



REQUEST FOR PROPOSAL

Invitation of Bids for Hiring an Event Manager for Operating and Managing DGC Members' League (Golf Tournament) at The Delhi Golf Club ("DGC" or the "Club")

Request for Proposal (RFP) No. 04 Dated 08 Oct 2026

1. Bids in sealed cover are invited for services listed in Part II of this RFP. Please superscribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
 - a. Bids/queries to be addressed to:

**The Secretary
The Delhi Golf Club,
Dr. Zakir Hussain Marg New Delhi- 110003**
 - b. Postal address for sending the Bids: **As mentioned Above**
 - c. Name/designation of the contact personnel: **Mr. Bijendra Singh Lohiya, Sr. Manager Golfops.**
 - d. Telephone numbers of the contact personnel: **9818403349**
 - e. e-mail ids of contact personnel: **golfoperation@delhigolfclub.org**
 - f. Fax number: **NA**
3. This RFP is divided into three Parts as follows:
 - a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - b. Part II – Contains essential details of the services required, such as the Schedule of Requirements (SOR), Technical Specifications, Period.
 - c. Part III – Contains Eligibility Criteria of the Bidder & Price Bid format.
4. This RFP is being issued with no financial commitment and the DGC reserves the right to change or vary any part thereof at any stage. DGC also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General information

1. **Last date and time for depositing the Bids:** 23 Oct 2026 at 12:00 Hours.
The sealed Bids, both technical and Commercial bid should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box kept in **the Main Office of DGC** or to be sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non- delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).
3. **Time and date for opening of Bids:** 23 Oct 2026 at 14:00 Hours.
(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the DGC).
4. **Location of the Tender Box:**
Tender Box will be placed in Main Office Area outside Finance Controller's (FC) cabin. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.
5. **Place of opening of the Bids:** Tender will be opened in the Board Room of DGC. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Bid price shall not be disclosed to the bidders. This event will not be postponed due to non-presence of your representative.
6. **Two bid system:** The Tender is a Two-bid system. The bidders are required to submit Technical Bids and Commercial Bids in two different envelopes. Only the Technical Bid shall be opened at 23 Oct 2026 at 14:00 Hours. Date and Time of opening of the Commercial Bids shall be decided after acceptance of the Technical Bids. Commercial Bids of only those bidders will be opened, whose Technical Bids are found compliant/suitable after technical evaluation is done by the Club.
7. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original letter head inter alia furnishing details like GST number, Bank address with NEFT Account if applicable, etc. and complete postal, e-mail address and contact details of their office.
8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to DGC in writing about the clarifications sought not later than 3 (Three) days prior to the date of opening of the Bids.
9. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the DGC may, at its discretion, ask the bidder for clarification of his bid. No post-bid clarification on the initiative of the bidder will be entertained.
10. **Rejection of Bids:**
Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
11. **Validity of Bids:** The Bids should remain valid till Finalization of the event manager by the DGC.

Part II – Essential Details of Services required

1. Schedule of Requirements

- a) **BACKGROUND:** The Delhi Golf Club has started a golf tournament namely DGC Members' League ("Tournament") in 2021 for the members of the club. The Tournament has been successfully conducted over the past five editions. The Club now invites bids from reputed and experienced Event Management Agencies for the comprehensive planning, operation, management, and execution of the Tournament to be held at Delhi Golf Club (DGC). The selected Event Manager shall be responsible for the overall organization, coordination, and management of the Tournament in accordance with the scope of work and terms and conditions specified in this Tender Document and as decided by the DGC.
- b) The association with the selected event manager shall be for a period of 3 editions of the Tournament.
- c) The Tournament will be played on the Lodhi Course as per basic guidelines decided by DGC.
- d) **OBJECTIVE OF THE TOURNAMENT**
- For promotion of the sport of golf
 - Developing and nurturing golfing talent
 - Building camaraderie and bonhomie amongst the members of DGC
 - Promote the entire golfing ecosystem
- e) **BROAD FEATURES OF THE TOURNAMENT**
- **Dates** – March/ April 2027 for the next edition
 - **Maximum Teams** – 24 as on date
 - **Indicative players** – 480
 - **Duration of one single edition** – approx. 3-5 weeks
 - **Format of play** – Matchplay – Scheduling to be worked out in due course
 - **Prizes** – Team Championship
 - **Events in the Tournament**
 - Launch Party – for approximately 500 members
 - Gala Dinner
 - Mid league party
 - Draw evening
 - Press Conference
 - Social evening for the team owners and sponsors
- f) **ROLE OF EVENT MANAGER OR SELECTED BIDDER:**
- i) **OUTLINE OF ROLE OF EVENT MANAGER**
- **EVENT Blueprint creation** - Creating a specific format which will fit into the DGC Ecosystem.
 - **Technical** – Conditions of Competition, Referees coordination, course set up coordination
 - **Operations**
 - Scheduling
 - Starting
 - Scoring
 - Handicap Coordination with club

- **APP Management** – Coordination of APP Design, Content creation, Glitch Checks, operations
 - **Referees Management**
 - Identification of and coordination with 6 referees and at least 1 Marshall.
 - **Handicapping Exercise**
 - While the main responsibility of Handicapping rests with DGC, the process will be coordinated by the Event Manager.
 - **Management of all functions and meetings**
 - **Legal** – The event manager will coordinate all the MOU's/Agreements with the DGC, The Team Owners, Sponsors and any other parties as required
 - **Social Media**
 - Strategy will be worked out in consultation with DGC and given to Media agency that will be hired for the purpose.
 - **Sponsorships and Teams**
 - Creation of sponsorship grid
 - Creation of Sponsorship documents
 - Creation of Team Ownership docs
 - Supporting the DGC Team in sponsorships.
 - Documentation for sponsors and if necessary for new teams.
 - Sponsor Reports
 - **Economics**
 - DGC or its authorized committee is empowered to take all decisions regarding the Tournament and also the elements which will constitute the Tournament.
 - The Budget which will follow will be based on the final design of the event and the elements which will need to be accounted for successful conduct of the Tournament.
 - The event manager will create the Final budget in consultation with the DGC.
 - Invoicing will be done by DGC Finance team – but the Event Manager will provide inputs.
 - Procurements will be done as per DGC SOP's and RFP systems, but the Event Manager will have to ensure the process is conducted in time through timely sampling and intimation to the club team.
 - The Event Manager will be responsible for coordinating with the vendors finally selected by DGC and will have to deliver the event through their services.
 - The Event Manager will be responsible for ensuring that the process above is carefully monitored through their team in close consultation with the Finance Team of DGC.
- ii) To manage the event on a Turnkey Basis. The specific activities are mentioned below:
- Planning, coordinating, managing and execution of all the activities that go into delivering a successful event.
 - To work closely with the DGC Team in delivering a seamless event.
 - All documentation of the event shall be prepared by the selected Event Manager
 - To ensure commitments made to Team Owners and Sponsors are delivered through the event.
 - Presence of the team at all tournament related meetings and functions and right through the conduct of the tournament.
 - To manage various procurements that will be made throughout the event as per the SOP's laid down by the Club.
 - All sponsorship documents/agreements/MOU to be created by Event Manager.

- Most importantly, every act that is done by the Event Manager or every document that is created by the Event manager shall be pre-approved by DGC or its respective officials.
- iii) The event manager will be expected to manage the entire turnkey operations of the tournament including but not limited to the following activities:
- All Alignment & Technical meetings
 - All Sponsor coordination meetings
 - Minimum 10 Tournament Committee Meetings
 - Minimum 5 Team owners Meetings
 - Budgeting exercise and approvals by Tournament Committee
 - Coordinating the procurement exercise along with the club team as per the club's SOP's.
 - Tournament App development, update, training, managing
 - Draw Event – Tech coordination, Full documentation and backend
 - Launch evening – Complete Event set up and management
 - Press Conference – Management and overseeing the Media exercise
 - Referees' management and Rules clinic
 - Minimum 16 days of play – Set up and conduct
 - Overseeing the Handicapping exercise
 - Conduct of the Prize Presentation evening
 - Post event Reports for Sponsors, DGC etc.

Part III – Contains Eligibility Criteria of the Bidder & Price Bid format

1. The bidder must have the following mandatory qualifications:
 - a) Must have conducted a minimum of 10 golf events/tournaments held in major golf courses in last 5 years. (Proof to be submitted)
 - b) Experience in Managing golf tournaments. Certificates by Host Clubs/Promoters (except DGC) to be provided for minimum 2 golf tournaments successfully managed by the bidder.
 - c) Bidder must have a qualified Team which can handle all facets of the tournament, which includes technical knowledge, financial matters, sales and marketing etc. A note on team members to be provided. The team must consist of at least 10 members, including hired team.
2. **Two-Bid System**: In respect of Two-bid system, Bidders are required to furnish clause-by-clause compliance of eligibility criteria laid down above in their technical bids (to be submitted in a separate envelope) bringing out clearly the deviations from the same, if any. The financial bid shall contain the Price bid only as per the format given below. Technical bid and financial bid should be submitted in separate envelopes to avoid the bid being declared invalid.
3. **Price Bid**: The bidder shall quote a fixed annual management fee for their services in the price bid format given below. The proposal must quote a lump-sum professional fee covering all services as specified in this RFP or any other service which is deemed to be performed for conducting such an event or which is directed by DGC, including but not limited to site visits, supervision, documentation, coordination, and deliverables up to successful completion of the tournament. The quoted price shall be exclusive of GST, which shall be payable extra as per prevailing rates.

Price Bid Format

The Price Bid shall be submitted strictly as per the format below.

Sl. No.	Description of Services	Amount (INR per edition)
1	Annual Management Fee for operation and management of the Tournament for 3 editions. (including all services as per the RFP)	
Taxes/GST		
Total Amount		
Completion of work		As per DGC Terms
Payment Terms		As per DGC Terms

Note: The quoted fee shall be inclusive of all professional charges, travel, site visits, documentation, and incidental expenses. Only GST shall be payable extra as applicable

- No escalation in fee will be permitted during the entire tenure of the assignment. The bid shall remain valid till the finalization of the event manager by DGC.
- The annual management fee will be paid in 2 installments. 10% of the agreed fees shall be paid in advance one month before the start of the tournament for each edition and balance fee shall be paid after successful completion of the tournament.

6. Rights of The Delhi Golf Club

The Delhi Golf Club reserves the following rights, which bidders expressly acknowledge and accept by submitting their proposals:

- To reject any or all bids without assigning any reason and without incurring any liability.
- To cancel or modify the RFP at any stage prior to award of contract.
- To negotiate with one or more shortlisted bidders to achieve the most competitive fee for the Club.
- To accept or reject any deviation, omission, at its discretion.
- To verify credentials and references provided by the bidders, including contacting past clients.
- To disqualify any bidder found furnishing false information, misrepresentation, or failing to comply with RFP requirements.

The decision of The Delhi Golf Club, both during evaluation and at the time of award, shall be final, conclusive, and binding on all participating bidders.

- The successful bidder will be required to execute a formal Agreement with The Delhi Golf Club prior to commencement of work. The Agreement shall be governed by the laws of India, and any disputes shall be subject to the jurisdiction of courts in New Delhi.
- The successful bidder shall have to submit a Performance Bank Guarantee at the sole discretion of DGC and the value of such guarantee shall be decided by DGC based on the Price Bid of the successful bidder. The Performance Bank Guarantee should remain valid up to 60 days beyond the completion of the event.

Lt. Col. Rohit Singh (Retd.)
Secretary
The Delhi Golf Club