Decoration	42 ft. x 3 ft.	LS	1	1		
<b>I.8</b>	Making of Rangoli @ Entrance of Academic Block	-	Nos.	1	2		
<b>I.9</b>	Flower Pots (12inch- with Seasonal Flower)	-	Nos.	1	100		
<b>I.10</b>	Planter (15 inch- with All season plants)	-	Nos.	1	150		
<b>J</b>	<b>Catering *</b>						
<b>J.1</b>	VIP Area Snacks & refreshment (Hi-Tea, As menu approved by the concern officer)	-	Nos.	1	25		
<b>J.2</b>	VIP Lunch	-	Nos.	1	25		
<b>J.3</b>	Lunch (For staff)	-	Nos.	1	375		
<b>J.4</b>	Refreshment Packet (For contractual staff)	-	Nos.	1	300		
<b>J.5</b>	Serving Staff with dress (For VIP Only)	-	Nos.	1	04		
	<b>Catering*</b> - There is Ceiling for Breakfast, High-Tea, Lunch, Tea with Snacks & Dinner is freeze by MoF, DoE OM No. 7(3)/E-Coord. /2013 dated 6th May, 2015. Therefore, rates Per meals to be quoted accordingly.						

S. No. (1)	Particulars (2)	Size & details (3)	Unit (4)	Days (5)	Sqft / Nos (6)	Rate (per unit/ sqft.) (7)	Amount (8)
K	<b>TBL &amp; Logistics</b>						
K.1	Team TBL, Transportation, etc.	-	LS	1	1		
	<b>Total (A + B + C + D + E + F + G + H + I + J + K)</b>						
	<b>Contingency Cost @ _____</b>						
	<b>Agency Fee @ _____</b>						
	<b>Total including Agency Fee</b>						
	<b>Applicable Taxes @ 18%</b>						
	<b>Total including Taxes</b>						
	<b>Total (In Words)</b>						

(Signature of Authorized signatory with official seal)

**Name of the Service Provider:**.....

**Contact Details:**.....

**Address:** .....

Note: -

1. The Agency will have to make Multiplication to calculate the total amount: - Days (5), Sqft (6) & Rate (7) Columns and accordingly fill the amount.
2. The Agency have to make total of every head and fill the total in the last sheet i.e. Total (A+B+C+D+E+F+G+H+I+J+K).
3. The agency is advised to comply the directions made for filling the Financial Sheet.
4. The payment will be made on actual execution /qty. executed work, the quantity may be increase or decrease as per site requirement.
5. Please fill all the rows and calculate properly and thereafter kindly stick a transparent Cello tape over the values written or typed.

**APPENDIX-1-B****FINANCIAL PROPOSAL SUBMISSION FORM**

**Submission of Proposal against the RFP no. **WMS-18011/1/2023-WMS** dated **28.02.2023**. Our Details Financial proposal is as follows.**

Sl. No	Particulars	Total Cost	GST as applicable	Total cost (Including Taxes)
(A)	(B)	(C)	(D)	(E)
1.	Total Cost of providing services as per the Scope of Work mentioned in the RFP.			
Total Cost (In words)				
Financial bid proposal must be submitted in separate envelope super scribed "Price Bid" attached the breakup sheet. i.e. Appendix 1-A & 1-B				

(Signature of the authorized Signatory with Seal)

**Appendix-2**  
**FORM-I****Technical Bid****Letter of Proposal (on 100/- Stamp Paper)****To,****Director, NIHF  
Munirka, New Delhi – 110067.****Sub: Engagement of Event Management cum Advertising Company.**

Dear Sir/Madam,

1. With reference to your RFP No. WMS-18011/1/2023-WMS dated 28.02.2023, we, having examined the Bidding documents and understood their contents, hereby submit our Proposal for the afore said Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment.
4. We shall make available to the NIHF any additional information it may find necessary or require supplementing or authenticate the Bid.
5. We acknowledge the right of the NIHF to reject our Proposal without assigning any reason or otherwise and here by waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/central Government or their agencies including Central/State Level Public Enterprises.
7. We declare that:
  - a. We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the NIHF.
  - b. We do not have any conflict of interest in accordance with the RFP document;
  - c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the NIHF or any other public sector enterprise or any government, Central or State; and
  - d. We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.

8. We understand that you may cancel the Bidding Process at anytime and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.
9. We declare that we are not a member of any other firm submitting a Proposal for the assignment.
10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
11. We further certify that regarding matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. We further certify that no investigation by a regulatory authority is pending either against user against our Associates or against our CEO or any of our Directors/Managers/employees.
13. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the NIHFV of the same immediately.
14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the NIHFV in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect to the above mentioned Assignment and the terms and implementation thereof.
15. In the event of our being declared as the successful Bidder, we agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the fore said draft and agree to abide by the same.
16. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the NIHFV or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
17. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.
18. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.
19. We agree to keep this offer valid for 180 (One hundred eighty) days from the Proposal Due Date specified in the RFP.
20. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the Authorized signatory) Name and seal of Bidder

**FORM-II****Particulars of the Bidder**

1. Name of the Company:
2. Registered Office:
3. Date of Incorporation:
4. Constitution of Bidder Company:
5. GSTIN (Copy to be enclosed):
6. PAN (Copy to be enclosed)
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Worldwide presence:
10. Presence in India:
11. Total no. of employees:
12. No. of employees in Event Management services:
13. Details of contact persons:
14. Any other details:

Name:

Designation:

Contact Telephone No.:

Mobile no.:

Fax no.:

E-mail id:

Postal address:

(Signature of Authorized signatory)

**FORM-III****Financial Capacity of the Bidder**

<b>Particulars</b>	<b>Rupees in Lakhs/Crores</b>		
	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>
Annual turnover			
Average Turnover for 03 years			

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(Signature of Authorized signatory with official seal)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

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 Signature, Address, Seal & Membership No. of Chartered Accountant