

**Request for Proposal (RFP)**  
**Vendor Empanelment for Rental of the Services of Event Management related work for Institutional Events**

Issued by: Yashwantrao Chavan Academy of Development Administration  
(YASHADA), Pune

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## 1. Introduction

YASHADA invites applications from experienced and reputed vendors for Empanelment for the Annual Rate Contract (ARC) for rental of the services of Event Management related stores / infrastructure / works for institutional events.

This initiative aims to create a **panel** of dependable and creative vendors who can support the institute in organizing various events relating to training programs, workshops, seminars, and other institutional events by providing high-quality services.

As an apex Training Institute committed to excellence in education and professional development, we regularly host events that require well-designed and aesthetically pleasing setups. This includes, but is not limited to, audio-visual, stage design, thematic setups, floral arrangements, signage, backdrops, lighting, and other related elements that enhance the visual and experiential quality of events.

**Empanelled** vendors will be considered for future event management related requirements and will have the opportunity to work closely with the institute on a regular basis. YASHADA invites capable vendors with a strong portfolio and the capacity to deliver on time, within budget, and in alignment with institutional standards to submit their applications for empanelment.

## 2. Eligibility Criteria

Vendors applying for empanelment must meet the following minimum requirements:

1. Vendor should have registered office in **Pune District** of Maharashtra
2. **Experience:** Minimum 10 years of relevant experience in providing event management services for educational institutions, corporate events, or government functions.
3. **Legal Compliance:**
  - Must be a registered firm/entity with valid GST registration.
  - PAN card and other statutory registrations (as applicable).

**4. Past Work:**

- Minimum of 5 completed event management assignments in the last 2 years, for Training Institutes, Educational Institutions, Government organizations.
- Submission of work orders/completion certificates/photos of past events is required.

**5. Financial Capability:**

- Should have a minimum average annual turnover of 50 lakhs in the past three financial years (documented via audited financial statements or CA certificate).

**6. Resources:**

- Availability of skilled workforce, decor inventory, and logistic capabilities.

**7. Blacklisting:**

- The vendor should not have been blacklisted or debarred by any government, private, or educational body.

**3. Scope of Work**

The empanelled vendor will be responsible for providing end-to-end event management related solutions, which may include but are not limited to:

- Stage Design & Setup
- Audio-Visual Support
- Thematic and Event-Based Decorations
- Entrance Gate & Welcome Area Setup
- Backdrop Printing & Fabrication
- Seating Decor (Sofa, VIP chairs, covers, table arrangements etc.)
- Floral Arrangements (fresh/artificial)
- LED Wall, Digital Podium, Digital Standees
- LED Lighting, Ambient Lighting, and Special Effects
- Banners, Signage, and Branding Materials
- Timely Installation and Dismantling
- Escorts, PROs, Interpreters, Repertoires & Master of Ceremonies
- Display Counter, Tables, Chairs for Catering services

Detailed scope of work is attached as Annexure-II

All services should align with the institute's branding and event objectives and comply with safety and environmental standards.

## 4. Evaluation Criteria

All submitted quotations will be evaluated based on the following parameters. Vendors must provide relevant supporting documents to score on each criterion.

### 4.1 Pre-Qualification (PQ):

Sr. No.	Criteria	Eligibility
a	<b>Incorporation of Company/Firm/Agency</b>	Minimum 3 years and above
b	<b>Turnover</b>	Minimum 50 Lakhs
c	<b>GST &amp; PAN</b>	Registration Numbers
d	<b>Non-Blacklisting Certificate</b>	To be given as an undertaking
e	<b>Manpower and Equipment Availability</b>	Adequacy of technical staff, decor material stock, logistics readiness, availability of backup resources to be given as an undertaking

### 4.2 Technical Qualification (TQ):

Sr. No.	Criteria	Maximum Marks	Evaluation Basis
a	<b>Financial Standing (Turnover)</b>	20	Average annual turnover for last 3 years: <ul style="list-style-type: none"> <li>• ₹50 to 75 Lakhs – 10 marks</li> <li>• Above ₹75 Lakhs to 1.5 Crores– 15 marks</li> <li>• Above ₹1.5 Crores – 20 marks</li> </ul>
b	<b>Relevant Experience</b>	20	Number of years in event management work: <ul style="list-style-type: none"> <li>• 3-5 years – 10 marks</li> <li>• Above 5-10 years – 15 marks</li> <li>• Above 10 years – 20 marks</li> </ul>
c	<b>Past Work with Govt./Training Institutes</b>	20	Work orders/completion certificates from government/educational institutions: <ul style="list-style-type: none"> <li>• 5-10 Events in last 3 years – 10 marks</li> <li>• Above 10-20 Events in last 3 years – 15 marks</li> <li>• Above 20 Events – 20 marks</li> </ul>
d	<b>Presentations on the Proposed Solutions (PPTs) to be submitted through email along with bid documents)</b>		
d1	<b>Quality of Past Work</b>	10	

Sr. No.	Criteria	Maximum Marks	Evaluation Basis
d2	<b>Diversity of Work Done</b>	10	Assessed for quality, variety, creativity, theme execution – evaluated by internal committee
d3	<b>Eco-Friendly &amp; Sustainable Practices</b>	10	Use of eco-friendly materials, alternatives to single-use plastics, past projects with sustainability elements
d4	<b>Any extra Innovations / Commitment over and above the bid</b>	10	Aspects not covered in the bid process but being offered as part of package will be given additional weightage.

Total Marks: 100

#### **Shortlisting Criteria:**

Vendors scoring **minimum 60 marks** will be considered for empanelment. Final selection will be based on evaluation, presentation (if required), and institutional discretion.

## **5. Terms and Conditions**

- Empanelment Duration:** The empanelment will be valid for a period of **one year**. However, based on successful and satisfactory performance, the duration may be extended by another year on similar terms and conditions on mutual consent.
- Non-Exclusivity:** The empanelment does not guarantee the award of work. YASHADA reserves the right to allocate work at its discretion based on performance and event requirements.
- Performance and Quality:** Vendors shall ensure high standards of quality in all event management related work. Services must be delivered professionally, punctually, and in accordance with the event theme and institute's expectations.
- Backup Arrangements:** Vendors must provide backup equipment and staff to ensure uninterrupted service during the event. This includes contingencies for power failures, equipment malfunction, or staff absence.
- Equipment Responsibility:** The vendor is solely responsible for the functionality, quality, and maintenance of all event elements and equipment provided for the event.
- All-inclusive Rates:** All bids for various items should be 'all-inclusive' rates e.g. transport / additional infrastructure support/any other hidden cost etc. Any arbitrary rates quoted which is not as per market rates would be discarded for unreasonableness.
- Instructions and Supervision:** All vendors must comply with the instructions of the Event In-Charge or any other authorized YASHADA personnel throughout the duration of the work.

8. **Sustainability Compliance:** Vendors are required to follow eco-friendly practices and must avoid the use of single-use plastics in event setups.
9. **Performance Monitoring:** Empanelled Vendors will be evaluated periodically based on performance indicators such as service quality, responsiveness, punctuality, and compliance with guidelines.
10. **Unforeseen Requirements:** Any item / services which are not listed in Annexure-II may also be required during certain events. Those items should be provided by the vendors, at the lowest quote given by the empanelled vendors at the time of such requirements under mutual consent between the vendor and YASHADA.
11. **Confidentiality:** Vendors must maintain strict confidentiality regarding event details, internal procedures, and all operational matters pertaining to YASHADA. No content, photos, or branding may be used for promotional purposes without prior written approval.
12. **Payment Terms:** Payments will be processed only after the successful and satisfactory completion of services, subject to the submission of all required documentation (e.g., invoices, work completion certificate, photos, etc.).
13. **Inspection & Approval:** Final inspection and approval of decor work will be carried out by the designated event coordinator or competent authority. Payments or future work may be withheld if the quality is found to be below expectations.

14. **Termination:**

14.1. YASHADA reserves the right to terminate the empanelment of any vendor at any stage under the following conditions:

- **Breach of Contract:** If the vendor fails to comply with any terms and conditions of the empanelment or delivers unsatisfactory performance.
- **Non-Performance:** Consistent delays, quality issues, or failure to follow instructions from the Event In-Charge or designated authority.
- **Feedback from Event-In-Charge:** In case of negative feedback / frequent complaints.
- **Misconduct or Misrepresentation:** If the vendor is found guilty of any form of misrepresentation, misconduct, or unethical practices.
- **Institutional Needs:** In case of policy changes or institutional restructuring that renders the services no longer necessary.

In such cases, **either party may terminate the empanelment by giving a written notice of 15 (fifteen) days**, clearly stating the reason for termination.

However, YASHADA reserves the right to terminate the empanelment **with immediate effect** in cases involving gross negligence, security breaches, or reputational risk.

**14.2. Liability in Case of Termination**

- (1) In the event of termination of empanelment or contract by YASHADA due to non-performance, breach of terms, or misconduct by the vendor, the vendor shall be held liable for:
  - a. Any financial loss or damage caused to YASHADA due to delays, substandard services, or incomplete execution of work.
  - b. Costs incurred in engaging an alternate vendor to complete the unfinished or defective work.
  - c. Recovery of advance payments (if any) not justified by the scope of completed services.
- (2) YASHADA reserves the right to blacklist the agency from future participation in institutional Quotations or empanelment for a specified period.
- (3) If the termination is due to unforeseen institutional or administrative reasons (not attributable to the vendor), no liability shall accrue on either side beyond payment for satisfactorily completed services up to the date of termination.

**14.3. Liability for Accidental Losses and Damages**

- (1) The vendor shall be held **fully responsible for any damage, loss, or injury** to YASHADA property, infrastructure, equipment, or individuals caused by negligence, mishandling, or improper installation during service delivery.
- (2) YASHADA reserves the right to **recover costs** of such damages or deduct them from any pending payments.

**14.4. Liability in Case of Unfortunate Events**

- (1) The vendor/agency shall be solely responsible for the safety, health, and well-being of its employees, workers, and representatives deployed for the execution of services at YASHADA premises or any associated venue.
  - (2) In the unfortunate event of any accidental injury, disability, or death of any employee/staff of the vendor during the performance of their duties:
    - a. YASHADA shall bear no liability—financial or legal—whatsoever.
    - b. The vendor shall be solely responsible for providing any medical aid, compensation, or legal support as per applicable labour laws, Workmen's Compensation Act, or any other relevant legislation.
15. **Dispute Resolution:** Any dispute arising out of the terms and conditions of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the YASHADA and the authorized representative of the Vendor.
16. YASHADA reserves the right to amend these terms and conditions at any time with mutual consent.

## 5. Submission Process

Interested vendors should submit the following:

- **Filled Application Form** (attached as Annexure-I)
- Copies of:
  - PAN & GST Registration
  - Company/Firm Registration
  - Last 3 years audited financial statements or CA-certified turnover statement
  - Work orders or completion certificates
  - Portfolio/photos of past work in soft copies
  - Brief company profile

**Note** – Documents in support of points listed in PQ if any should be provided at the time of submission.

**Submission Deadline:** 08/09/2025

**Mode of Submission:** Hard Copy / Email

### A. Submission by Hard Copy

Vendors are required to submit their proposal in the **Two Envelope System**, sealed and clearly marked as follows:

#### **Envelope 1: Technical Bid**

Pre-Qualification: All supporting documents as per para 4.1.

Technical Qualifications: All supporting documents as per para 4.2.

**Note:** This envelope should be **clearly marked as “Envelope 1 – Technical Bid for Empanelment for rental of the services of Event Management related stores / infrastructure / works for institutional events”** and must contain the following:

- Duly filled and signed Application Form
- Company profile with relevant experience
- Work orders/completion certificates
- Portfolio of previous work
- List of manpower and equipment available
- PAN, GST registration, and business registration documents
- Declaration of non-blacklisting
- Proof of turnover (audited financials or CA certificate)
- Sustainability practices (if any)
- Any additional supporting documents

**Note:** No financial information should be included in Envelope 1. Inclusion of price or financial terms in this envelope may lead to disqualification.

**Envelope 2: Financial Bid (Rate Card)**

This envelope should be **clearly marked as “Envelope 2 – Financial Bid for Empanelment for rental of the services of Event Management related stores / infrastructure / works for institutional events”** and must contain:

- Rate card or financial quote (As per the Annexure II)
- Signed by authorized representative

**Outer Envelope**

1. Both envelopes should be placed in a **larger sealed cover** superscribed with:

“Quotation for the Empanelment for Rental of the Services of Event Management related work for Institutional Events” along with the vendor's name and contact details.

2. It should be addressed to the Registrar, YASHADA and sent to reach on or before 08/09/2025 at 05.00 PM.

**Important Instructions:**

- All envelopes must be signed and sealed properly.
- Incomplete submissions or deviation from the envelope format may lead to rejection.
- Late submissions will not be considered.

**B. Submission Via Email**

Vendor should also submit their proposal for **Technical Bid only** via email including all aspects of Technical Bid as highlighted in Para 5 A.

**(a) Email Subject Line**

The subject line of the email should be: **“Proposal for Empanelment for rental of the services of Event Management related stores / infrastructure / works for institutional events – [Name of Agency]”**

- (b) **Email Format and Attachments:** The email should contain two separate PDF attachments:

**Attachment 1: Technical Bid**

- File Name: **Technical\_Bid\_[AgencyName].pdf**
- This PDF should include:
  - Duly filled and signed Application Form
  - Company Profile with relevant experience
  - List of past work (especially with government/PSUs)
  - Photographic portfolio of previous event setups
  - Manpower and equipment list Undertaking
  - Valid PAN, GST, and registration certificates
  - Declaration of non-blacklisting
  - Financial turnover certificate or CA statement
  - Any supporting documents relevant to evaluation criteria

⚠ **No financial information** should be included in this attachment. Inclusion of any rates or pricing may lead to disqualification.

(c) **Submission Email Address:** Proposals must be sent to: [procurement@yashada.org](mailto:procurement@yashada.org)

**(d) Deadline**

All email submissions must be received before 05:00 PM on 08/09/2025. Late submissions or incomplete proposals will not be considered.

**Address for Submission:**

1. By Hard Copy – Registrar, Yashwantrao Chavan Academy of Development Administration (YASHADA), Rajbhawan Complex, Baner Road, Pune 411 007 Maharashtra
2. Via Email – [procurement@yashada.org](mailto:procurement@yashada.org)

The Vendors should come and examine the site at YASHADA and contact MDC Department, YASHADA. All vendors who participate in the bidding process will be required to attend the pre-bid meeting on a specified date to be announced later.

Quotations after the said date will not be entertained. YASHADA reserves the right to reject all quotations without assigning reasons, therefore.

**The Lowest quote Item rate (L1) amongst all bids shall be finalized for the current rate contract for the year.**

**Empanelment of Vendors** will be based on **acceptance** of minimum quoted each Item rates by all other vendors and readiness to work on the basis of lowest quoted offer rates.

## 6. Contact Information

For any queries or clarifications, please contact:

**Designation:** Registrar, YASHADA, Pune

**Email:** [procurement@yashada.org](mailto:procurement@yashada.org)

**Phone:** 020-25608159/274

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