

# Request for Proposal (RFP)

## For Implementation Partner – “Bags of Imagination: Art & Craft Learning Kits” Employee Volunteering Program

Issued by: Nasscom Foundation

Location: Bangalore, Karnataka

### 1. ABOUT NASSCOM FOUNDATION

Established in 2001, nasscom foundation has been witness to the transformative power of technology for over two decades. Part of the nasscom ecosystem, we are the only neutral not-for-profit organization representing the Indian tech industry. We remain rooted to our core philosophy of TechForGood, where our efforts are focused on unlocking the power of technology by creating access and opportunity for those who need it the most. We work on helping people and institutions transform the way they tackle social and economic challenges through technology. We have five key areas of intervention - Digital Literacy, Skilling and Employability, Women Entrepreneurship, Scaling Social Innovation and Empowering NGO Ecosystem through Tech Support and Volunteering.

### 2. Introduction

Nasscom Foundation invites proposals from qualified Bangalore-based NGO partners/implementation agencies to execute the “Bags of Imagination – Art & Craft Learning Kits” employee volunteering activity for donor corporate offices in Bangalore. This one-time volunteering initiative aims to promote creativity among children from underserved communities by assembling and distributing Art & Craft Learning Kits curated by employee volunteers.

### 3. Program Overview

The Bags of Imagination activity is a creative employee engagement initiative designed to nurture artistic expression among young learners. Volunteers will assemble Art & Craft Kits containing essential supplies, along with personalized message cards for children.

#### **Key Program Components:**

- Procurement of 800 Art & Craft Kits
- Engagement of 250-300 employee volunteers
- Implementation at corporate offices (2 Locations)
- Distribution to identified schools/communities
- Activity timeline: January'2026

The volunteering engagement includes assembling kits, adding personal message cards, and preparing them for distribution in low-income schools.

#### 4. Expected Outcomes

- Encourage creativity and imaginative thinking among underserved children
- Strengthen volunteer participation and empathy
- Build meaningful connections between volunteers and students
- Deliver high-quality, age-appropriate Art & Craft Learning Kits

#### 5. Role of the Implementation Partner

##### A. Pre-Activity Planning

- Identifying suitable suitable government/government-aided/low-income schools for distribution
- Coordinate closely with MyKartavya Nasscom Foundation team on activity design and logistics
- Procuring the material (7–8 items per kit + reusable bag + message card)
- Ensuring quality, quantity, and timely delivery of all materials to the office venue on the agreed date
- Share samples of kit materials for approval prior to mass procurement
- Printing of 1-2 Standee / Banners for the activity date

##### B. On-Ground Implementation – Activity Day

- Managing activity setup at Corporate Location
- Support with volunteer orientation and kit assembly process
- Provide all operational material - (scissors, markers, glue, trays, etc.)
- Ensuring smooth flow of volunteering activity
- Providing trained staff to supervise and guide volunteers

##### C. Post-Activity Deliverable

- Coordinating last-mile distribution to approved schools/communities by Nasscom Foundation
- Collecting feedback from educators, and students
- Submitting a detailed report with photographs, beneficiary data (class and schools details), and distribution report
- Ensuring proper documentation for accounting and audit purpose

#### 6. Kit Specification

Each kit should include:

- Crayons and Sketch Pens
- Drawing Sheets / Art Books

- Glue and Craft Paper + Origami Sheets
- Glitter, Stickers, Decorative Items
- Watercolors/Poster Colors and Brushes
- Ice Cream Sticks
- Reusable eco-friendly carry bag with branding
- Volunteer Message Card

Total number of kits: 700

### 7. Partner Eligibility Criteria

- Registered NGO/implementation agency based in Bangalore
- Minimum 3 years of experience in managing on-ground CSR volunteering engagements
- Demonstrated experience in working with schools or children for similar corporate volunteer engagements
- Strong operational capability in procurement, logistics, and documentation
- Be capable of deploying adequate trained manpower for on-ground execution
- Understanding of documentation and reporting for CSR Volunteering engagements

### 8. Submission Requirements

Interested partners must submit:

1. Organization Profile which should include (legal status, team size, GST details)
2. Proposed Implementation Plan & timelines
3. Detailed Budget (item-wise + operational costs)
4. Past Experience (Minimum 2 projects handled directly)
5. Two References (CSR Clients preferred)

### 9. Evaluation Criteria

- Strength of implementation plan
- Cost-effectiveness and transparent budgeting
- Past experience with corporate volunteering programs
- Organizational capacity and team capability
- Ability to ensure quality outcomes within timelines

### 10. RFP Submission Schedule and Timeline

ACTIVITY	TIMEFRAME
RFP Release Date: 23 <sup>rd</sup> December 2025 Proposal Submission Deadline: 10 <sup>th</sup> January 2025  Intent to proposal Email must be sent to <a href="mailto:rfp@nasscomfoundation.org">rfp@nasscomfoundation.org</a>	

Partner Evaluation & Selection: 13 <sup>th</sup> January 2025 Contract Finalization: 16 <sup>th</sup> January 2025	
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### 11. Terms and Conditions

Nasscom foundation reserves the right to accept or reject any proposal in part or in full. Multiple vendors may be empaneled based on geography and operational capacity. Payments will be made post submission of GST-compliant invoices and successful verification of services delivered.