

**Request for Proposal (RFP)
for
Hiring of Event Management Agency (EMA)**

Ref: TLF/RFP/DL/2025-26/20452/EMA

I. Summary of Deadlines:

Release of Request for Proposal	6 th November 2025
Registration Link for Pre Bid Meeting	Monday, November 10 11:30am – 12:30pm Time zone: Asia/Kolkata Google Meet joining info Video call link: https://meet.google.com/zbx-svpk-jhq 10 th November 2025
Clarifications if any by	7 th November 2025
Bid Submission Closing Date	12 th November 2025 <i>Please submit proposals in the following respective Google Forms in PDF format-</i> Technical Bid - 20452 Financial Bid – 20452
Technical Bid Opening	13 th November 2025
Financial Bid Opening	By 17 th November 2025
Finalization of Contract	TBD <i>(to be intimated to the awardee only)</i>

Please note that TeamLease Foundation reserves the right to modify this schedule as needed. All prospective bidders who have confirmed interest by the due date as above, will be notified of any changes simultaneously by email.

II. TLF Statement of Business:

Launched in 2011, TeamLease Foundation (TLF) promotes vocational education, education, Livelihood and healthcare. We offer end-to-end, blended, scalable solutions across 7500+ pin codes. Over the past year, we've made over one and half a million-youth employable, with a strong focus on empowering women to join today's workforce. 40% of our beneficiaries are women. A direct impact we'd like to highlight - there is a 70% increase in the household income of beneficiaries who get placed through our programs. TLF is also the sponsor body of TeamLease Skills University (TLSU) is India's First Vocational Skills University, established under Public-Private-Partnership with the Government of Gujarat (Gazette Notification: Gujarat Act No. 18 of 2013) under Gujarat Private Universities (Amendment) Act, 2013 with effect from 22nd April 2013.

III. Scope of Work and Key Deliverables:

TLF is actively engaged in enhancing infrastructure and promoting digital education across multiple locations throughout India. Currently, we are seeking a service provider capable of managing end to end event in various schools/ selected sites (hotels etc.)/ Project Office(s)/ Regional and National offices of TLF.

Scope of Work

The Agency will be responsible for overall planning, conduct and management of the Event activities through required manpower who will work on continuous and intermittent basis for organizing the Event. The agency may also be required to work related to supply and printing of promotional contents, creatives, etc. for conduct of the Event. The Agency will be required for all Logistics, protocol and liaison support for the Event(s). For smooth conduct of the event the Agency will coordinate with required entities, and other vendors for any other supporting task related to the implementation of various events under the contract. The Agency should be in a Position to Organize the Event within short duration from the Date of Award of Contract.

The agency broadly is also required to ensure the following but not limited to -

1. Event Planning (planning, designing and execution)
2. Booking of rooms, arrangement for conference / event lunch / non residential lunch, dinner etc.
3. Undertake preparatory activities for events for e.g. but not limited to designing and printing, event or conference labelled stationery items and ID cards with lanyards, creating backdrops, arranging necessary permissions, enabling merchandise and souvenirs other requests under the event as shared with the agency for the successful conduct of the event
4. Venue arrangements for e.g. but not limited to Conceptualization, designing and execution of the event, console management, name plates, flower arrangement, ensuring all AV equipment is available, Liaise with conference venue for space and necessary equipment etc., Liaise for Stage Decoration and overall management etc., seating arrangements, selfie spots etc., directional signages, kiosks etc., Decorating the entry with flowers, cloth draping, rangoli, artefacts etc. for the event, providing LED screens, lamp etc.
5. Graphic videos, event highlight videos, award design, standees, arrangement of camera crew, Sound, lights, parcans, matt wiring, for convention and sync, arrangement of power back up, console fabrication, transportation of fabrication to the venue
6. Participants Registration and information support
7. Content and Branding, printing of mementos etc.
8. Live Streaming as applicable
9. Advance Samples - Event Management Agency may be required to submit samples of required branding Items and materials for the approval

For any disputes the Jurisdiction will be Bengaluru.

IV. Bidding Process:

Bidders are advised to study the RFP Documents carefully. Any bid shall be deemed to have been submitted after careful study and examination of all instructions, eligibility criterion, terms and conditions and required scope of work/ technical specifications Bids not complying with all the given aspects in this RFP Document or submission of a bid not substantially responsive to the RFP Document in every respect will be submitted at bidder's risk and may result in the rejection of the bid.

V. Bid Submission:

Bidders are advised to submit bid online in the below mentioned Google forms link -

Technical Bid Submission Link- as shared above
Financial Bid Submission Link- as shared above

Note: Technical bid and financial bid are to be submitted separately in separate links.

Following points are to be kept in mind while submitting the bids-

1. All Bid must contain the complete address of firm, including contact number/ email ID of the person who is authorized to submit the bid under their signatures.
2. All bids must be signed on all pages by the bidder. Unsigned bids shall not be entertained/ accepted.
3. All pages of the bid being submitted must be signed and sequentially numbered by the bidder irrespective of the nature of content of the documents.
4. Bids not submitted as per the specified format and nomenclature or ambiguous in nature will be liable to be rejected.
5. The interested bidders may submit their bid to TLF on or before the date mentioned in this RFP Documents. Any bid received by TLF after the prescribed deadline for submission of bids will be rejected and no further correspondence in this regard will be entertained.
6. Financial bid should be prepared as per **Annexure II** given in the RFP Documents. Same is also to be uploaded in google forms too.
7. Bidders shall indicate their rates in clear/ visible figures as well as in words. In case of a mismatch, the rates written in words will prevail.
8. At any time prior to the last date for submission of bids, TLF, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP Documents by an amendment and publish the revised version of the RFP.
9. The contract panel may consist of maximum three agencies. However, TLF reserves the right to review the performance of the panel of vendors and terminate the contract of such vendors whose performance is not found satisfactory. The decision of TLF will be final in this regard.
10. TLF will share requests during the period up to 31-March-2026 as per the required quantities and as per the rates and other terms and may further extend based on the performance of the agency.
11. TLF may issue separate requests based on its actual requirements to the Successful Bidder(s) for providing Product(s) and / or Service(s) and there is no minimum or prior commitment for such orders under this RFP.
12. The successful bidder will be expected to provide all the necessary support during the event
13. Successful bidder will ensure delivery, installation and operationalization of all products /components under the contract before the start of the event and will have regular meetings to align expectations
14. The agency or its representatives may also require to travel to the site for inspection and event planning – any expenses on account of the same will be borne by the agency completely
15. In case of any deviations, specific exemption may be sought on case-to-case basis from the respective Departments placing the Service Request in close co-ordination with Procurements
16. Printed terms and conditions of the bidders will not be considered as forming part of their bid. In case terms and conditions as given in the RFP Documents are not acceptable to any bidder, they should clearly specify the deviations in their bids.
17. Bids complete in all respects along with supporting documents, must be submitted as per the RFP requirements. No physical document is to be submitted by the bidders.
- 18. NO conditional or partial Bid will be entertained and will be rejected.**
19. Parallel Contracts - TLF may also execute parallel contracts with more than one firm on same terms and conditions.

VI. Proposal Requirements - Financial:

The Financial proposal/ quotation should contain prices of all services and Items including Installation and Transportation etc. with all the terms & conditions inclusive of payment terms.

Financial proposal should include:

- Clear mention of Service charges up to two decimal places
- Please mention Turn Around Time for revert of the query
- It is to be submitted separately as per **Annexure II**. No conditional price is to be quoted.

VII. Proposal Requirements – Technical & Financial:

The technical proposal should cover at least below areas:

A. Applicant eligibility criteria / requirement(s):

1. The bidder organization should be registered as a legal entity for doing business in India. In addition, it should have all kind of active licenses and permission related to the supply of goods as per RFP.
2. The applicant must have demonstrated ability to provide expert services in the area for which they are participating in this tender.
3. Legal Entity - The bidder should be a company registered in India under the Companies Act, 1956 or 2013 or a Partnership Firm registered under the Limited Liability Partnership Act of 2008 or Partnership Act 1932 or a Proprietorship Firm (*required as documentary evidence - submission of Certificate of Registration/ Incorporation*)
4. Financial Capacity - The bidder should have a minimum average annual turnover of ₹ 2.5 crores in any 3 of the last five financial years ending FY 2024-25 (*required as documentary evidence - Certificate from statutory auditor/audited financial statements for previous five financial years*)
5. Bidder experience - The bidder must have undertaken and delivered at least 5 relevant Event Management Projects in any organization with minimum 3 projects having work order related to similar services - value not less than INR 30 lakh each in the last three (3) years (*required as documentary evidence - Work Order/LOA (Contract Value & Scope of Work to be mentioned & Completion Certificate.)*)
6. Other Criteria (A) - The Bidder should furnish the copies of the valid PAN and GSTIN registration and ITR for the last three assessment years. (*required as documentary evidence – copy of PAN, copy of GST registration certificate*)
7. Other Criteria (B) – Agency to share design and event portfolio of not more than 15 pages

B. Technical Requirements:

The bidder should provide information on overall qualifications, including:

1. As a legal entity which has been in business for at least 3 years.
2. Profile of organization/s
3. Services offered by the organization.
4. Profile of relevant experience, number of years in business and examples of related work.
5. Clients handled and reference of clients.
6. Presence in PAN India or in required location.
7. Only for-profit entities can apply. Nonprofits (NGO) are not eligible within this point to apply under this bid.

C. Application Guidelines:

Application/ Bid must be submitted in English Language only and should contain:

1. Covering letter with reference to all enclosures and attachments (application/ covering letter should not be more than 10 pages in length and should cover the following-
2. Organization profile, including relevant experience in supply of Laptops/ computers.
3. Detailed of supplies with TAT
4. Copy of all the license and certificates.
5. Technical bid at specified link only
6. Financial bid at specified link only

D. Mandatory Attachments:

Please submit the following as enclosures or attachments with your proposal. If you do not submit these documents, your proposal **will not be** considered for review:

1. Copy of registration documents/ certificate and most recent renewal as a legal entity
2. Copy of PAN
3. Copy of Cancelled Cheque
4. Copy of GST Registration
5. Copy of MSME (UDYAM) registration certificate (if registered)
6. Copies of last four years ITR
7. Enclosures as per Section VII
8. Technical bid form as per Annexure I

VIII. Proposal Evaluation Process:

A. Application Evaluation Process:

1. Application received by TLF will be reviewed to determine completeness of application (based on application guidelines detailed above) and eligibility of applicants. Applications that do not meet eligibility requirements will be eliminated following this review and shall not be considered further.
2. All bids received by the stated closing date and time for bid submission will be evaluated, according to the conditions described in selection criteria below.
3. The final selection would be based on the technical evaluation of the bids followed by evaluation of financial proposal.
4. Successful bidder(s) will be notified in writing by email. The bidder must confirm acceptance in writing within the time specified in the email communication failing which the next available technical responsive bidder may be considered.

B. Evaluation Criteria:

1. The bidders who substantially meet the "Bid Requirements – Technical" (**Section VII**) shall fall in the category of technically qualified bidder.
2. The financial bid quoted by such technically qualified bidders shall be evaluated and compared.
3. The bidder quoting the lowest service percentage shall be considered for final Award of Contract
4. TLF may empanel more than one bidder basis the requirement

NOTE: TLF reserves the right to reject bids that do not meet eligibility or bid submission requirements (as detailed above) without further notice to the bidders. Issuance of this RFP does not constitute a commitment on the part of TLF nor does it commit TLF to pay for the costs incurred in submission of bid. Further, TLF reserves the right to reject any or all bids received and to negotiate separately with a bidder, if such action is considered to be in the best interest of TLF.

IX. Instructions and Deadlines for Responding:

A. TLF Procurement Contact:

Any communication must be sent to: india.procurement@teamleasefoundation.org

B. Confirmation of interest:

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond no later than due date given in Section-I. Send the confirmation to the contact listed above.

C. Request for clarifications:

Request for clarifications/ questions on this solicitation will be accepted via email at the mail Id listed above by due date given in Section – I. Clarifications will be provided to all prospective bidders who would have expressed their interest. Please note that responses will not be confidential except in cases where proprietary information is involved. Any enquiries after the specified date would not be entertained.

D. Due date and time of Bid Submission:

1. All completed bids need to be submitted via google form with the link shared above.
2. The subject line of the email should read: **"TLF/RFP/DL/2025-26/20452/EMA (firm name)"]** in case of any query or clarification.
3. We advise that you send files in commonly recognized Microsoft formats or PDF. TLF will not take responsibility for resolving technical transmission problems with bids.
4. Submission of hard copies of the proposal is not required.
5. The bid should only include information specific to accomplishing the "scope of work". Additional information submitted outside of the proposal requirements will be reviewed at TLF's discretion only.

E. Selection of the Bidder:

TLF reserves the right to select from among the bids received. TLF has the option to interview and discuss specific details with those bidders who have submitted their bids.

F. Receipt, Evaluation and Handling of Bids:

Once a bid is received before the due date and time, the TLF will:

1. Log the receipt of the bids and record the business information.
2. Review all bids and disqualify any non-responsive ones (that fail to meet the terms set out in RFP Documents) and retain the business details on file with a note indicating disqualification.
3. Evaluate all bids objectively in line with the criteria specified in the RFP Documents.

G. Conflict of Interest:

1. The bidders must disclose in their bid details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work.
2. Where bidders identify any potential conflicts, they must state how they intend to avoid any impact arising from such conflicts. TLF reserves the right to reject any bid which, in TLF's opinion, could potentially give rise to a conflict of interest.
3. With respect to this condition, please be advised that the organizations that may fall within the scope of this clause will include those with which TLF has any present association.

H. General Disclosures:

Bidders must disclose:

1. If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the bidders including but not limited to the appointment of any officer such as a receiver in relation to the Bidder personal or business matters or an arrangement with creditors or of any other similar proceedings.
2. If they have been convicted of, or are the subject of any proceedings, relating to:
 - i. A criminal or other offence involving the activities of the organization or found by any regulator or professional body to have committed professional misconduct.

- ii. Corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract with TLF, or any other contracting body or authority.
- iii. Failure to fulfil any obligations on account of payment of any taxes.

X. Terms and Conditions of Solicitation:

A. Notice of non-binding solicitation:

TLF reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality:

All information provided by TLF as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, TLF will seek appropriate remedies as allowed.

Proposals, discussions, and all information received in response to this solicitation will be held strictly confidential, except as otherwise noted.

C. Communication:

All communications regarding this solicitation shall be directed to appropriate parties at TLF indicated in Section VII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

D. Acceptance:

Acceptance of a proposal does not imply acceptance of its terms and conditions. TLF reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

E. Right to final negotiation:

TLF reserves the option to negotiate on the final costs and final scope of work, and also reserves the option to limit or include third parties at TLF's sole and full discretion in such negotiations.

F. Third Party limitations:

TLF does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit TLF in any way without our express written consent.

G. Quotation Validity:

Proposals submitted under this request shall be valid until 31st March 2026 from the date the proposal is due. The validity period shall be stated in the proposal submitted to TLF.

H. Delivery Proof:

Before and upon delivery of the services, the Supplier must notify TLF and deliver the following documents

- i. Original invoice along with two copies of the Supplier's invoice must be submitted. Invoices must be signed in original and duly stamped;
- ii. The original invoice submitted must be in the name of *Teamlease Foundation* with complete details (address, GST, Region Name, Event details, budget code, etc.)

I. Payment Terms

Payment shall be made in Indian Rupees. 50% advance payments and balance 50% will be paid after successful service delivery along with supported GST invoice on the work undertaken. The final invoice should have the bifurcation in taxes if any with mention of TDS applicability & submitted in hard copy for processing to respective office(s)

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**ANNEXURE – I
LETTER OF BID**

To,
Team Lease Foundation

Sub: "Submission of Technical Bid under reference TLF/RFP/DL/2025-26/20452/EMA

Dear Sir,

1. Having examined the RFP Documents and appendix thereto, we, the undersigned in conformity with the said document, offer to provide the said goods as given in the RFP Documents
2. We undertake, if our bid is accepted, with the Sub: "**TLF/RFP/DL/2025-26/20452/EMA (firm name]**" the time frame specified, we will be providing services
3. We agree to execute a request in the form to be communicated by TLF, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard and notice of the award within the time prescribed after notification of your intention to accept this bid.
4. We would like to clearly state that we qualify for this work based on all the eligibility requirements indicated by TLF in the RFP Documents.
5. We certify that all the information mentioned in Annexure I in this covering letter is true and correct.
6. We understand that if the details given in support of the claims made above are found to be wrong or untenable or unverifiable our bid may be rejected without any reference from us. We further clearly understand that TLF is not obliged to inform us of the reasons for rejection of our bid.
7. It is certified that the information furnished herein and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of the bid and are liable to any punitive action for furnishing false information/ documents.
8. We agree that you are 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 goods /products specified in the Bid Response without assigning any reason whatsoever
9. We certify that we have provided all the information requested by TLF in the format requested. We also understand that TLF has the exclusive right to reject this offer in case TLF is of the opinion that the required information is not provided or is provided in a different format

For and on behalf of
(mention name of you firm)

Signature:

Name*:

Designation:

(Company Seal)

Dated this _____ day of month 2025

* The person should be duly authorized to sign the bid for an on behalf of the firm/ company.

...Cont...

ANNEXURE – I (Cont..)
TECHNICAL BID

Bid Ref No - Ref: TLF/RFP/DL/2025-26/20452/EMA

1	Name of the Supplier/ Agency	
2	Entity Type	
3	Address:	
4	Email ID	
5	Phone No.	
6	Incorporated as: (Company, State Registered Firm, Co-operative Society or Partnership Firm)	
7	Date of Incorporation	
8	Whether any Legal Arbitration/proceeding is instituted against the bidder or the bidder has lodged any claim in connection with works carried out by them (Yes/ No)	
9	If yes please provide details	
10	Whether the bidder complies with the requirement of Registration under the Contract Labor (Regulation and Abolition) Act (Yes/ No)	
10.1	Bidders Profile:	
10.2	Name of the top executive:	
10.3	Designation	
10.4	E-mail ID	
11	Mobile Number	
12	Staff Strength – Technical	
13	Staff Strength – Administrative	
13.1	Bidder's Turn Over (₹)	
13.2	FY 2021-22	
13.3	FY 2022-23	
13.4	FY 2023-24	
13.5	FY 2024-25	

Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

Thanking you,
Yours Truly,
For and on behalf of
(mention name of you firms)

Signature:
Name*:
Designation:
(Company Seal)
Dated this _____ day of month 2025
* Note all fields are mandatory.

Only Annexure II to be submitted in Financial Bid in PDF format

**ANNEXURE – II
FINANCIAL BID**

Bid Ref No - TLF/RFP/DL/2025-26/20452/EMA

Date of submission:

Name of the Bidder / Agency:

Particulars	Quoted % up to two decimal places exclusive of statutory taxes
Service Management Fee for managing events (in figures)	
Service Management Fee for managing events (in words)	

Note(s):

1. Refer to detailed specification under Section III
2. The rates quoted should be as per industry standards.
3. Bids quoting zero or incredibly low rates compared to the industry prevalent rates will be rejected.
4. The rates finalized will not be changed throughout the period as per # 5 below
5. The selected agency (ies) will provide services all over India if required.
6. This rate will be valid upto 31st March 2026 & further extended based on requirements
7. TLF may place multiple requests as per the requirement and in a phased manner simultaneously
8. The selected vendor to ensure seamless services for management of events
9. Services delivery location – PAN India (as per requirement)
10. Turn Around Time (in hours) _____ to revert on email post the initial email of requirements from all the regional offices
11. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.

Additional Information by bidder (if any):

- 1.

Thanking you,
Yours Truly,
For and on behalf of
(mention name of you firm / agency)

Signature:
Name of the person in Capitals:
Designation in the Agency:

(Company Seal)
Dated this _____ day of <Month> 2025