



**REQUEST FOR PROPOSAL FOR AN EVENT OPERATOR TO OPERATE
THE QUADRANGULAR SERIES 2026**

Request for Proposal (RFP) No. 04/2026 Dated 23 Apr 2026

1. Bids in sealed cover are invited for services listed in Part III 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 Golf Ops**
 - 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 items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Time of services and Consignee details.
 - c. Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer 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:** 5 May 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: 5 May 2026 at 15:00 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 Buyer).
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. This event will not be postponed due to non-presence of your representative.
6. **Techno-Commercial bid system:** **The Tender is single bid system** (Techno-Commercial bid).
7. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with NEFT Account if applicable, etc. and complete postal & e-mail address 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 the Buyer in writing about the clarifications sought not later than 3 (Three) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
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. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. 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 and Conditional tenders will be rejected.
11. **Validity of Bids:** The Bids should remain valid till Finalization of the vendor by the DGC.
12. **Earnest Money Deposit:** – Not Applicable

Part II – Essential Details of requirement

1. **Schedule of Requirements:** The Delhi Golf Club (DGC) invites sealed bids from reputed vendors for providing professional golf event management services for the Quadrangular golf Event scheduled at The Delhi Golf Club from 29th June 2026 to 1st July 2026). Tentatively a total of 5 to 7 days will be required for working including pre & post event.

2. **Scope of Work:** The selected vendor will be responsible for conducting the Golf event in purely professional manner adhering to the specifications outlined below.

a. **Event Preparation:**

Logo Creation

Artwork for Collaterals

Artwork for the Branding on the course

Printing of the collaterals

Printing and Placement of Boards on course as per approved plan

Trophies/Medals procurement in coordination with DGC

Coordination with the Golf Ops team at the club to ensure all activities are planned and carried out smoothly
Coordination with the participating teams

b. **During event:**

Registration and distribution of gifts for all participants

Coordinating and conducting the Opening

Coordinating the start and play of the various events

Draws, Tee offs, Scoring & Results

Coordinating Referees and Marshals

Coordination F&B for all participants with the club vendor

Coordinating the Photographer

Information flow to all teams

Coordinating and Conducting the Prize Distribution Ceremony

Coordinating all Social evenings

Skills prizes management, if any

Developing safety protocols for high-wind scenarios heavy machinery usages and securing emergency medical services.

c. **Post event**

Billing

Event Report

NOTE: Procurement of any service/item for the event shall be done by DGC as per the SOP of the DGC and the event manager shall adhere to the same. The event manager shall suggest the services or items required for the event.

4. **Eligibility Criteria:** Interested bidders must meet the following conditions:

a) Must be an **Event Operator** specializing in Golf events.

b) Must have a **minimum of 10 years of experience** in event operation.

c) Must provide **supporting documents**, including GST registration, company profile, and past performance records.

5. **Evaluation Criteria:** Bids will be evaluated based on the following:

a) **Eligibility Compliance:** Only bids fulfilling all technical and commercial requirements of the RFP will be considered.

b) **Price & Quality Assessment:** The bids shall be evaluated based on the quality of the service provider and the costing.

c) **Right to Cancel:** The Delhi Golf Club reserves the right to cancel the tendering process at any stage without assigning any reason.

d) The decision of DGC Management shall be final & bounding.

6. **Submission Guidelines:** Bidders must submit their proposals **in a sealed envelope** marked “**Bid for Quadrangular Series 2026**”.
- (a) The proposal must include a detailed quotation with job specifications.
- (b) This Request for Proposal (RFP) is issued for Event Operator to operate the Quadrangular Series in June 2026.

Part III – Contains Standard Conditions of RFP & Price Bid format

1. **Format of Commercial quotation**

Sl No.	Items Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	Event Operator to operate the Quadrangular Series 2026	Job	01		
Amount					
Taxes/GST					
Total Amount					

2. **Services Period** – 7 days pre & post event .
3. **Payment Terms:** 80% payment after completion of event.
4. **Advance Payment:** 20% advance payment(s) will be made.
5. **Liquidated Damages:** In the event of the operators failure to deliver the services by the date specified in the contract the Buyer may deduct from the Seller as liquidated damages the sum of 0.5 % of the contract price of the undelivered goods/services for delay of each week or part of week and the Seller shall submit the documents after deduction of the liquidated damages subject to a maximum of 10% of the service price of the undelivered services. But if the delay is on account of any cause, which the Services provider promptly notifies to the Buyer and the Buyer admits as a reasonable ground for extending the time for delivery, no liquidated damages will be leviable during the additional time thus agreed to by the Buyer.

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