

**Request for Proposal (RFP) for Selection of an Event Management  
Vendor for organising Helen Keller Award 2022**



**National Centre for Promotion of Employment for Disabled People (NCPEDP)**

**E-150, East of Kailash**

**New Delhi-110065**

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# **Request for Proposal (RFP) for Selection of an Event Management Vendor for organising Helen Keller Award 2022**

National Centre for Promotion of Employment for Disabled People (NCPEDP) invites e-bids from Industry Associations/ Bodies/ Organisations of National 'repute for appointment as 'Event Management Vendor' for Helen Keller Award - 2022. The details of submission of Bids are available in the RFP document available on our website (<https://ncpedp.org>)

The timeline for submission of bids/proposals are given below as:

<b>Event</b>	<b>Date</b>	<b>Time</b>
Date of upload of RFP	19-10-2022	5.00PM
Last date of bid Submission	7-11-2022	5.00PM
Date of Technical bid Opening and Presentation	9-11-2022	11.30AM

National Centre for Promotion of Employment for Disabled People (NCPEDP) reserves the right to cancel any or all the Bids or annul the Bidding process without assigning any reason thereof. All proposals are to be submitted online through email only to [vendormanagement@ncpedp.org](mailto:vendormanagement@ncpedp.org) in prescribed format.

(Sd/-)

(Signature with name & date)

National Centre for Promotion of Employment for Disabled People  
E-150, East of Kailash New Delhi - 110065

## **Chapter 1**

### **DISCLAIMER**

The information contained in this Request for Proposal document (the "RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of NCPEDP or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the NCPEDP to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their technical proposals and financial offers pursuant to this RFP (the "Proposal").

This RFP includes statements, which reflect various assumptions and assessments arrived at by NCPEDP in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for NCPEDP, its employees or advisors to consider the investment objectives, financial situation and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. NCPEDP accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. NCPEDP, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage. NCPEDP also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. NCPEDP may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that NCPEDP is bound to select a Bidder or to appoint the Selected Bidder as Event Management Vendor for the Assignment and NCPEDP reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NCPEDP or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the bidder. NCPEDP shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

**Chapter 2**  
**INSTRUCTIONS FOR TENDERING**

The bidding process for this RFP will be completed offline. The RFP document can be downloaded free of cost from the website.

The Bidders must upload all the required documents via email in the PDF format.

Along with the bids, the bid processing fees of Rs. 5,00/- and the EMD of Rs.50,000 must be submitted on or before the bid closing date by way of separate demand drafts payable to National Centre for Promotion of Employment for Disabled People, at New Delhi to the Executive Director, E-150 Ground Floor, East of Kailash, New Delhi-110065. The EMD will be refunded back to source in an interest free manner.

## **Chapter 3**

### **ENGAGEMENT OF AN Event Management Vendor FOR ORGANISING HELEN KELLER AWARD 2022 IN NEW DELHI, INDIA**

#### **Background**

National Centre for Promotion of Employment for Disabled People (NCPEDP) is a 26 year old cross-disability non-profit organisation working with a range of stakeholders; to advocate for the rights of persons with disability along with encouraging their employment; increasing public awareness; creating and disseminating knowledge, information, and opportunities; and working towards easy and convenient access to all public places, products, services, and technologies.

#### **HELEN KELLER AWARD 2022**

This year we celebrate the 23rd edition of the NCPEDP- Mindtree Helen Keller Awards. The story of the Helen Keller Awards started in 1999 as a result of the findings of a survey conducted of the Top 100 Companies of India by the National Centre for Promotion of Employment for Disabled People (NCPEDP). The results showed that the average percentage of employment of people with disabilities was as follows: in the public sector: 0.54%; in the private sector: 0.28%; and in the multinationals: 0.05%. While the situation has improved to some extent in the past decade and a half, we are still not even close to covering half the percentage of persons with disabilities living in the country.

The objective of the NCPEDP Helen Keller Awards was to start a discourse on equal opportunities for persons with disabilities in the area of employment at a time when no one was even thinking about it. Organisations and employees with disabilities would become brand ambassadors for the cause of employment of persons with disabilities and take the momentum forward and role models would be identified and celebrated in an attempt to motivate and encourage others. Over the past 20 years, these Awards have come to be recognized as the most prestigious Indian benchmark for honoring people and organizations which have been working towards promoting employment opportunities for people with disabilities.

This is the 7th year of The NCPEDP and Mindtree's partnership for the Helen Keller Awards.

The Awards will be given away under the following 4 categories:

#### **Category A: Role Model Persons with Disabilities:**

Persons with Disabilities from within the disability sector and outside who have been active as ambassadors of the cause of employment for people with disabilities and are a positive role model for others.

Every year, Awards in this category are given out to 3 people across the country.

#### **Category B: Role Model Supporter of Increased Employment Opportunities for Persons with Disabilities:**

Individuals from within the disability sector or outside who have contributed substantially to the

cause of promoting employment opportunities for people with disabilities over an extended period of time.

Every year, Awards in this category are given out to 3 people across the country.

Category C: Role Model Companies/NGOs/Institutions:

Organisations from the disability sector or outside who have shown their commitment towards promoting equal employment opportunities for people with disabilities.

Every year, Awards in this category are given out to 4 companies/organisations across the country.

Role Model Entrepreneurs with Disabilities:

Entrepreneurs with disabilities who have managed to set up businesses and sustained them over a period of time. The efforts of these individuals have positively impacted not only their lives but also the lives of others involved.

This category was added in 2021 and 3 awards are given under this category, across the country.

## **Chapter 4**

### **Event Management Vendor REQUIREMENTS**

Helen Keller Award 2022 is being envisaged on a scale larger than HKA 2021. An event of this magnitude requires concerted efforts, coordination and liaison on parallel multiple fronts. An national event of this stature requires the services of an agency having prior experience in management of similar events. The agency is required to be well versed with protocols, guidelines and systems of organising such national events. The agency is expected to proactively work in the following areas:

1. Event management from concept to execution and post event follow ups.
2. Awards ceremony which will also include speeches of dignitaries and fire side chat with panel.
3. Hospitality, Protocol & Transportation & coordination support for Indian delegates (including non-financial administrative assistance for mobility assistance etc. wherever required)
4. Media & Publicity activities (Print advertisement, Audio Visual advertisement, Newspaper advertisement, Magazine advertisement, Domestic & International branding of the Event, Press conferences, Social media promotion, Website management, digital wall displays etc), wherever required.
5. Printing of event documents, collaterals and publicity materials.
6. Any other work assigned by NCPEDP related to the above event.

## **Chapter 5**

### **SCOPE OF WORK**

The selected Bidder will have to provide requisite competent manpower and services as below in addition to any other activity for successful implementation of the event:

#### **I. Pre-Event Responsibilities:**

##### **A. Conceptualization and Planning for Helen Keller Awards 2022**

1. Conceptualize the Event plan, its scope, objectives and deliverables based on the venue and NCPEDP's requirements and maintain a universal theme for all aspects of the Event execution in coordination with vision for the event.
2. Design the Event flow which would include the inaugural ceremony, various parallel sessions/activities, networking meetings, publicity events, closing ceremony, dinner, fire side chat, etc.
3. Create the Event Execution Plan for executing the Event indicating specific timelines with the respective milestones along with detailed specifications of works to be carried out.
4. Coordinate with Knowledge and Media Partners and give inputs on the ways and means for promoting & smooth execution of Helen Keller Awards.
5. Prepare and present the financial estimates for this event in consultation with NCPEDP.
6. Hiring/engaging and supervising of other agencies for proper and successful implementation of the said event.

##### **B. Venue Development**

1. Overall development of awards ceremony area (seating arrangement, carpeting, hoardings, banners, appropriate decoration and branding, audio, video, photography, videography and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally required in accessible large scale events) as per plans approved by NCPEDP. In case the venue gets changed, the agency will have to make necessary arrangements accordingly.
2. Help Desks with registration desk, with adequate support (mobility assistance, provision for ushers, coordinators, etc.)

3. Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.
4. Engage all Vendors / Sub Vendors required for carrying out all the above said services as per the sample/option approved by NCPEDP. Also, to ensure the deliverances of all services to the fullest satisfaction of the organiser.
5. Coordinate the arrangements of main hall for the inaugural and closing ceremonies, seminar halls for conducting parallel sessions, round tables, smaller meeting rooms for networking discussions, and other miscellaneous arrangements such as press conference rooms, registration counters etc.
6. Procure all the necessary clearances and make arrangements for the security protocols of the VIP movement during the event.

### **C. Participation Arrangements**

1. The selected agency should coordinate with Knowledge Partner(s) to ensure participation from stakeholder institutions and individuals.
2. Co-ordinate with the Knowledge Partner (s) for obtaining the list of speakers, panelists and invitees and arrange for printing invitations and posting of the same. Invites would be sent out to speakers, VIPs, Guests, Dignitaries, Delegates etc. at least 15 days before the event and attendance / participation ensured.
3. To support/provide information on bookings for accommodation and that of travel for the incoming delegation.
4. Coordinate for food stalls and catering on the day of the event.
5. To ensure local conveyance, shuttle buses and cars from airport or hotels and within awards ceremony area during the event.

### **D. Marketing and Promotion**

1. Arrangements for banners, badges, fliers, pamphlets, program brochures, table name plates of dignitaries etc. in conjunction with the theme provided by NCPEDP/ Media Partner and produce a final print.
2. Propose and arrange for appropriate mementos/kit to be given away at the Event as per instruction of NCPEDP for important guests.
3. End to end invitee management including printing of cards, inviting the participants for various events and workshops, follow-up, maintaining the invitee database etc.
4. Coordinate with Knowledge Partner(s) and all other related agencies for collaterals to ensure content and quality of publication.
5. Arrange for adequate & quality participation in the event.

#### **E. Coordination and Staffing**

1. Event Management Vendor should nominate a team of 3 people from its team which should work as the single contact point for NCPEDP / Knowledge Partner(s) for all coordination purposes. *This team should, however, be assisted by their back office, senior management and regional office.*

2. To provide experienced manpower as per requirement of event having domain knowledge and expertise to handle the allocated work efficiently and provide details of their team members with experience as decided in consultation with NCPEDP.

## **II. Post Event responsibilities :**

1. To prepare a final report of Event as per the format shared by NCPEDP.
2. Promotional film or content on the event (with visual info-graphics of the event outcomes).
3. Follow up Thank You letters to the dignitaries.

## Chapter 6 ELIGIBILITY

The Industry Bodies/ Associations/ Organizations intending to bid for engagement as Event Management Vendor shall fulfill the following eligibility conditions. Failure to comply with eligibility criteria shall render the bidder ineligible. The financial proposals of ineligible bidders shall not be considered and shall be returned unopened.

Serial	Criteria	Minimum Requirement
1	Financial turnover	Minimum Average annual Turnover of INR 25 Lakhs in the last 5 financial years (Audited Balance sheet and Income statements should be submitted for the last three financial years preceding the Bid Submission Date)
2	Manpower Strength	A dedicated team for organising such events duly assisted by its senior leadership and overseas offices and associate and MoU partners. The bidder should have its own manpower strength of at least 10 persons.
2.1	Minimum Experience	The Bidder should have organized at least 1 (one) awards ceremony promotion events for publicly recognized organizations. Preference will be for agencies having experience of managing events for the disability sector.
3	Others	Bidders should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction. The Bidder shall have to furnish Self Declaration stating to this effect signed by authorised signatory of the agency with seal.

## Chapter 7

### Technical Evaluation

1. Scrutiny of eligibility criteria mentioned in **Chapter 6** for responsiveness to the RFP will be done by NCPEDP to determine whether the documents have been properly signed, qualification criteria fulfilled, and all relevant papers submitted and whether the response to RFP is generally in order.
2. NCPEDP can seek additional information from the applicants and presentations also to be made by the agency to the Competent Authority, if needed.
3. The response to the RFP not conforming to eligibility criteria mentioned in chapter 6 will be rejected.
4. The selection of the agency will be based on the evaluation of the technical and financial bids.
5. Technical Evaluation: This will be done based on evaluation of the documents submitted via email and technical presentation. The agency is expected to submit the documents as mentioned in Chapter 10 (soft copies). Each of the item type has been allocated marks based on which the final technical score will be calculated.

#### Evaluation criteria:

Serial	Evaluation Criteria	Maximum marks	<i>Reference document</i>
1	<b>Company Profile</b>	<b>50 marks</b>	
1.1	Number of Business Events (of the size and scale mentioned in eligibility criteria in <b>Chapter 6</b> ) organized in the last 3 financial years in the fields of Award ceremony, Business Exhibitions, Conferences, etc <ul style="list-style-type: none"> <li>• 1 Awards event: 10 marks</li> <li>• More than 1 Awards event: 15 marks</li> <li>• More than 2 events with experience of disability sector event: 20 marks</li> </ul>	20 marks	<i>Form C and brief profile of firm etc.</i>

1.2	<p>Average Financial turnover of the lead firm in last 5 years:</p> <ul style="list-style-type: none"> <li>• Average turnover 25 lakhs to 50 lakhs in last three financial years: 20 marks</li> <li>• Average turnover of more than 50 lakhs in last three financial years: 30 marks</li> <li>•</li> </ul>	30 marks	
2	Technical Presentation including Team Strength	50 marks	
2.1	a. Understanding of work		
	<p>b. Plan for the event management, branding and advertisement – social, portal, mass media</p> <p>c. Ideas for awards events (at-least three)</p> <p>d. Innovative ideas for the event planning and execution</p> <p>e. Sample design of collaterals</p> <p>f. Team strength</p>		
	<b>Total</b>	<b>100 marks</b>	

6. The qualifying score will be 70 marks out of 100 based on Company Profile and Technical Presentation. Firms which qualify in the technical evaluation will be ranked based on merit and they will be shortlisted for opening of financial bids.

## Chapter 8

### Selection

Final selection will be made based on Quality cum Cost Based Selection (QCBS system) by giving 80:20 weightage to the technical and financial score respectively. Then agency will be ranked based on total score on weighted technical and financial score. The agency securing Rank 1 shall be selected for allocation of work. The following formula shall be deployed for scoring on the proposals:

A	B	C	D	E	F	G	H	I	J
No.	Bidder name	Technical score (out of 100 marks)	Technical Weightage	Weighted Technical Score (C x D)	Financial score (out of 100 marks)	Financial Weightage	Weighted Financial Score (F x G)	Total Score (E+H)	Rank
1			0.8			0.2			

**Financial Score (F) = 100 x Lowest bid from the bidders/Actual bid of the bidder Financial Bid**

1. NCPEDP shall bear all the direct and indirect costs, expenses, fee, charges, taxes etc., and reimburse to Event Management Vendor on actual basis, the cost and expenses so incurred by Event Management Vendor (including taxes), including but not limited to promoting, organizing and executing the event, for and on behalf of NCPEDP for all the activities performed by Event Management Vendor as covered in the scope of work. The cost of organising the event including payment to vendors, media, etc will be paid to the successful bidder as and when applied for with due justification.
2. The Event Management Vendor will be provided with manpower & organising fees as per amount quoted in the bid document. The quoted fee should be inclusive of all expenses relating to the personnel establishment of the Event Management Vendor.
3. The quoted fees will be disbursed as per the following milestones:

Sl No	Installment	Out of quoted fees	Mile stone
1	1st installment	@25%	On signing of Agreement with NCPEDP as Event Management Vendor
2	2 <sup>nd</sup> installment	@25%	On completion of Pre event responsibilities
3	3 <sup>rd</sup> installment	@50%	On completion of “Post event” responsibilities as indicated in scope of work.
Out of pocket expenses for domestic/ international travel for above event shall be reimbursed on actuals on prior approval of NCPEDP, apart from the quoted fees.			

### Financial Format

Along with the technical documents and presentation, agency is required to submit their financial quotes in a separate sealed envelope. The quotes must be submitted in the following format and shared as a pdf document.

S.No	Expense Head	Units	Per Unit Rate	Total(INR)

### Project Duration

Duration of the assignment would be for a period of 1 months from the date of signing of the Agreement. The contract for the assignment may be extended after completion of duration of 15 days as per terms and fees mutually agreed upon.

## **Chapter 9**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their via email using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in submitting online bids. The technical evaluation of the bidder will be done based on the documents submitted online. Physical documents submitted by the bidders will not be considered for evaluation.

#### **Searching for Tender Documents**

1. The document will be published on the website of NCPEDP.

2. Once the bidders have selected it, they may download the required documents / tender schedules.

### **Preparation of Bids**

1. Bidder should consider any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents must be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / RAR formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

### **Submission of Bids**

1. Bidder should send their respective bids to [vendormanagement@ncpedp.org](mailto:vendormanagement@ncpedp.org). Bidder will be responsible for any delay due to other issues.
2. The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder must pay the tender fee / EMD as applicable and share details of the instrument.

4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
6. The acknowledgement received on successful submission via email may be used as an entry pass for any bid opening meetings.

### **Assistance to Bidders**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the email id indicated in the tender.
2. Any queries relating to the process can also be addressed at +011- 26221275 during 10:30 am to 5:30 pm except on public holidays, Saturdays and Sundays.

### **General Terms of Bid Submission:**

1. The offers should be made strictly as per the formats enclosed.
2. The offers submitted should preferably not bear any corrections, alterations, over writings and additions. In such cases, the person/s signing the bid should authenticate such corrections.
3. Offers with insufficient information and Offers which do not strictly comply with the stipulations given above, are liable for rejection.
4. All content/documents prepared for the event shall also be handed over in soft copy to the concerned authority - NCPEDP.
5. Any technical or Financial Bid submitted cannot be withdrawn / modified after the closing date and time for submission of the bid offers. However, the bidder may modify or withdraw its offer after submission provided that, NCPEDP, prior to the closing date and time receives a written notice of modification or withdrawal.
6. NCPEDP reserves the right to accept or reject all bids, to revise the RFP, to request one or more re-submissions or clarifications from one or more Applicants, or to cancel the process in part or whole. No Applicant is obligated to respond to or to continue to respond to the RFP. Additionally, NCPEDP reserves the right to alter the specifications, in part or whole, during the RFP process, and without re-issuing the RFP. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP and subsequent presentations and contract negotiation processes.
7. NCPEDP may revise any part of the RFP, by providing a written addendum on NCPEDP website till 48 hours before the last timeline for submission of the bids.
8. The bid and all supporting documentation submitted by the Applicant shall become the property of NCPEDP.
9. Responses submitted by an applicant to this RFP represent a firm offer to contract on the terms and conditions described in the Applicant's response. The bid must be signed by an official authorized to commit the Applicant to the terms and conditions of the bid. Applicant must clearly identify the full title and authorization of the designated official

- and provide a statement of bid commitment with the accompanying signature of the official.
10. The Applicants submitting the responses should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the RFP. If the responses contain any extraneous conditions put in by the Applicants, such bids may be disqualified and may not be considered for the selection process.
  11. The RFP and all supporting documentation/templates are the sole property of NCPEDP and shall NOT be redistributed without the prior written consent of NCPEDP. Violation of this would be a breach of trust and may, inter-alia causes the Applicant to be irrevocably disqualified.
  12. By submitting a signed bid, the Applicant certifies that:
    - The Applicant has arrived at the prices in its bid without agreement with any other Applicant of this RFP for restricting competition.
    - The prices in the bid have not been disclosed and shall not be disclosed to any other Applicant of this RFP.
    - No attempt by the Applicant to induce any other Applicant to submit or not to submit a bid for restricting competition has occurred.
  13. Each Applicant must indicate whether they have any actual or potential conflict of interest related to contracting services with NCPEDP. In case such conflicts of interest do arise, the Applicant must indicate the way such conflicts can be resolved.
  14. NCPEDP is not responsible for any assumptions or judgments made by the Applicants for arriving at any type of sizing or costing. NCPEDP will benchmark the performance of the Applicant to the RFP documents circulated to the Applicants and the expected service levels as mentioned in these documents. In the event of any deviations from the requirements of these documents, the Applicant must make good the same at no extra costs to NCPEDP, to achieve the desired service levels as well as meeting the requirements of these documents. NCPEDP shall not be responsible for any assumptions made by the Applicant.
  15. The Applicant represents and acknowledges to NCPEDP that it possesses necessary experience, expertise and ability to undertake and fulfill its

obligations, under all phases involved in the performance of the provisions of this RFP. If any services, functions or responsibilities not specifically described in this RFP are an inherent, necessary or customary part of the deliverables or services and are required for proper performance or provision of the deliverables or services in accordance with this RFP, they shall be deemed to be included within the scope of the deliverables or services, as if such services, functions or responsibilities were specifically required and described in this RFP and shall be provided by the Applicant at no additional cost to NCPEDP. The Applicant also acknowledges that NCPEDP relies on this statement of fact, therefore neither accepting responsibility for, nor relieving the Applicant of responsibility for the performance of all provisions and terms and conditions of this RFP, NCPEDP expects the Applicant to fulfil all the terms and conditions of this RFP.

16. NCPEDP shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. NCPEDP reserves the right to make any changes in the terms and conditions of this RFP. NCPEDP will not be obliged to meet and have discussions with any Applicant, and / or to listen to any representations.
17. NCPEDP reserves the right to alter the requirements specified in the RFP. NCPEDP also reserves the right to delete one or more items from the list of items specified in the RFP. NCPEDP will publish on its website about changes, if any to the RFP.
18. The Applicant is responsible for managing the activities of its personnel and will be accountable for both its own activities and those of its personnel. The Applicant shall be vicariously liable for any acts, deeds or things done by their employees which is outside the scope of power vested or instructions issued by NCPEDP. Applicant shall be the principal employer of the employees engaged by Applicant and shall be vicariously liable for all the acts, deeds or things, whether the same is within the scope of power or outside the scope of power, vested under the purchase contract to be issued for this RFP. No right of any employment shall accrue or arise, by engagement of employees by the Applicant, for any assignment under the purchase contract to be issued for this tender. All remuneration, claims, wages, dues etc. of such employees of Applicant shall be paid by Applicant alone and NCPEDP shall not have any direct or indirect liability or obligation, to pay any charges, claims or wages of any of Applicant's employee. The Applicant shall hold NCPEDP, its successors, Assignees and Administrators fully indemnified and harmless against loss or liability, claims actions or proceedings, if any, that may arise from whatsoever nature caused to NCPEDP through the action of its employees, agents, contractors, subcontractors etc. However, the Applicant would be given an opportunity to be heard by NCPEDP prior to making of a decision in respect of such loss or damage.
19. NCPEDP shall inform the Applicant of all breaches and claims of indemnification and shall grant the Applicant sole authority to defend, manage, negotiate or settle such claims; and make available all reasonable assistance in defending the claims (at the expense of the

Applicant). The written demand by NCPEDP as to the loss/ damages mentioned above shall be final, conclusive and binding on the Applicant and Applicant shall be liable to pay on demand the actual amount of such loss / damages caused to NCPEDP.

**Two stage bidding process:**

For selection of the successful bidder, a two-stage bidding process will be followed under the Quality and Cost Based Selection System.

1. The response to the present RFP is to be submitted in two parts, i.e. the Technical Proposal Submission and it's presentation followed by submission of the Financial Bid.

## Chapter 10

### Preparation of Proposals:

1. Brief CVs of the Key Personnel who will be engaged for this study shall be submitted. The key personnel whose CVs are provided will continue to be engaged and available for the project. Substitution, will, however be permitted with prior written approval of NCPEDP if the Key Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of NCPEDP.
2. The Technical Proposal should provide the following information using the attached Standard Forms:
  - Standard technical proposal submission form (FORM A)
  - General information format (FORM B)
  - Summary of Events provided in support of Firm Experience in the format provided (FORM C).
  - The list of Key Personnel by specialization and the tasks that would be assigned to each Key Personnel as per the format for Curriculum Vitae (CV) provided (FORM D).
  - The formats provided shall be signed by the proposed Key Personnel or by an authorized official of the Firm. Each page of the CVs provided shall be signed.
  - A description of the detailed approach and methodology and work plan for performing the Project (FORM E)
  - A brief profile of the Consultant (FORM F)
3. The Financial proposal should be provided in prescribed format (FORM G)

### **Other terms and conditions-**

#### **Conflict of Interest:**

The Event Management Vendor shall not receive any remuneration in connection with the assignment except as provided in the contract. The Event Management Vendor and its affiliates shall not engage in consulting activities that conflict with the interest of the client.

#### **Breach of Contract:**

Save as provided hereunder, any activity in violation of the Contract to be executed shall be termed as breach of Contract.

**Force Majeure**

The failure of a Party to fulfill any of its obligations shall not be a breach of, or default in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract. In the event of a Force Majeure event, the parties shall take the following measures:

- a. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- c. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- d. For the purposes of this RFP, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances by acts of God and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents' employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) consider at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

**Termination for Default:**

NCPEDP may terminate the Contract if:

- a. The Event Management Vendor fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, within fifteen (15) days of receipt of notice of default or within such further period as NCPEDP may have subsequently granted in writing;
- b. The Event Management Vendor becomes insolvent or bankrupt
- c. If the Event Management Vendor fails to comply decisions / mandate of NCPEDP.

- d. any document, information, data or statement submitted by the Event Management Vendor in its Proposals, based on which it was considered eligible or successful, is found to be false, incorrect or misleading; or
- e. If the acts of Event Management Vendor are found to be unethical by NCPEDP.

The Event Management Vendor may also terminate the Contract for Default if NCPEDP is in material breach of its obligations pursuant to the Agreement and has not remedied the same within thirty (30) days (or such longer period as the Event Management Vendor may have subsequently agreed in writing) following the receipt by NCPEDP of the Event Management Vendor's notice specifying such breach.

In the event of termination for default, the party at default shall be liable to pay damages to the party not at fault. In addition, NCPEDP shall forfeit the Performance Security.

**Termination without Default:**

NCPEDP shall be at liberty to terminate the Agreement without assigning any reason by giving 30 days written notice to the other party.

**Penalty for delay:**

- a. The Event Management Vendor will submit a work plan with clear deliverables as per scope of work for execution within one month of signing the agreement. If progress of the assignment is not as per the agreed scope of work, the Selected Bidder shall be liable to pay penalty to NCPEDP. For delay in the deliverables as per work plan a penalty up to 25% of payment will be deducted from the next due payment. This provision will be without prejudice to the right of NCPEDP to exercise its right to terminate the contract and claim damages.

**Wrapping up:**

The selected organization will dismantle and clear the area of awards ceremony and all other temporary construction/ arrangements made. The selected organization will settle all the dues of each outsourced service provider. In addition, the selected organization will submit the final accounts/ bills/ statements establishing no financial pendency relating to the event.

**Risk Mitigation and Insurance:**

Selected organization will also undertake measures to mitigate the risk associated with the event and to safeguard NCPEDP from liabilities in the event of any unforeseen eventuality.

**Integrity, Indemnity & limitation:**

Agencies shall maintain a high degree of integrity during the course of its dealings with business/contractual relationships with the NCPEDP. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suppression of material

facts, such contract shall be voidable at the sole option of the competent authority of the NCPEDP.

For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/contract and the NCPEDP or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the NCPEDP on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

**Disputes Resolution:**

In the event of any legal disputes between parties, the appropriate civil court in New Delhi will have sole and exclusive jurisdiction to settle the disputes.

**Chapter 11 STANDARD FORMS**

**Form A**

**Technical Proposal Submission Form**

To:

[Location, Date]

NCPEDP

**Subject:** Selection of an Event Management Vendor for conducting Helen Keller

Awards 2022

Dear Sir,

We, the undersigned, offer to provide the services of an Event Management Vendor to NCPEDP for conducting Helen Keller Awards 2022 in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Bid.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal i.e., before [date], we undertake to negotiate on the basis of the proposed Key Personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**Form B**  
**General Information Form**

1. Name of the Company/ Firm:.....
2. (Attach an attested photocopy of Certificate of Registration.)
3. Legal Status of the Firm:
4. Registered Address, telephone, Tele-fax: .....
5. Contact Person, Designation and Address including email ID.....  
.....
6. Length of experience in the field of conducting Investment Facilitation.....
7. Names and Addresses of Associated Companies to be involved in the Project and whether Parent /Subsidiary /others. (The relationship to be indicated)
8. In case the company is a subsidiary, the involvement, if any, of the Parent Company in the project
9. State whether the in-house expertise is available for all services/sub-systems. If not, details of sub-consultants to be involved in the project.
10. Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ black listed for competing in any organization at any time? If so, give details
11. Financial Strength (as per the audited statements):
12. Has the applicant or any constituent partner in case of partnership firm, ever been convicted?
13. Bids shall remain valid for 90 days after the date of Bid opening prescribed by the NCPEDP.
14. Details of Regional Chapters/ Offices and their addresses.

Signature of the Authorized  
Representative

**Form C**

**Firm Experience (summary of Events)**

[Using the format below, provide information on each event organized by your firm in the attached format with not more than 2 pages per event as appendix]

<b>No.</b>	<b>Name and location of the Event</b>	<b>Name and address of the client</b>	<b>Details of the Event</b>	<b>Nature of support with specific area highlighted</b>	<b>Any Other Details</b>

The bidder(s) are required to provide Proof of award of work for the Firm Experience mentioned above for event organized/ sponsorship obtained.

Firm's Name:

Authorized Signatory

**Form D**  
**Curriculum Vitae of Key Personnel**

The prescribed format for the CV is provided below.

1	Position in the Proposed project (describe degree of responsibility also)
2	Name of the Staff
3	Designation
4	Name and address of the firm presently employed, if any
5	Years with the firm
6	Qualifications (Technical and General)
7	Membership in professional bodies
8	Relevant Experience including on field experience:  1.  i. Project Management ii. Business Events iii. Working with Disability Sector iv. Access to Journalists
9	Employment record with other firms

The formats provided shall be signed by the proposed Key Personnel and by an authorized official of the Firm. Each page of the CVs provided shall be signed.

**Form E**

**A description of the detailed approach and methodology and work plan with timelines for the event.**

S.N o	Activity	Sub Activity	Strategy	Target/Deliverable	Timeline

**Form F**

**A Brief profile of the Team Leader shall be provided**

**Form G**  
**FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL**

**Tender inviting Authority** :  
**Tender ID** :  
**Bidder name** :

<b>Sl.No</b>	<b>Description</b>	
		Financial proposal to include manpower & organising fees as per chapter 8 of the bid document in INR*.
1	Event Management Vendor for Hellen Keller Awards 2022	

\*The financial proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown in the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.

**Signature of the Bidder along with stamp/ seal**