

TENDER OPEN TO THE EMPANELLED VENDORS OF MINISTRY OF CULTURE AND THE VENDORS WHO HAVE ORGANIZED EVENTS FOR THE MINISTRY OR ITS ORGANIZATIONS IN DELHI DURING THE LAST 2 YEARS.

Request for Proposal for Engagement of Event Management Agency for making arrangements for the events to be held on 13 August 2026 in Bharat Mandapam and on 14 August 2026 in Central Park, Connaught Place to observe Partition Horrors Remembrance Day.

RFP Ref No:CM-22014/39/2026-C&M

Dated: 23.07.2026

Issued by:-

Ministry of Culture
(C&M Secretariat)
3rd Floor, IGNCA Building (near Western Court)
(Above Samvet Auditorium)
Janpath, New Delhi – 110001
Phone: Sugeet Singh 9910282906, Naveen Yadav 9873204446
Email: sugeet.singh@nic.in, naveen.yadav@nic.in

IMPORTANT DATES

Last date for receipt of Pre-bid queries: **28 July 2026**

Pre- bid meeting: **03 August, 2026 (03.00 pm)**

Last Date of Submission of Proposals: **04 August, 2026 (up to 05.00 pm)**

Date of Opening of Technical Proposals: **07 August, 2026 (11.00 am)**

Presentation before Committee- **07 August, 2026 (03.00 pm)**

Date of opening of Financial Proposal: **07 August, 2026(05.00 pm)**

Venue of the Events: **13 August 2026 in Bharat Mandapam and on 14 August 2026 in Central Park, Connaught Place.**

NOTICE INVITING TENDER

Request for Proposal for Engagement of Event Management Agency for making arrangements for the events to be held on 13 August 2026 in Bharat Mandapam and on 14 August 2026 in Central Park, Connaught Place to observe Partition Horrors Remembrance Day.

The Ministry of Culture (MoC), Government of India invites Empanelled Event Management Agencies and the Agencies, which have worked with the Ministry or Organizations under its control during the last 2 years, to make a bid for making arrangements for two events to be held on 13 August 2026 in Bharat Mandapam and on 14 August 2026 in Central Park, Connaught Place to remember Partition Horrors Remembrance Day.

Interested bidders may peruse the detailed RFP and those having experience of handling large scale events may submit their bids viz. technical and financial in separate sealed envelopes superscribed Technical Bid/Financial Bid.

MoC would be detailing the minimum pre-qualification requirements and the process of selection in the RFP. Briefly the following procedure will be followed for selection:

A designated Committee constituted by the Ministry would evaluate the quality/capacity 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 would be called to make a presentation before the Committee.

- Financial Bids of only the short-listed Bidders (who score at least 70 out of 100 in the Technical Bid) would be considered.
- MoC does not bind itself to accept the lowest or any of the tenders and has a right to refuse any or all the bids without assigning any reason or select any bidder that is in the final evaluation list. The Ministry also reserves the right to re-issue the Tender without Tenderers having the right to object to such re-issue. It also reserves the rights to extend the validity period.
- 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.
- The Technical & Financial bids should be submitted in the separate sealed envelopes mentioning Technical Bid/Financial Bid over the envelopes and must be deposited in the Office of Section Officer (SS), C&M Secretariat, Ministry of Culture, 3rd Floor IGNCA Building (Above Samvet Auditorium), Janpath, New Delhi **up to 05.00 P.M. on 04.08.2026** and the Technical bids will be opened as per schedule below:-

▪ **Date: 07.08.2026 Time: 11.00 am**

▪ Pre-bid queries: All queries regarding the RFP can be raised through email by **28.07.2026**.

: 3 :

- Bidders are requested to attend the Pre-bid Meeting to understand in detail the activities to be covered, arrangements to be made and expectations from the Agency. Any doubt, clarification needed by the bidder will be cleared in the meeting and they will be in a better position to prepare their bid.
- Any tender received after the deadline for submission of tenders prescribed by MoC will be rejected and returned un-opened to the Bidder. The Ministry shall not be responsible for any delay or non- receipt / non- delivery of the documents.
- During opening of the technical and financial bids, all bidders or their representatives are requested to be present at Ministry of Culture, C&M Secretariat, Third Floor, IGNCA Building (Above Samvet Auditorium), Janpath, New Delhi-110001.
- MoC 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 to the Agencies.
- MoC reserves the right to advance/extend the deadline without assigning any reasons thereof.
- The bidder shall bear all costs associated with the preparation and submission of the Tender and MoC will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

Brief on Partition Horrors Remembrance Day/Vibhajan

The Partition of India was not just a redrawing of maps — it was a profound human tragedy. The line drawn in 1947 upended millions of lives. People became strangers in their own homes, neighborhoods turned desolate, and centuries-old bonds of coexistence shattered in an instant.

The purpose of remembering the ‘Vibhajan’/‘Partition of India’ is to make the new generation aware about the sacrifices and struggle of our people at the time of partition. On 14th August 2021 Hon'ble Prime Minister Shri Narendra Modi solemnly declared that 14th August will be observed as “Partition Horrors Remembrance Day”

.....4/-

2. Scope of Work

I. Event 1 at Bharat Mandapam on 13 August 2026

A. Venue Branding & Signage

The agency shall design, fabricate, install and dismantle all branding elements including but not limited to:

- Entry branding
- Registration branding
- Directional signage
- Auditorium branding
- Standees
- Flex/Fabric branding
- Stage branding
- Live streaming setup with 4 Cameras
- VIP branding
- Any additional branding as approved by the Ministry.

B. Stage & Theatre Production

The event includes a theatrical production inside the auditorium.

The agency shall provide:

- LED backdrop screen as per stage dimensions
- Video processing equipment
- Playback system
- Proper masking
- Black drapes
- Stage wings on both sides
- Green room setup adjacent to stage
- Artist holding area
- Prop storage area
- Technical crew during rehearsals and performance.

C. Technical Rider

The successful agency shall execute the complete technical rider of the theatrical production as per the requirements of the theatrical production. To be approved by the Ministry.

The technical rider will include but is not limited to:

- Lighting
- Sound
- Rigging
- Special effects
- Additional stage requirements
- Playback equipment
- Stage accessories
- Miscellaneous production requirements

D. Hospitality & Catering

The agency shall make arrangements of catering for:

Audience

- Packed food for approximately **1,000 attendees**
- Drinking water
- Distribution support

Artists

- Meals
- Tea/Coffee
- Refreshments
- Green room hospitality

VIPs

- Premium catering
- High Tea / Refreshments
- Dedicated serving staff
- VIP lounge hospitality at Lower ground floor

E. Event Management Team

The agency shall deploy:

- Event Manager
- Stage Manager
- Backstage Managers
- Hospitality Team
- Production Team
- Volunteers
- Ushers
- Anchor
- Technical Operators
- Coordination Team

F. Miscellaneous

- Electricity – Genset

II. Event 2 in Central Park, Connaught Place, New Delhi on 14 August 2026

The same agency shall execute the complete event at Central Park ensuring continuity in branding, production quality and event management including:

A. Stage Setup

Complete stage construction including:

- Main stage
- Stage carpeting and VIP seating carpeting
- Stage facial branding
- Staircases
- VIP access
- Barricading
- Waterproofing
- Tower AC's

B. Sound System

Complete professional sound reinforcement including:

- Line Array
- Stage monitors
- Comfort monitors for dignitaries
- Wireless microphones
- Podium microphones
- Audio console
- Playback system
- Technical operators

C. LED Setup

- Main LED wall as stage backdrop
- Video processor
- Switching system
- Playback system
- Live feed integration
- Backup equipment

D. Lighting

- Stage lighting
- Profile lights
- Wash lights
- Foot LED lighting for VIP visibility

E. Branding, Signage and Audience seating

Design, fabrication and installation of branding across Delhi and Central Park including:

- Stage branding
- Entry arches
- Pole branding

- Directional signage
- Welcome signage
- Standees
- Informational signage
- Venue branding
- Audience seating – Chairs 500 **and** Sofas 50

F. Exhibition Setup

The agency shall provide:

- Exhibition panels
- Modular display structures
- Lighting
- Graphics installation
- Information panels

G. VIP Infrastructure

The agency shall provide:

- Podiums
- Dais setup
- VIP chairs
- Floral arrangements
- Table arrangements
- VIP Lounge with AC and seating for 20 people with premium refreshments

H. Candle March Setup

The agency shall conceptualize and execute the candle march segment including:

- Designated assembly area
- Candle distribution counters
- Safety arrangements (Fire extinguisher)
- Walkway management
- Lighting arrangements

I. Event Management Team

- Production Manager
- Stage Managers
- Technical Crew
- Hospitality Team
- Anchor
- Volunteer Team
- Logistics Team
- Photography - 2 still& Videography Team with 4 Cam setup for Live streaming

J. Miscellaneous

- Water stations 10 nos with man power + garbage collection team
- Lanyards and cards for audience, VIP, Officials
- Experience sharing board with markers for VIP in Exhibition area

3. Deliverables

The selected agency shall be responsible for:

- Production
- Fabrication
- Transportation
- Installation
- Technical execution
- Venue coordination
- Event-day operations
- Dismantling
- Site restoration

Other Miscellaneous activities/ tasks

The above list is a tentative list and the bidder would be required to undertake any other relevant activity as required by the tendering authority and statutory body and client department

: 10 :

for smooth and successful completion of the overall event on prevailing market rates which are not part of initial scope of work.

Pre-Qualification Criteria

1. Should have made arrangements for 2 VIP (viz., Union Minister/CM) events with minimum 2500 participants.
2. One (1) event for VIP with minimum value of Rs. One (1) crore
3. The annual average turnover is Rs.05 crores in last three years ending FY 2025-26. Certificate from CA needs to be provided.
4. Net worth should be positive of the agency in last 3 years. Certificate from CA needs to be provided.

Bid Evaluation Criteria:

The Evaluation shall be done out of 100 marks.

S. No.	Technical Bid Evaluation Criteria	Marks	Total Marks
1	Experience (for VIP viz., Union Minister/CM Events) from 2023-2026* 2 -5 events More than 5 events	 05 10	 10
2	Financial Average turnover of last 3 Financial years * 05 crore - 07 crore >07 crore – 10 crore > 10 crore	 05 07 10	 10

3.	Years of experience in event management *		
	3-5 Years	05	
	> 05 years	10	10

PRESENTATION (40 Marks)

(B)

• Understanding of Methodology and Approach • Understanding of scope of work • Optimum utilization of space • Creative concepts and value additions, Innovative stage, branding & audience engagement ideas and technology integration. • Food distribution plan • VIP security protocol understanding	70	70
Total		100

* Supporting documents/Work Order/Completion Certificate to be attached. CA Certificate required for average annual turnover.

Technical Presentation Evaluation Process:

The Technical Evaluation, including Presentation, with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks.

- The bidders **securing a minimum of 70% marks** will qualify in the technical evaluation round.

Financial Evaluation Process:

- After the technical evaluation is completed, financial bid of the qualified bidders shall be opened.
- Financial proposals of only those bidders will be evaluated, who secure a minimum of 70% marks in the technical evaluation. The proposal with the lowest total bid value as given in form Appendix II shall be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their total bid value.

.....12/-

: 12 :

Combined Evaluation Process: Combined Evaluation

- The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. On the basis of combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained.
- The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H 2, H 3, etc. The bidder securing the highest Combined marks will be considered for award of the contract.

Example:

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 70 and the weight age of the technical bids and financial bids is kept as 70:30. Assuming that in response to the RFP, 3 proposals, A, B & C are received. The Technical Evaluation Committee awards them 75, 80, and 90 marks respectively. The proposal with the highest technical marks (as allotted by the Evaluation Committee) shall be given a score of 100 (Hundred) and other proposals be given technical score that are proportional to their marks w.r.t. the highest technical marks. Bidders securing 70% marks in this process will be deemed as technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. Assuming that the Evaluation Committee examines the financial proposals and the quoted total bid values are as under:

Proposal

Total Bid

Value A :

Rs.120

B :Rs.100

C: Rs.110

Using the formula $LTVB / TBV$, where LTVB stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the Committee will give them the following points for financial proposals:

A : $100 / 120 = 83$ points

B : $100 / 100 = 100$ points

: 8 :

C : $100 / 110 = 91$ points

: 13 :

In the combined evaluation, thereafter, the Evaluation Committee will calculate the combined technical and financial score as under:

Proposal A : $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.

Proposal B : $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C : $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points: H3

Proposal B: 86 points:H2

Proposal C: 90.3 points: H1

Proposal C at the total bid value of 90.3 will, therefore, be declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be given preference.

PRE-BID QUALIFYING CRITERIA AND TECHNICAL PROPOSAL

MoC shall evaluate the capabilities of the Event Management Agencies based on their profile and also keeping in view of the pre-bid criteria. **Agencies not fulfilling the pre-bid criteria will not be considered for technical and financial evaluation.**

Earnest Money Deposit

EMD in the form of Bank Draft in favour of P&AO, Ministry of Culture for Rs.6.00 Lakh (2% of EV) to be deposited along with the proposal. MSME exempted as per Government rules and guidelines.

Performance Security

The successful bidder shall be required to deposit Performance Security equivalent to 3% of the award amount and 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/ BG/ FDR in favor of Pay & Accounts Officer, Ministry of Culture, New Delhi payable at New Delhi or in the form of Bank Guarantee issued by a scheduled/nationalized bank. Performance Security 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

: 14 :

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.

4. Timeline

- Pre-production planning and coordination immediately upon award.
- Installation and venue readiness prior to event commencement.
- Successful execution of events on:
 - **13 August – Bharat Mandapam**
 - **14 August – Central Park, Connaught Place**
- Dismantling and site clearance immediately after completion of each event.

Payment Plan

Payment will be made on successful completion of work/deliverables and on production of Proforma Invoice.

: 15 :
TECHNICAL PROPOSAL
Letter of Proposal
(On Bidder's letter head)

APPENDIX-I

Dated: 00.08.2026

To

The Under Secretary
Ministry of Culture
(AKAM Secretariat)
IGNCA Building
Janpath,
New Delhi- 110001

Sub: Engagement of Event Management Agency for observing Partition Horrors Day.

Dear Sir/ Madam,

1. With reference to your RFP document dated 23.07.2026, we, having examined the Bidding documents and understood their contents, hereby submit our Proposal for the aforesaid 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 MoC any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the MoC to reject our proposal without assigning any reason or otherwise and hereby 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 MoC.
 - b. We do not have any conflict of interest in accordance 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 MoC 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 inconformity 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 any time 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 in regard to 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 us or 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 RFP 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 MoC 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 aforesaid 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 MoC 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 of the Authorized signatory) Name and seal of Bidder

FORM I - 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 closed):
6. PAN (Copy to be closed)
7. Experience in Event Management services (years) with proof:
8. Date of first assignment:
9. Presence in India:
10. Total no. of employees:
11. No. of employees in Event Management services:
12. Details of contact persons:
13. Any other details:

Name: Designation:

Contact No.:

Mobile no.:

Email id:

Postal address:

(Signature of Authorized Representative)

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FORM II-Financial Capacity of the Bidder

Particulars	Rupees in Crores		
	2023-24	2024-2025	2025-2026
Annual turnover			
Average Turn over for 3years			

(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.

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

: 20 :

APPENDIX - II

FINANCIAL PROPOSAL SUBMISSION FORM

Submission of Proposal against your RFP:

Our detailed financial proposal is as follows:

Sl. No.	Particulars	Basic price	GST as applicable	Total cost for the project
(A)	(B)	(C)	(D)	E (C+D)
1.	Total Cost of providing services as per the ToR and SoW for Event 1 and 2 mentioned in the RFP			
Total cost in words:				

1. The prices stated in the bid shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights.
2. **Cost for Technical Rider for the theatrical production at Bharat Mandapam shall be reimbursed on an Actual Cost Basis**, subject to prior approval and submission of supporting documents.
3. For the purpose of evaluation for Selection of Bidder, the total cost inclusive of taxes of all the above will be considered.
4. No out-of-pocket expenses shall be paid separately unless prior approval for the same has been received from C&M representative in writing.
5. Bidder must submit their financial bid for the total scope of work for the two events.
6. The lumpsum rates provided hereunder shall remain the same for the entire duration of the contract.

**Signature of the Authorized Signatory with
official seal**

FORM III- Bidder's Authorization Certificate

To,
The Under Secretary
C&M Secretariat
Ministry of Culture,
3rd Floor,
IGNCA,
Janpath,
New Delhi – 110 001

<Bidder's Name> _____, <Designation>_____ is
hereby authorized to sign relevant documents on behalf of the Agency in dealing with proposal
of reference <Reference No. & Date> _____. <Bidder's Name> is also
authorized to attend meetings and submit technical information as may be required by you in the
course of processing above said proposal.

Thanking you,

Authorized Signatory.

<Agency Name>

Seal