

**REQUEST FOR PROPOSAL (RFP) FOR CATERING
VENDOR – IBM SKILLBUILD BOOTCAMPS**

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 a 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.

BACKGROUND

In partnership with IBM, Nasscom Foundation is implementing the IBM SkillBuild Bootcamps across India. The program aims to empower students from engineering and technical institutions with employability and emerging technology skills such as Artificial Intelligence, Generative AI, and Cyber Security.

As part of this initiative, around 100 bootcamps will be organized across multiple states till March 2026, engaging over 25,000 students. To ensure smooth on-ground execution, Nasscom Foundation seeks experienced catering vendors to provide hygienic vegetarian packed meals and refreshments for bootcamp participants.

ABOUT THE PROJECT

The IBM SkillBuild Bootcamps are designed to enhance the learning experience for students through high-quality sessions and logistical support. Each bootcamp will host approximately 250–300 participants per location. Vendors are required to ensure timely delivery of meals, water, and cleanliness maintenance during the event.

SCOPE OF WORK

The selected vendor(s) will be responsible for the following:

- **A. Catering Services**

- Provide vegetarian packed meals for approximately 250–300 participants per bootcamp.
- Each meal should include a main course, side dish, sweet, and bottled drinking water (100ml–200ml).
- Ensure hygienic food preparation, packaging, and on-time delivery at the venue.
- Maintain FSSAI compliance and proper waste disposal.
- Provide staff support for serving and cleanup where required.

- **B. Stationery & On-Ground Support**

- Supply event stationery (writing pads, pens, markers, and flipcharts).
- Deliver materials at least one day prior to the bootcamp.
- Coordinate with Nasscom Foundation team for event readiness.

- **C. Photography**

- Capture geo-tagged photographs of the event setup.

• **D. Audio-Visual**

- We will be needing projector & Screen
- Microphone, speaker
- Tablet / laptops

Submitting GST-compliant invoices and delivery proofs are mandatory. The RFP aims to engage vendors for various services including **Food, Stationery, Branding, and Audio-Visual arrangements** for the program. Considering the diverse nature of these requirements, **vendors may submit proposals for one or more specific categories based on their expertise and capability. Submission for all categories is ok but not mandatory.**

PROJECT LOCATIONS

Bootcamps will be conducted across India with key states and cities including **Odisha, Karnataka, Chhattisgarh, Tamil Nadu, Telangana, Puducherry, and Andhra Pradesh — covering Bhubaneswar, Bangalore, Tumkur, Chennai, Hyderabad, and Raipur.**

Each vendor may be allotted to **20–30 bootcamps** based on capacity and regional presence.

ELIGIBILITY CRITERIA

- Registered entity with valid PAN, GST, and FSSAI certification.
- Minimum 2 years of experience in catering or event management.
- Capacity to handle 250–300 participants per event.
- Ability to provide GST-compliant invoices.
- Preference for vendors with multi-state or regional presence.

PROPOSAL SUBMISSION REQUIREMENTS

Interested vendors are requested to submit the following:

1. Company profile with contact details and registration certificates.
2. Summary of relevant past experience.
3. Financial proposal with per participant and per bootcamp cost.
4. Geographical coverage and delivery timelines.
5. Supporting documents: PAN, GST, FSSAI, cancelled cheque, client references.

RFP SUBMISSION SCHEDULE & TIMELINE

ACTIVITY	TIMEFRAME
RFP Release Date : 13 th Nov 2025 Proposal Submission Deadline : 19th Nov 2025 Intent to proposal Email must be sent to rfp@nasscomfoundation.org	1 st Dec 2025 to 31 st March 2026

Partner Evaluation & Selection : 20st & 21st Nov 2025 Contract Finalization : 27 th Nov 2025	
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EVALUATION CRITERIA

Proposals will be evaluated based on:

- Compliance with eligibility and documentation requirements.
- Past experience and quality of service.
- Cost competitiveness and clarity of pricing.
- Ability to deliver across multiple locations.
- Commitment to hygiene, quality, and timely delivery.

TERMS & 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.