

**National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gang Nath Marg, Munirka,
New Delhi -110067 Tel+ 91-11-26108984, 92, 93
NHSRC WEBSITE: www.nhsrcindia.org**

Tender: NHSRC/24-25/Tender/05

Date: 06th Jan 2025

Name of the Work: - Appointment of Event Management Company (EMC) for the organization of the Annual Retreat – 2025 at the NATIONAL HEALTH SYSTEMS RESOURCE CENTRE, Munirka, New Delhi

On behalf of the Executive Director, NHSRC, Financial Quotes are invited for organizing the Annual Retreat at the NHSRC from the experienced event management agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNCs or service providers as per the requirements and details enclosed. The Terms and Conditions of the Contract as notified in the tender document are available on the official NHSRC website www.nhsrcindia.com NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067. Eligible and interested agencies may send their Tenders by **27th January 2025** to **The Principal Administrative Officer, NHSRC, National Health Systems Resource Centre, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi – 110067**

I.	Tender document download date/time	10:00 Hrs. On	06 January 2025
II.	Pre-bid meeting	15:00 Hs. On	14 January 2025
III.	Tender document download End date/time	15:00 Hrs. On	27 January 2025
IV.	Last date and time for receipt of bids	15:00 Hrs. On	27 January 2025
V.	Date and time for opening of Prequalification cum Technical Bid	16:00 Hrs. On	28 January 2025

Tender Document for Organizing Annual Retreat for NHSRC

1. Introduction

"The National Health Systems Resource Centre (NHSRC) invites bids for organizing its Annual Retreat scheduled for February / March 2025. The retreat will host approx. 300 participants."

2. Scope of Work

- Event Date: February / March 2025
- Event Duration: 09-10 Hours
- Event Location: NIHFWS Campus, Munirka, New Delhi.
- Number of Attendees: 300 Guests (approx.)

The organizing company is required to provide the following services:

1. Catering Services:

- Catering for 300 participants, which includes:
 - **Morning Hi-Tea:** A light breakfast setup with tea/coffee and refreshments (both vegetarian and non-vegetarian options) (refer to Annexure-IV).
 - **Non-Vegetarian Lunch:** A well-balanced, buffet-style lunch that includes non-vegetarian options, suitable for all attendees (refer to Annexure-IV).
 - **Evening Tea:** Accompanied by light snacks (both vegetarian and non-vegetarian options) (refer to Annexure-IV).

2. Games and Activities:

Organization of **interactive games and team-building activities** suited for large groups, promoting engagement and participation among attendees (refer to Annexure-IV).

3. Tentage and Decoration:

Setting up a **carnival-themed event venue**, including:

Tentage with high-quality decoration that aligns with the carnival theme.

Provision of **VIP seating arrangements** for designated guests.

4. Master of Ceremonies (MC):

Providing a professional **MC (Master of Ceremonies)** to host and facilitate the event, ensuring the smooth flow of activities and proper engagement with the audience.

5. DJ and Dance Floor:

Arrangement of a **DJ with a dance floor** for entertainment during the retreat.

The DJ should cater to a diverse musical taste suitable for all attendees.

6. **Giveaways:**

Providing **event giveaways** for all participants. The giveaways should be customized to reflect the theme of the retreat and NHSRC branding.

7. **Post-Event Cleanliness:**

- It will be the responsibility of the organizing company to ensure that the venue is thoroughly cleaned and restored to its original condition after the event.
- All waste and debris generated during the event, including any leftover materials from tentage, decorations, catering, and activities, must be properly disposed of by the bidder.
- The bidder must provide adequate cleaning staff and resources to ensure the site is cleaned immediately after the event's conclusion.

3. Eligibility Criteria

- The bidder should have at least 10 years of experience in organizing large-scale corporate or government events.
- Must have experience organizing retreats or conferences for 500 participants.
- Previous experience working with government agencies or public sector organizations.
- Should be financially sound, with an annual turnover of at least 25 lakhs in the last 03 financial years (FY – 2021-22, 2022-23 and 2023-24).

4. Bid Submission Process

The bid proposal should include:

- Company profile
 - Previous work experience in event organization
 - Detailed financial proposal (including cost breakdown for services)
 - List of key staff involved
 - Proposed event plan and timelines
- Bids must be submitted by 27th January 2025 by 1500 Hrs.
 - Bids should be delivered physically to the NHSRC office at:

The Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gang Nath Marg
Munirka
New Delhi – 110 067

5. Evaluation Criteria

The final bidder shall be selected on the basis of Technical Experience and based on factors such as cost, experience, quality of proposal, etc.

6. Terms and Conditions

The terms and conditions of the contract, including legal obligations, timelines, and penalties for non-compliance are as below:

- The contract will be awarded for the event scheduled in February / March 2025, and all preparations must be completed by 7 days before the event.
- Payment terms:
Payment structure would be, 30% upfront, 70% post-event.
- Penalties for delay or non-compliance with the agreed-upon services will be imposed @ 10% of the total value for each line of activities mentioned in Appendix 'A'.
- NHSRC reserves the right to cancel or modify the event at any stage.

7. Contact Information

For any further information or clarification, please contact:

Capt. T.S. Negi Sr. Consultant (Administration) NHSRC Mobile: 98715-48607 E-mail: ts.negi@nhsrcindia.org	Mr. Gautam Chatterjee Consultant (Administration) NHSRC Mobile: 9910071980 E-mail: gautam.chatterjee@nhsrcindia.org
--	---

Appendix / Annexures:

- Appendix A – Financial Bid Format
- Annexure I – Food Menu
- Annexure II – Tentage and Decoration
- Annexure III – Games and Activities
- Annexure IV – Master of Ceremonies
- Annexure V – DJ with Dance Floor
- Annexure VI – Giveaways
- Appendix B - Declaration of no conflict of interest
- Annexure C - Previous experience details

Financial Bid Format**Tender for Organizing Annual Retreat for NHSRC****Bidder's Information:**

- **Company Name:** _____
- **Address:** _____
- **Contact Person:** _____
- **Phone Number:** _____
- **Email Address:** _____

Cost Breakdown:

Item/Service	Quantity/Details	Unit Cost (₹)	Total Cost (₹)	Taxes (if any)	Total (Including Taxes) (₹)
1. Catering Services For Menu Refer Annexure I					
- Morning Hi-Tea with Light Breakfast	300 pax				
- Non-Veg Lunch	300 pax				
- Evening Tea with Light Snacks	300 pax				
Sub-Total (Catering)					
2. Tentage and Decoration Refer Annexure II	Carnival theme setup				
- VIP Sitting Area	As per requirement				
Sub-Total (Tentage & Decoration)					
3. Games and Activities Refer Annexure III	As per scope				
Sub-Total (Games & Activities)					
4. MC (Master of Ceremonies) Refer Annexure IV	Event Duration (1 Day)				
Sub-Total (MC)					
5. DJ with Dance Floor Refer Annexure V	Event Duration (1 Day)				
Sub-Total (DJ & Dance Floor)					
6. Prizes and Giveaways (not more than Rs. 500/-) Refer Annexure VI	Approx 175 units				
Sub-Total (Giveaways)					
Grand Total (₹)					

Note:

- The cost should be inclusive of all services, including any taxes.
- All prices quoted should be in Indian Rupees (₹).
- Any additional charges not mentioned in the above breakdown should be specified.
- The financial bid should reflect the final cost for the entire event, with no hidden charges.

Authorized Signatory:

(Signature and Seal of the Authorized Person)

Date: _____

Place: _____

Food Menu and Activities for the Event

<p><u>Breakfast</u></p> <p>Live Dosa counter Boiled Egg/Omelette live Counter Vada Live Counter Pav Bhaji Poha</p>	<p>Corn Flakes with Milk Idly with Sambar and chutney Paratha with Aloo Curry/dahi Bread and Toast Fruit salad Kesari Halwa Tea/coffee/ juices/milk etc....</p>
<p><u>Buffet Lunch</u></p> <p><u>Soups</u> Chicken Coriander soup Almond Soup Mushroom soup</p> <p><i>Chat counter (aloo tikki/ bhalla papdi/ golgappa)</i></p> <p><u>Starters</u> <u>Veg Snacks</u> Paneer Tikka Dahi Kabab Beetroot Kabab</p> <p><u>Non-Veg Snacks</u> Chicken Tikka Mutton Seek Kabab Fish Finger</p> <p><u>Rice Counter</u> Veg biriyani Chicken biriyani Egg Biriyani Plain rice Raita and Salan/ Burani raita</p> <p><u>Punjabi Counter</u> Mutton Rava Fish Curry Chicken tikka kali Mirch Dal Makhani Amritsari Chole Kulche Sarson ka sag Makki ki roti Paneer Butter Masala Aloo Gobhi</p>	<p><u>Rajasthani Counter</u> Paneer Long Latta Rajasthani Gatta Curry Papad Mongode ki sabji Bajre ki Kichadi Bajre ki Roti</p> <p><u>Chinese Counter</u> Veg Hakka Noodles Veg Fried rice Exotic Vegetables in Hot Garlic Sance Chicken Manchurian</p> <p><u>Assorted Bread</u> Tandoori(nan/roti/paratha) Multi salads (green salad, corn salad, cheese pineapple/ Papad/Chips/Achar/ Chutney 2 Raitas/ curd</p> <p><u>Deserts</u> Live Jalebi counter with rabri Muffins Gajar ka Halwa</p> <p><u>Salad</u> Fruit salad Assorted stick Kulfi Mineral water bottles Other misc items</p>
<p><u>High Tea Menu</u></p> <p>Assorted Pakoras Chilli honey potato Cocktail samosa</p>	<p>Tea/ Coffee/ Milk/ Juices/ Cold drinks/Cookies/Water Bottles</p>

Note: Mock tail and Tea/Coffee will run throughout the event.

Tentage and Decoration

1. VIP Seating Area:

- **Number of Tents:** 2
- **Tent Size:** 10ft x 20ft (each)
- **Seating Capacity:** 6 guests per tent
- **Decoration:** Flower arrangements, and comfortable seating with cushioned chairs and round tables.
- **Cooling Arrangements:** Provision of 2 mist fans per tent, along with coolers if the weather requires additional cooling.

2. General Seating Area:

- **Number of Tents:** 4
- **Tent Size:** 33ft x 55m (each)
- **Seating Capacity:** 50 guests per tent (approx. total capacity for 200 guests)
- **Decoration:** Basic tent decoration with chairs arranged in rows for seating.
- **Cooling Arrangements:** 4 mist fans and coolers (if needed) per tent to ensure comfort.

3. Serving Points:

- **Number of Serving Points:** 4
- **Location:** One serving point near the VIP seating area, another three at the general seating area.
- **Service Setup:** Buffet-style counters with sufficient space to avoid crowding. Each serving point will have designated sections for vegetarian, non-vegetarian, and beverages.

4. Additional Amenities:

- **Stage Setup:** A centrally located stage for performances and speeches, complete with a backdrop / NHSRC branding that matches the event theme.
- **Lighting:** Soft, ambient lighting around the tents and the stage, with focused lighting for the stage area (if required).
- **Sound System:** High-quality sound system for announcements, background music, and the DJ setup.

5. Cooling Equipment:

- **Mist Fans:** Total of 10 mist fans strategically placed around the venue, especially in tents and high-traffic areas.
- **Coolers:** Coolers will be provided if the event is held during hot weather conditions, with a minimum of 2 coolers per tent.

6. Decoration Requirement:

- The overall theme should reflect vibrancy and energy, capturing the essence of a carnival while maintaining NHSRC's brand identity.
- The primary colors for decoration should be aligned with NHSRC's logo and branding guidelines. This might include colors like blue, white, green, and yellow.

- Use of balloons, streamers, and fabric draping in these colors, as well as themed props such as carnival signage and banners, with the NHSRC logo integrated into them.
- **Welcome Arch and Entrance:** The main entrance to the retreat should be adorned with a **NHSRC-themed welcome arch** to set the tone upon arrival.
- The **entrance to the event** will feature a designated space for **regional folk dance performances**, with artists dressed in traditional attire.
- This will provide a culturally rich and warm **welcome for the guests** as they enter the venue.
- **Stage Decoration:** The dance area will be adorned with bright, festive decorations that complement the carnival theme while subtly incorporating **NHSRC branding** (e.g., banners with NHSRC logo along the performance area).

Games and Activities for the Retreat

- a) Horse Ride
- b) Magician
- c) Archery
- d) Katputli
- e) Candy Floss
- f) Popcorn
- g) Bio Scope
- h) Wooden Limbo
- i) Dart Game
- j) Spin Wheel
- k) Jungle Bounce
- l) Fishing
- m) Battery Cars
- n) Battery Bikes
- o) Cartoon Persons (Pepa Pig / Chota Beem / Mickey Mouse / Motu Patlu)
- p) Balloon Shooting
- q) Tattoo Artist
- r) Nail Artist
- s) Rope Pulling
- t) Tyre Spoon
- u) Tambola
- v) Matka Fod
- w) Team Building Activities

Master of Ceremonies (MC)

1. Role and Responsibilities:

- The MC will be responsible for the smooth flow of the event, ensuring all scheduled activities are conducted on time and engaging the audience throughout.
- The MC must facilitate audience participation during games, activities, and interactive sessions.
- They will also introduce speakers, make announcements, and provide necessary instructions to attendees as needed.
- Coordinate with the organizing team, DJ, and catering team for announcements related to food service, performances, or other activities.

2. Experience Requirements:

- The MC must have a minimum of 5 years of experience in hosting corporate events, retreats, or similar large-scale gatherings.
- Prior experience in hosting government or public sector events will be preferred.
- The MC should have experience handling a diverse audience and be comfortable with impromptu hosting as per the event's needs.

3. Event Duration:

- The MC will be required for the full event duration of 9-10 hours, with breaks coordinated with the organizing team.

4. Language Proficiency:

- The MC must be proficient in both English and Hindi, as the event will involve guests from diverse backgrounds.
- Any additional regional language proficiency will be a bonus, but not mandatory.

5. Dress Code:

- The MC must be dressed formally, in line with the event's corporate and professional environment.

6. Microphone and Audio Requirements:

- The MC will need access to a wireless microphone and sound system, provided by the event organizers.
- Coordination with the sound technician to ensure seamless transitions between announcements, music, and other event activities is required.

7. Engagement with Audience:

- The MC must engage the audience actively during games, prize distributions, and announcements. This includes facilitating interactive sessions, introducing key speakers, and maintaining energy throughout the day.
- They will work closely with the team managing the games and activities, ensuring participant involvement and a fun atmosphere.

8. Coordination with the DJ:

- The MC will coordinate closely with the DJ for the timing of music, dance performances, and breaks to ensure a smooth flow of entertainment.

9. Rehearsal and Preparation:

- The MC should be available for a pre-event briefing and rehearsal (if needed) one day before the event to understand the schedule, key moments, and specific requirements.

DJ With Dance Floor

1. DJ Services:

- The bidder will be responsible to provide the DJ for providing music throughout the event, including background music, entertainment, and music for the dance floor.
- The DJ should have experience catering to a diverse audience with varying musical preferences (e.g., Bollywood, international pop, classic hits, etc.).
- The DJ must provide their own equipment, including a professional sound system, mixers, speakers, and microphones, with backup equipment available in case of technical difficulties.

2. Event Duration:

- The DJ services will be required for the full event duration of 9-10 hours, with designated times for background music, interactive sessions, and dance segments.
- The DJ should be flexible to start and stop music as per the flow of the event, in coordination with the Master of Ceremonies (MC).

3. Dance Floor Setup:

- The organizing company must provide a designated dance floor area, with a size suitable for 50-100 people to dance comfortably. A standard size of **6m x 6m** (or **20ft x 20ft**) is recommended.
- The dance floor should be of good quality, safe, and stable for dancing. It should be well-lit, with appropriate lighting effects, such as LED or laser lights, to create a lively atmosphere.
- The DJ will coordinate with the lighting team to ensure synchronized lighting during performances or dance sessions.

4. Music Preferences and Playlists:

- The DJ should curate a playlist that caters to all age groups and preferences, ensuring a mix of genres that appeal to the diverse attendees.
- The music should include both high-energy tracks for the dance floor and softer background music during meals and breaks.
- Any special requests for songs or playlists from the organizing committee should be accommodated in advance.

5. Sound System Requirements:

- A high-quality sound system should be provided that is suitable for both indoor and outdoor settings, ensuring clear and loud audio without distortion.
- The system must cover the entire event space, ensuring that guests in all areas can hear announcements and music clearly.

- The DJ must ensure that the sound levels are appropriate and not overly disruptive during non-dance segments of the event.

6. Coordination with Event Team:

- The DJ must coordinate closely with the MC and the organizing team to ensure seamless transitions between music, announcements, and activities.
- Timing for dance sessions should be well-integrated with the overall event schedule, including breaks, speeches, and activities.

7. Backup Arrangements:

- The DJ should have backup equipment ready to avoid any technical disruptions.
- A backup music playlist should also be prepared in case of any sudden changes or unexpected issues.

8. Special Lighting and Effects (Optional):

- If required, the DJ should have the capability to provide additional effects such as fog machines, strobes, or disco lights to enhance the dance floor experience.
- These effects should be safe and approved by the event organizers.

9. Rehearsal and Sound Check:

- A sound check should be conducted one day prior to the event to ensure all equipment is functioning properly and the audio setup is optimal for the venue.

Prizes for Games and Activities

1. Overview:

- Prizes will be awarded to winners of various games and team-building activities during the event.
- Prizes should be engaging, fun, and in line with the event's carnival theme, while still maintaining an element of usefulness.

2. Prize Categories:

- **First Prize:** High-value prize for winners of major team-building or competitive games (e.g., **Tambola, Matka Fod**, etc.).
- **Second and Third Prizes:** For runners-up in the main games and winners of smaller activities.
- **Consolation Prizes:** For participants in minor games and activities like **Dart Game, Balloon shooting**, etc.

3. Suggested Prizes:

- **First Prizes (Premium Gifts):**
 - **Borosil/Dublin/Milton** branded items like **flask sets** or **lunch boxes**.
 - **Ferrero Rocher/Coated Almonds** gift packs.
 - **Bluetooth speakers** or **wireless earphones**.
- **Second Prizes (Mid-range Gifts):**
 - **Personalized office kits** with branded diaries, pens, and USB drives.
 - **Travel accessories** such as **travel mugs, neck pillows**, or **portable chargers**.
- **Consolation Prizes (Small Fun Gifts):**
 - **Chocolates** or **mini gift hampers**.
 - **Crayons** or **pencil boxes** for children-themed activities (if applicable).

4. Distribution and Presentation:

- Prizes should be handed out during the event as part of game/activity conclusions.
- Staff must be available to ensure smooth prize distribution, and prizes should be ready in advance to avoid delays.

5. Budget:

- The budget for prizes should be balanced to ensure good quality and adherence to the theme, but also within reasonable cost parameters.
- Total prize expenditure should be within **₹15,000 to ₹18,000**, depending on the number of games and participants.

Declaration of No Conflict of Interest

To,
The National Health Systems Resource Centre (NHSRC),
NIHFW Campus
Baba Gang Nath Marg
Munirka
New Delhi – 110 067

Subject: Declaration of No Conflict of Interest

Dear Sir/Madam,

In response to the tender for organizing the Annual Retreat for NHSRC, we hereby declare the following:

1. **We, the undersigned, declare that we have no conflict of interest in participating in this tender process.**
2. We further declare that:
 - We are not involved in any business or professional activities that could be considered as a conflict with the responsibilities outlined in this tender.
 - Neither our company nor any of its affiliates is directly or indirectly related to any of the members or staff of NHSRC, which may influence the tender process or decisions.
 - We do not have any personal or financial interest in any project, work, or service that could create a conflict of interest with our involvement in the Annual Retreat event management.
3. We agree to notify NHSRC immediately should any potential conflict of interest arise during the bidding process or while executing the contract, if awarded.
4. We understand that failure to disclose any conflict of interest may result in the rejection of our bid or termination of the contract, if awarded.

We affirm that all the statements and information provided by us in this declaration are accurate and complete to the best of our knowledge.

Thank you for considering our application. We look forward to your favorable response.

Bidder's Information:

- **Name of the Bidder:** _____
- **Address:** _____
- **Phone Number:** _____

• Email Address: _____

Authorized Signatory:

(Signature and Seal of the Authorized Person)

Name: _____

Designation: _____

Company Name: _____

Date: _____

Place: _____

Previous Experience Details

The bidder is required to provide details of previous events or projects of a similar nature that have been successfully completed. The information provided should highlight relevant experience in organizing large-scale events, especially in a public or government setting, if applicable.

1. Project/Event 1

- **Client Name:** _____
- **Event Name/Title:** _____
- **Location:** _____
- **Date of the Event:** _____
- **Number of Participants:** _____
- **Event Duration:** _____
- **Scope of Work Provided:**
(Tick the relevant services provided)
 - Catering
 - Tentage and Decoration
 - Event Management
 - Audio-Visual Setup
 - Entertainment (DJ, MC, etc.)
 - Others (Specify): _____
- **Total Cost of Event: ₹** _____
- **Client's Contact Information:** _____
(Phone and Email)

2. Project/Event 2

- **Client Name:** _____
- **Event Name/Title:** _____
- **Location:** _____
- **Date of the Event:** _____
- **Number of Participants:** _____

- **Event Duration:** _____
- **Scope of Work Provided:**
(Tick the relevant services provided)
 - Catering
 - Tentage and Decoration
 - Event Management
 - Audio-Visual Setup
 - Entertainment (DJ, MC, etc.)
 - Others (Specify): _____
- **Total Cost of Event: ₹** _____
- **Client's Contact Information:** _____
(Phone and Email)

3. Project/Event 3

- **Client Name:** _____
- **Event Name/Title:** _____
- **Location:** _____
- **Date of the Event:** _____
- **Number of Participants:** _____
- **Event Duration:** _____
- **Scope of Work Provided:**
(Tick the relevant services provided)
 - Catering
 - Tentage and Decoration
 - Event Management
 - Audio-Visual Setup
 - Entertainment (DJ, MC, etc.)
 - Others (Specify): _____
- **Total Cost of Event: ₹** _____

- **Client's Contact Information:** _____
(Phone and Email)

Note:

- Please attach relevant supporting documents such as appreciation letters or work completion certificates, if available.
- The NHSRC reserves the right to contact the references provided to verify the information.

Authorized Signatory:

(Signature and Seal of the Authorized Person)

Name: _____

Designation: _____

Company Name: _____

Date: _____

Place: _____