

PUBLIC HEALTH FOUNDATION OF INDIA (PHFI)

EXPRESSION OF INTEREST (EOI)

EOI NO: PHFI/ADMIN/2026/SEP/003

**EXPRESSION OF INTEREST FOR
EMPANELMENT OF AUDIO-VISUAL(AV) SERVICE
PROVIDER AGENCIES**

Date for EOI Publish: 02nd September, 2026 by 17:00 Hrs IST

Cut-off Date for downloading EOI: 13th September, 2026 by 17:00 Hrs IST

Last date of submission of EOI: 18th September, 2026 by 17:00 Hrs IST

Registered Office:

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1. INTRODUCTION

1.1 Background of PHFI

The Public Health Foundation of India (PHFI) is a premier public health institution in India, established as a public-private initiative with the objective of strengthening public health capacity in India. PHFI works towards improving health outcomes through integrated efforts in education, research, policy development, and implementation support.

PHFI collaborates with national and international stakeholders, including government bodies, academic institutions, and multilateral organizations, to address key public health challenges. Its activities include capacity building, advanced public health training, large-scale research programs, and support to health systems strengthening across India.

1.2. Purpose of EOI

(a) The purpose/intent for this proposal is to empanel the agencies to provide audio-visual conference facilitation services to PHFI in Delhi/NCR and PHFI Project locations as specifically requested.

(b) The Expression of Interest (EOI) must only be in the format as mentioned in this EOI. The Proposal submitted by agencies will be reviewed by the Committee of PHFI. **The initial contract will be for 02 years which can be further extended for another one year at the discretion of PHFI.**

(c) The empanelment shall create a pool of approved vendors eligible to participate in future procurement of the organization. It is not, by itself, a commitment to place any work order or guarantee any minimum business. Specific assignments/events may be placed subsequently through a competitive process among empaneled agencies or through such procurement mechanism as PHFI determines in accordance with its applicable procurement policy.

1.3 Key Dates

Schedule of EOI Processing (Key Dates)

Sl. No	Description	Date	Time
1.	EOI published PHFI Website	02nd September, 2026	By 17:00 Hrs IST
2.	EOI released on public domains/local newspaper	03rd September, 2026	
3.	Cut-off Date for downloading EOI from PHFI Website: https://phfi.org/tenders	14th September, 2026	By 17:00 Hrs IST
4.	Last date for receiving queries from agencies, if any	15th September, 2026	By 12:00 Hrs IST
5.	Last date for submission of Proposal	18th September, 2026	By 17:00 Hrs IST (may be dropped in EOI Box/By Courier/Speed Post)

6.	Opening of EOI Box and Technical Proposal (Authorized representatives of Agencies may be present for opening of EOI Box)	22nd September, 2026	At 11:00 Hrs IST onwards (Applicant are allowed to participate)
7.	Intimation to the Agencies who qualify in the Technical Proposal	25th September, 2026	By 17:00 Hrs IST
8.	Interview of Qualifying Agencies (Format will be intimated through PHFI EOI email to concerned Agencies)	30th September, 2026	At 11:00 Hrs IST onwards
	Issue of Letter of Intent/Award	As per the decision of PHFI management	

2. QUALIFICATION

The Qualification criteria for the Agency(s) are given below.

Sl. No	Qualification Criteria	Proof Required
1.	I. Name and address of the Agency(s) II. Year of Establishment III. Whether the Agency(s) is registered under a Limited company or partnership firm/ proprietorship etc. and details thereof (e.g. name(s) of partners, Managing Directors, Chief Executive officers, Key Authorized Persons)	Copy of Certificate of Incorporation/ Registration/MoU as applicable along with Annexure – I
2.	The Agency(s) should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration along with Annexure - II
3.	The Agency(s) should have a previous experience of 03 years of similar kind of services provided from FY 2021-22 onwards.	Necessary documents for record as per Annexure – I
4.	The Agency(s) should have a minimum average annual turnover of 20 Lacs from assignments made during the last three Financial years. (FY 2023-2024, 2024-2025, 2025-2026)	Copy of Audited Trading, Profit and Loss Statement and Balance Sheet certified by CA with UDIN
5.	The Agency(s) should not have been blacklisted by Central/State Government departments/ Undertakings	No conviction certificate duly signed & stamped by the authorized signatory of the organization as per Annexure-III

3. Terms of References (ToRs)

3.1. During the assignment, the agency would be responsible for providing the below mentioned Audio-visual services:

A. Audio-Visual Equipment

- High-quality LCD/LED projectors and projection screens or LED Panel walls.
- LED displays/TV screens of various sizes.
- Professional sound system with speakers, amplifiers, and audio mixers.
- Cordless handheld microphones.
- Collar (lapel) microphones.
- Podium/gooseneck microphones.
- Table microphones for panel discussions.
- Audio recording equipment.
- Confidence monitors.
- Teleprompter
- Stage lighting
- Wireless presentation clickers.
- Laptop/computer for presentations.
- High-speed internet support (where applicable).
- Power backup and extension cables.

B. Conference Facilitation Services

- Complete setup, testing, and dismantling of all AV equipment.
- On-site technical operators throughout the event.
- Real-time troubleshooting and technical support.
- Stage management support related to AV requirements.
- Coordination with venue management regarding electrical and technical requirements.

C. Virtual/Hybrid Event Support (as applicable)

- Live streaming of events.
- Video conferencing integration (Microsoft Teams, Zoom, WebEx, etc.).
- Multi-camera setup for hybrid events.
- Audio-video recording of proceedings.
- Display of presentations and multimedia content.
- Remote participant integration and technical assistance.

The agency shall be responsible for the following **deliverables**:

- Install and test all equipment before the commencement of the event/conference/meeting.
- Ensure uninterrupted AV support throughout the event.
- Deploy qualified technical personnel on-site.
- Dismantle and remove all equipment after the event.

EMERGENT DEMANDS: The Empaneled Agencies may be required to attend exceptional emergency demands also. No variation in cost should be charged by the agency for this emergency requirement. These emergency requirements occurred in exceptional occasions only.

4. GUIDELINES FOR SUBMITTING PROPOSAL

The proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space,

12-point font Times New Roman and each page numbered consecutively. The proposal should capture the following information, with a maximum of 20 pages including references.

4.1 Following documents to be submitted:

Sl. No	Qualification Criteria	Proof Required
1.	I. Name and address of the Agency(s) II. Year of Establishment III. Whether the Agency(s) is registered under a Limited company or partnership firm/ proprietorship etc. and details thereof (e.g. name(s) of partners, Managing Directors, Chief Executive officers, Key Authorized Persons)	Copy of Certificate of Incorporation/ Registration/MoU as applicable along with Annexure – I
2.	The Agency(s) should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration along with Annexure - II
3.	The Agency(s) should have a previous experience of 03 years of similar kind of services provided from FY 2021-22 onwards.	Necessary documents for record as per Annexure – I
4.	The Agency(s) should have a minimum average annual turnover of 20 Lacs from assignments made during the last three Financial years. (FY 2023-2024, 2024-2025, 2025-2026)	Copy of Audited Trading, Profit and Loss Statement and Balance Sheet certified by CA with UDIN
5.	The Agency(s) should not have been blacklisted by Central/State Government departments/ Undertakings	No conviction certificate duly signed & stamped by the authorized signatory of the organization as per Annexure-III

4.2 Following details should be duly signed by the authorized signatory in the agency/firm's Letter Head:

- The Agency shall provide documentary evidence of its previous experience in undertaking 3 (three) similar assignments, including copies of work orders, contracts, letters of engagement, completion certificates, or any other relevant supporting documents along with **Annexure – I**.
- The Agency shall provide the cost/value details from the year 2021 of each contract separately in a tabular format, along with documentary evidence such as work orders etc. The details should also include the name, designation, and contact details of the concerned focal person for reference and verification. (**Annexure – I**)
- Filled GST Declaration Form and GST Details Form (**Annexure - II**).
- Duly signed & stamped Declaration that the firm is neither blacklisted by any Government department nor any criminal case registered against the firm or its owner/partners anywhere in India. (**Annexure - III**)
- Duly signed & stamped declaration on the undertaking. (**Annexure IV**)

4.3 Financial status of the agency

- a) Total revenue and expenditure of the agency for the past three financial years. (FY 2023-24, 2024-25, 2025-26)
- b) Copies of the certified Audited Annual report in support of the financial status.

4.4 Income tax details

- a) Furnish copy of PAN card and GST Certificate having HSN/SAC code.

4.5 MSME

- a) Furnish copy of MSME Certificate, if applicable.

5. General Instructions and Terms and Conditions

- a. The proposal along with all the correspondence and documents exchanged by the Agencies and PHFI shall be written in English language.
- b. **Amendments to the EOI:** The Committee at PHFI reserves every right to amend any of the EOI conditions or a part thereof, before the last date for the receipt of the EOI, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of EOI documents on account of amendments will be the sole discretion of PHFI.
- c. **Reserved Rights:** PHFI reserves the following rights with regard to this call for proposal:
 - (i) to cancel this call for proposal at any stage without assigning any reason.
 - (ii) to disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions
 - (iii) PHFI reserves the right to waive any deviations by Applicants from the requirements of this solicitation that in PHFI 's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
 - (iv) Extend the time for submission of all EOI responses after notification to all Applicants;
 - (v) Terminate or modify the EOI process at any time and re-issue the EOI to whomever PHFI deems appropriate;
 - (vi) PHFI reserve the right to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability;
 - (vii) Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- d. No proposal shall be accepted unless it is properly sealed. Agency(s) shall not be allowed to fill in or seal their proposal at the PHFI office. The documents should be sent by speed post/registered post/courier or hand delivered.
- e. If the envelope is found to be open, not sealed and not marked as instructed above, PHFI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.

- f. The applicant is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by PHFI. PHFI, however, reserves the right to call for additional information and clarification on information submitted by the applicant.
- g. Proposals must be received by PHFI at the address specified not later than the date and time specified in the Invitation of EOI. In case the specified date for the submission of proposal being declared holiday by the PHFI, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- h. **Withdrawal of Proposals:** Applicants may withdraw proposal by written notice via email received at any time before contract. Proposals may be withdrawn in person by an offer or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.
- i. **Opening of EOI:** Sealed EOI received up to **18th Sept 2026 by 17:00 Hrs IST** will be taken up for opening. EOI received after specified date and time will not be accepted. PHFI reserves the right to disqualify any of the EOI in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The Technical proposals will be opened on **22nd Sept 2026 at 11:00 Hrs IST onwards** at PHFI, address as mentioned. A representative from each applicant is invited to be present.
- j. Any efforts by Agency(s) to influence the PHFI personnel or representatives on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agency(s) proposal. Failing to execute the contract Agreement within the said period may result in termination of contract and award of the same to other Agency(s) at the risk and cost of the Agency(s).
- k. The person to sign the contract agreement shall be duly authorized.
- l. The data, questionnaire, reports and other materials used by the Agency(s) during the conduction of the survey shall remain the property of PHFI. The Agency(s) will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by PHFI.
- m. The EOI shall not bind PHFI in any way whatsoever to offer any job to the applicant if PHFI decides to scrap this EOI.
- n. PHFI assures that the documents and presentations submitted by the applicants will be kept strictly confidential and will not be used for any purpose other than the process of selection of the final applicant. All documents created/prepared during the assignment by the selected application shall be the property of PHFI and they will have the rights associated with such documents.
- o. **Offer Verification:** PHFI may contact applicant to confirm contact person, address, and to confirm that the proposal was submitted for this solicitation.

- p. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in PHFI having to re-evaluate selection of potential Applicants.
- q. **Arbitration:** Should any dispute arise; it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be New Delhi.
- r. The cost of travel and stay of the officials from Agency(s) for attending meetings with PHFI will be met by the respective Agency(s).
- s. **All queries/correspondences pertaining to this EOI shall be addressed exclusively through PHFI's designated official email address for this purpose: i.e. tenders@phfi.org**

Hard copies of the proposals should be addressed to:

The Chairman of the Committee

EOI: PHFI/ADMIN/2026/SEP/003

At

PUBLIC HEALTH FOUNDATION OF INDIA

Property No Khasra No 293, 294, 295, Saidulajab Village, 4th Floor, House No. 60, Part of Saidulajab Extn, New Delhi-110030.

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is **18th Sept 2026 by 17.00 Hrs IST** Any Proposal received after this prescribed time will not be entertained. PHFI will not be responsible for any loss in transit or postal delay.

6. EOI EVALUATION

The EOIs received will be evaluated on the basis of Technical competencies as follows:

#	Evaluation	Maximum Marks	Remarks
1	Technical Evaluation	60	<i>Applicant scoring 60% (36 marks) will qualify for next step (Presentation cum Interview)</i>
2	Interview	40	<i>The applicant who qualify for the Interview will be intimated by PHFI through email.</i>
	Total Marks	100	

6.1. Evaluation Committee

An Evaluation committee formed by PHFI will examine the Technical proposal based on the details provided in the Invitation for proposal and decide who are shortlisted as per the qualification criteria.

6.2. Selection of Agency(s)

- a. Agency(s) are required to score a minimum of 36 marks out of 60 marks in the technical proposal in order to qualify for the next step i.e. Interview.

- b. The submitted proposals will be valid for 60 days from the date of submission. PHFI will make its best effort to select the Agencies within this period.

Technical Approach: (60 points)

A technical approach that is well-conceived, technically sound, and result-oriented, which demonstrates a clear understanding of the requirement of the EOI.

Technical evaluation shall be carried out based on the following:

Technical Score Evaluation	Max. Marks
Average annual turnover in the last 3 (three) years (FY 2023-24 to 2025-26): INR 20 Lakh to INR 30 Lakh 10 Marks Above INR 30 Lakh to INR 50 Lakh 15 Marks Above INR 50 Lakh 20 Marks <u>Supporting documents:</u> Copies of duly audited trading and P & L Account certified by CA with UDIN.	20 Marks
Previous experience of 03 years of similar kind of services provided from FY 2021-22 onwards. No. of contracts: 01-05 08 Marks No. of contracts: 06-10 13 Marks No. of contracts: 11-15 18 Marks <u>Supporting documents:</u> Copies of work order along with client certificate of the satisfactory performance.	18 Marks
02 Marks for each document submitted as mentioned in the Annexure-I	18 Marks
Previous experience of work with PHFI No. of Work Order from PHFI: 01-02 02 Marks No. of Work Order from PHFI: Above 02 04 Marks <u>Supporting documents:</u> Copy of Work Order	04 Marks

Interview (40 points)

Those agencies who will qualify in the Technical Evaluation will be invited for a personal Interview. Interview with the participating agency(s) will be conducted through online and/or off-line mode at the registered address mention above.

The agency(s) are expected to cover the following points during the interview:

1. Please brief us about your organization's experience in providing AV services for conferences, seminars, workshops, meetings, and hybrid events, particularly for government/NGO/institutional clients.
2. What AV equipment and technical infrastructure do you have available in-house, and what is your capability to provide end-to-end AV Services as per different event requirements?
3. What arrangements do you have for backup equipment, technical manpower, and troubleshooting in case of equipment failure or other technical issues during a live event?
4. How do you handle last-minute changes or urgent/additional AV requirements during an event, and what is your typical response time?
5. What is your cancellation/rescheduling policy?

The date for interview is given in the schedule for EOI. In case of any change in the date for the interview, the new date will be informed by PHFI, as per the availability of the committee members.

7. Contact for more information

For all correspondence, please refer to PHFI's designated official email address for this purpose: tenders@phfi.org with subject line marked as **"EOI for PHFI/ADMIN/2026/SEP/003"**.

8. ANNEXURES

8.1 **Annexure I** - Mandatory Pre-Qualification criteria form

8.2 **Annexure II** - Declaration of Goods and Services Tax Act, 2017 (GST)

8.3 **Annexure III** - Declaration on "No Blacklist nor any criminal case"

8.4 **Annexure IV** - Declaration on "Undertaking".

8.5 **Annexure V** - Previous experience of work with PHFI

Public Health Foundation of India

ANNEXURE – I

Mandatory Pre-Qualification Criteria

1. Name of the Agency: _____
2. Address of the Agency: _____
3. Phone No.: _____ (Mob.) _____ (Fax.) _____
4. Web site: _____ Email: _____
5. Whether Proprietary or Partnership: _____ Firm or company

S.No.	Required Documents	Yes/No
1.	Shop and Establishment Certificate / Partnership Deed/ Incorporation Certificate	
2.	A list of Owner/Partners of the firm/Directors and their contact Details (Emails & Telephone numbers) in the agency/firm's letter head.	
3.	Attested copy of GST Registration Certificate	
4.	A Copy of PAN Card of a Proprietor or Partnership firm or a Company (duly attested)	
5.	Duly signed & stamped Declaration that the firm is neither blacklisted by any Government department nor any criminal case registered against the firm or its owner/partners anywhere in India.	
6.	Submit duly signed undertaking enclosed with the EOI document.	
7.	Copy of every page of the EOI duly signed with seal of the firm, in token of acceptance of terms and conditions and EOI as quote.	
8.	Any Other document(s) specified anywhere in the entire EOI document	
9.	Annual Turnover of last three financial years. (Please enclose trading, P&L and Balance Sheet of last three financial years)	

a) Details of Existing Contracts/Agreements

Sl. No.	Name and address of the Organizations /Institutes.	Contact person's name and contact details	Duration of contract/agreement		Additional information/rem arks, if any
			From (DD/MM/YYYY)	To (DD/MM/YYYY)	

Note: The above details are duly signed and sealed by the authorized signatory of the firm/company and be enclosed with the Technical Proposal documents.

Date:
Place:

On behalf of (Name of the Agency)

Signature:
(Authorized Signatory & Stamp)

Public Health Foundation of India

ANNEXURE-II

Declaration for Goods and Services Tax Act, 2017 (GST)

I (*Name of Contractor/Vendor*) hereby undertake and confirm that I would take all necessary and required actions to prepare for ensuring compliances under Goods and Service Tax Acts (GST). I (*Name of Contractor/vendor*) further undertake to comply with any of the applicable provisions of such law including but not limited to:

- timely issuance of GST compliant invoices;
- having required HSN/SAC code
- making the invoices available to PHFI;
- depositing applicable taxes on a periodic basis; and
- correctly reporting them to the Government

Under the said new Indirect Tax Law, any action or omission on part of the (*Name of the Contractor/Vendor*) as a result of which PHFI incurs any direct or indirect cost, expense, loss, levy, penalty, interest, additional burden of tax etc., the same shall be recovered, by way of deduction and/or recovery from any amount payable to (*Name of the Contractor/Vendor*) by Public Health Foundation of India (PHFI).

Declarant

On behalf of (Name of the Agency)

Signature:
(Authorized Signatory & Stamp)

Name:
Designation:
Date:

Public Health Foundation of India

ANNEXURE-III

No Blacklisting nor any criminal case

(To be printed on Agency/Firm's Letter Head)

I/we on behalf of (*Name of the Agency*), declare that (*Name of the Agency*) has at any point in time not been blacklisted by any government or private agencies nor have any criminal case registered.

I/we further declare that (*Name of the Agency*) is not involved in any type of fraud or unethical practices.

On behalf of (Name of the Agency)

Signature:

(Authorized Signatory & Stamp)

Name:

Designation:

Date:

Public Health Foundation of India

ANNEXURE-IV

UNDERTAKING

(To be printed on Agency/Firm's Letter Head)

I/We_____have carefully gone through and understood the Contents of the EOI and its Terms & Conditions including Annexures, and I/we undertake to abide by Myself/ourselves by all the Terms and Conditions set forth.

In case my Agency is awarded the Agreement, I shall undertake to provide the complete services as per the scope of Work within 20 days of issue of Service Agreement.

Date:
Place:

On behalf of (Name of the Agency)

Signature:
(Authorized Signatory & Stamp)

Name:

Designation:

Public Health Foundation of India

ANNEXURE – V

Previous experience of Work with PHFI

(To be printed on Agency/Firm's Letter Head)

Sl. No.	Date of Work Order	Work Order Number

Note: The above details duly signed and sealed by the authorized signatory of the firm/company and be enclosed with the Technical Proposal documents.

Date:

On behalf of (Name of the Agency)

Place:

Signature:

(Authorized Signatory & Stamp)

Name:

Designation:

END OF EOI

DISCLAIMER

This EOI represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate PHFI to accept any of the submitted EOI in whole or in part, nor is PHFI obligated to select the lowest priced proposal. PHFI reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. PHFI has no contractual obligations with any offer or based upon the issuance of this EOI. It is not an offer to contract. Only the execution of a written contract shall obligate PHFI in accordance with the terms and conditions contained in such contract.