



REQUEST FOR PROPOSAL
FOR
TURNKEY SET-UP OF ROHINI SKILLING CENTRE

September 2026

1. ABOUT NASSCOM FOUNDATION

Established in 2001, Nasscom Foundation is a not-for-profit organisation working to unlock the power of technology by creating access and opportunity for underserved communities. The Foundation implements technology-led skilling and digital inclusion programmes across multiple locations in India.

2. ABOUT THE REQUIREMENT

2.1 Objective

Nasscom Foundation invites proposals from qualified and experienced agencies/vendors for the turnkey establishment and fit-out of its proposed Rohini Skilling Centre in Delhi. The selected vendor will be responsible for coordinating supply, installation, integration, testing, commissioning and associated set-up activities required to make the centre operational.

2.2 Project Location

Centre	Rohini Skilling Centre
Approx. Carpet Area	3,500 sq. ft.
Location	Ground Floor, Kanjhawala Road, Pooth Kalan, Mannat Hotel, Rohini, Delhi

3. SCOPE OF WORK

The scope shall include, but shall not be limited to, the following:

- Supply and installation of IT equipment, electrical/utility equipment and other centre requirements as specified in the BOQ.
- Furniture and classroom/lab set-up, including workstations, seating, reception furniture, storage and related items.
- Internet connectivity, networking, required cabling and associated installation.
- CCTV, attendance/biometric infrastructure, fire-safety equipment and related installation, wherever specified.
- Audio-visual and classroom equipment, including projectors/screens and interactive display/smart board, as applicable.
- Computer lab and digital learning infrastructure, including desktops/workstations, peripherals and accessories.
- Partition work, whitewashing/painting, Gypsum Partition, electrical accessories and other establishment-related works specified in the BOQ.
- Coordination and integration of new supplies with assets/materials.
- Final testing, handover and submission of relevant warranties, manuals and installation records.

4. BOQ AND COMMERCIAL RESPONSE

A detailed Bill of Quantities (BOQ) will be shared separately with vendors who respond to this RFP/submit their initial interest and required vendor information. The BOQ will contain the detailed items, specifications and quantities required for the project.

- Vendors shall quote against the BOQ provided by Nasscom Foundation and shall not alter the item descriptions or quantities without written clarification.
- The vendor shall provide item-wise rates, applicable taxes, delivery/installation charges and any other applicable costs as specified in the BOQ.
- Any exclusions, assumptions, optional items or deviations shall be clearly identified in the commercial proposal.
- The approved/internal budget of Nasscom Foundation will not form part of the vendor-facing RFP or BOQ.

5. TECHNICAL AND QUALITY REQUIREMENTS

- All materials and equipment shall be new, genuine, unused and of the specified or approved equivalent make/model.
- The vendor shall comply with applicable Indian standards, safety requirements and manufacturer specifications.
- The vendor shall ensure professional installation, safe cabling, proper finishing and functional commissioning.
- Equivalent products may be proposed only where the BOQ/RFP permits; the vendor shall clearly mention the make, model and technical specifications.
- All equipment shall be supplied with applicable manufacturer warranty and supporting documents.
- The vendor shall be responsible for resolving defects, installation issues and snags attributable to its supply or workmanship.

6. INTEGRATION WITH FOUNDATION-PROVIDED ASSETS

Certain assets may be made available by Nasscom Foundation for use at the centre. The vendor shall, where required, coordinate with the Foundation for receiving, shifting, installing, configuring and commissioning such assets. Any requirement for additional items or incompatibility identified by the vendor shall be clearly highlighted before commercial finalisation.

7. SITE VISIT AND ASSESSMENT

Vendors are encouraged to undertake a site visit before submitting their final commercial proposal to assess the premises, access conditions, installation requirements, measurements, cabling, electrical requirements and other site-specific considerations. Any site-specific assumptions shall be clearly stated in the proposal.

8. IMPLEMENTATION AND COMPLETION

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- The selected vendor shall submit a detailed implementation plan and deployment schedule after award.
 - The vendor shall coordinate procurement, delivery, installation and commissioning to ensure timely readiness of the centre.
 - All works shall be completed within the mutually agreed project timeline specified in the Purchase Order/Agreement.
 - The vendor shall conduct final testing and handover only after all identified snags are rectified.
 - The vendor shall provide a completion/handover report along with warranties, manuals and other relevant documentation.

9. VENDOR ELIGIBILITY AND EXPERIENCE

- The bidder should be a legally registered entity with valid statutory registrations applicable to its business.
- The bidder should have relevant experience in turnkey office, training-centre, skilling-centre, educational, IT infrastructure or similar fit-out projects.
- The bidder should demonstrate capability to manage multiple categories of supply and installation under a single point of responsibility.
- Preference may be given to vendors with demonstrated experience in projects of similar scale and complexity.
- The bidder shall disclose any subcontracting proposed for the project; the selected vendor shall remain fully responsible for the subcontractor's work.

10. VENDOR RESPONSE REQUIREMENTS

The initial response to this RFP should include:

- Company profile and brief overview of relevant capabilities.
- Details of similar turnkey projects completed during the last three years, with client details and project value, wherever permissible.
- Relevant statutory registrations and organisation details.
- Proposed project team and point of contact.
- Confirmation of ability to execute the complete scope as a turnkey assignment.
- Indicative implementation approach and expected completion timeline.
- List of assumptions, exclusions and dependencies, if any.
- Confirmation that the vendor is willing to submit a detailed commercial proposal against the BOQ to be shared separately.

11. EVALUATION

Nasscom Foundation may evaluate responses based on technical capability, relevant experience, understanding of the requirement, proposed execution approach, compliance with the scope, quality of materials, delivery timeline and

commercial competitiveness. The Foundation reserves the right to seek clarifications, conduct technical discussions/site visits, and evaluate the detailed commercial proposals submitted against the BOQ.

12. COMMERCIAL TERMS

- The detailed BOQ and commercial format will be shared separately with eligible/interested vendors.
- Vendors shall submit a complete, item-wise quotation against the BOQ, including all applicable costs necessary for successful completion of the project.
- Prices should clearly indicate whether GST and other applicable taxes are included or excluded.
- No additional charges will be accepted for items or activities that are reasonably necessary to complete the agreed scope but were omitted from the vendor's quotation, unless approved in writing by Nasscom Foundation.
- Payment terms, retention, advance (if any), milestone payments and final payment will be agreed with the selected vendor and documented in the Purchase Order/Agreement.
- The quotation validity period shall be clearly stated by the vendor.

13. GENERAL TERMS

- Nasscom Foundation reserves the right to accept or reject any proposal, in whole or in part, without assigning any reason.
- Issuance of this RFP does not constitute a commitment to award the project.
- The vendor shall maintain confidentiality of all information shared by Nasscom Foundation in connection with this RFP.
- Any deviation from the stated requirements shall be clearly identified in the proposal.
- The selected vendor shall comply with applicable laws, statutory requirements, safety requirements and Foundation policies communicated for the project.
- The final scope, commercial terms, deliverables and acceptance criteria will be documented in the Purchase Order/Agreement/SOW with the selected vendor.

14. PROPOSAL SUBMISSION

Interested vendors should submit their initial response to the RFP by email to rfp@nasscomfoundation.org with the subject line: **"RFP – Turnkey Set-up of Rohini Skilling Centre – Nasscom Foundation"**.

Upon receipt of the initial response and confirmation of interest, Nasscom Foundation will share the detailed BOQ and commercial submission format separately with the vendor for submission of the final commercial proposal.

Submission deadline: 27th Sept 2026, 11:59 PM

For any clarification, vendors may write to rfp@nasscomfoundation.org. Nasscom Foundation may schedule a clarification call/site visit, if required.