

**SPORTS AUTHORITY OF INDIA**  
**Khelo India Division**

**Corrigendum-2**

**Bid Ref No.: F.No. 01-23003(02)/1/2023-HO - Khelo India Division**

**Dated 22.11.2023**

**Sub: Corrigendum No. 2 to the above referred F.No. 01-23003(02)/1/2023-HO - Khelo India Division for the RFE for Empanelment of Event Management Agencies.**

**The following changes are incorporated to RFE document:**

S.No.	RFE Clause Reference	Clause as per RFE	Amended Clause
1	Clause 5.1	Bid submission end date and time- 23.11.2023 at 1430 Hrs Opening of Bid date and time- 24.11.2023 at 1430 Hrs	Bid submission end date and time- <b>30.11.2023</b> at 1430 Hrs Opening of Bid date and time- <b>01.12.2023</b> at 1430 Hrs
2	Point 1 of Clause 6.2 (Page No. 8)	The Bidder must be validly incorporated under Companies Act, 2013 as amended or under the relevant provisions/ Acts in India. The bidder must be necessarily registered and existing in India.	A company incorporated in India under the Companies Act, 1956 or 2013 and subsequent amendments thereto, Partnership Firms (LLP Act,2008 or Partnership Act, 1932) or Proprietary Firms Registered with the Income Tax (PAN) and GST (GSTN) Authorities in India with active status.
3	Point 3 of Clause 6.2 (Page No. 9)	The Agency must have a minimum average annual turnover (INR) as mentioned below Category wise: - A. Rs 5 crore & above B. Rs 2 cr & above C. Rs 20 Lacs & above from event management activities for the previous three financial years (2020-21, 2021-22 and 2022-23)	The Agency must have a minimum average annual turnover (INR) as mentioned below Category wise: - A. Rs 5 crore & above B. Rs 2 cr & above C. Rs 20 Lacs & above from event management activities from the <b>best three of the previous five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23)</b>
4	Point 4 of Clause 6.2 (Page No. 8)	<b>Technical Ability:</b> The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or International repute in terms of payments (INR) received in last three years as mentioned below category wise:	<b>Technical abilities:</b> The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or International repute in terms of payments (INR) received in <b>last five years from the date of submission of bid</b> as mentioned below category wise:



		<table border="1"> <tr> <td>A</td> <td>Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr</td> </tr> <tr> <td>B</td> <td>Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td>C</td> <td>Total payment of Rs 20 lacs</td> </tr> </table> <p>Please note, relevant projects of National or International repute to be considered for evaluation of event management are as follows:</p> <ul style="list-style-type: none"> <li>• Sports Events</li> <li>• Award Ceremonies</li> <li>• Business Summits / Conferences / Seminars</li> <li>• Youth Services Events</li> <li>• Cultural Events</li> </ul> <p>Note: Social Events like private parties, marriages, etc. shall not be considered for evaluation</p>	A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr	B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs	<table border="1"> <tr> <td>A</td> <td>Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr</td> </tr> <tr> <td>B</td> <td>Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td>C</td> <td>Total payment of Rs 20 lacs</td> </tr> </table> <p>Please note, relevant projects of National or International repute to be considered for evaluation of event management are as follows:</p> <ul style="list-style-type: none"> <li>• Sports Events</li> <li>• Award Ceremonies</li> <li>• Business Summits / Conferences / Seminars</li> <li>• Youth Services Events</li> <li>• Cultural Events</li> <li>• <b>Large-scale exhibitions having infrastructure including facade, pagoda, German Hangar, light and sound, Stage etc.</b></li> <li>• <b>Any other event which comes under the similar categories as mentioned above.</b></li> </ul> <p>Note: Social Events like private parties, marriages, etc. shall not be considered for evaluation</p>	A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr	B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs
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C	Total payment of Rs 20 lacs														
5	Point 8 of Clause 7.2 (Page 12)	<p>Signed and scanned copy of Certificate from a Chartered accountant stating the following: -</p> <ol style="list-style-type: none"> <li>The bidder is abiding by all statutory laws / rules / regulations /guidelines as applicable from time to time including submission of Income tax return, etc.</li> <li>Turnover during the financial year 2020-21, 2021-22 and 2022-23 in support of eligibility criteria at clause 6 above (<u>Annexure III</u>). In case audit of the firm is pending for the FY 2022-23, provisional accounts certified by CA may be considered. Audited accounts and Report prior to FY 2020-21 will not be accepted.</li> <li>Scanned copy of Income Tax Return of last 03 years ending March 2023.</li> </ol>	<p>Signed and scanned copy of Certificate from a Chartered accountant stating the following: -</p> <ol style="list-style-type: none"> <li>The bidder is abiding by all statutory laws / rules / regulations /guidelines as applicable from time to time including submission of Income tax return, etc.</li> <li>Turnover from the best three of the <b>previous five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23)</b> in support of eligibility criteria at clause 6 above (<u>Annexure III</u>). In case audit of the firm is pending for the FY 2022-23, provisional accounts certified by CA may be considered. Audited accounts and Report prior to FY <b>2018-19</b> will not be accepted.</li> <li>Scanned copy of Income Tax Return of <b>last 05</b> years ending March 2023.</li> </ol>												
6	Point 9 of Clause 7.2 (Page 13)	<p><b>Technical abilities:</b> The bidders must have undertaken and delivered at least 5 relevant Event</p>	<p><b>Technical abilities:</b> The bidders must have undertaken and delivered at least 5 relevant Event Management</p>												

		<p>Management Projects of National or International repute in terms of payments (INR) received in last three years as mentioned below category wise:</p> <table border="1"> <tr> <td>A</td> <td>Total payment of min. Rs 5 cr which must include atleast one single order of Rs 1 cr</td> </tr> <tr> <td>B</td> <td>Total payment of min. Rs 2 cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td>C</td> <td>Total payment of Rs 20 lacs</td> </tr> </table> <p>(Annexure IV)</p>	A	Total payment of min. Rs 5 cr which must include atleast one single order of Rs 1 cr	B	Total payment of min. Rs 2 cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs	<p>Projects of National or International repute in terms of payments (INR) received in last <b>five years from the date of submission of bid</b> as mentioned below category wise:</p> <table border="1"> <tr> <td>A</td> <td>Total payment of min. Rs 5 cr which must include atleast one single order of Rs 1 cr</td> </tr> <tr> <td>B</td> <td>Total payment of min. Rs 2 cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td>C</td> <td>Total payment of Rs 20 lacs</td> </tr> </table> <p>(Annexure IV) <b>along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying at least receipt of one payment in the claimed project and in case of ongoing projects, at least payment of 80% of the project cost.</b></p>	A	Total payment of min. Rs 5 cr which must include atleast one single order of Rs 1 cr	B	Total payment of min. Rs 2 cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs
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C	Total payment of Rs 20 lacs														
7	Point 10 of Clause 7.2 (Page 13)	<p><b>Financial Strength:</b> Average Turnover of the Agency in last three financial years ending FY 2022-23 – Annexure III</p>	<p><b>Financial Strength:</b> Average Turnover of the Agency in <b>last five</b> financial years ending FY 2022-23 – Annexure III</p>												
8	Point 11 of Clause 7.2 (Page 13)	<p><b>Technical Strength:</b></p> <p>a. Number of Relevant National/International Events conducted in last three years – <u>Annexure II</u> along with documents related to these projects containing scope of work should be submitted as part of the eligible projects. (Please attach separate copies for each event)</p> <p>b. Magnitude of National/International Event (in terms of payments received) conducted in last three years – <u>Annexure IV</u></p>	<p><b>Technical Strength:</b></p> <p>a. Number of Relevant National/International Events conducted in <b>last five years from the date of submission of bid</b> – <u>Annexure II</u> along with documents related to these projects containing scope of work should be submitted as part of the eligible projects. (Please attach separate copies for each event)</p> <p>b. Magnitude of National/International Event (in terms of payments received) conducted in <b>last five years from the date of submission of bid</b> – <u>Annexure IV</u> <b>along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying at least receipt of one payment in the claimed project and in case of ongoing projects, at least payment of 80% of the project cost.</b></p>												
9	Point 1.1 of Clause 14.3 for Technical Bids	<p><b>Category A:</b> Average Turnover of the Agency in last three years - 5 crores to less than 7 crores – 5 Marks 7 crores to less than 10 crores – 10 Marks</p>	<p><b>Category A:</b> Average Turnover of the Agency in last <b>five</b> years - 5 crores to less than 7 crores – 5 Marks 7 crores to less than 10 crores – 10 Marks</p>												

	Evaluation Criteria - Event Management for Category- A, B & C ( Page 18-20)	<p>10 crores and above – 15 Marks</p> <p><b>Category B:</b> Average Turnover of the Agency in last three years – 2 crore to less than 3 crores – 5 Marks 3 crores to less than 4 crores – 10 Marks 4 crores and above – 15 Marks</p> <p><b>Category C:</b> Average Turnover of the Agency in last three years - 20 Lacs to less than 50 lacs – 5 Marks 50 lacs to less than 75 Lacs – 10 Marks 75 Lacs and above – 15 Marks</p>	<p>10 crores and above – 15 Marks</p> <p><b>Category B:</b> Average Turnover of the Agency in last <b>five</b> years – 2 crore to less than 3 crores – 5 Marks 3 crores to less than 4 crores – 10 Marks 4 crores and above – 15 Marks</p> <p><b>Category C:</b> Average Turnover of the Agency in last <b>five</b> years - 20 Lacs to less than 50 lacs – 5 Marks 50 lacs to less than 75 Lacs – 10 Marks 75 Lacs and above – 15 Marks</p>
10	Point 2.1 of Clause 14.3 for Technical Bids Evaluation Criteria - Event Management for Category- A, B & C (Page 18-20)	<p><b>Category A:</b> Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in last three years- Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)</p> <p><b>Category B:</b> Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in last three years- Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)</p> <p><b>Category C:</b> Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in last three years- Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)</p>	<p><b>Category A:</b> Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in <b>last five years from the date of submission of the bid</b>- Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)</p> <p><b>Category B:</b> Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in <b>last five years from the date of submission of the bid</b>- Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)</p> <p><b>Category C:</b> Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in <b>last five years from the date of submission of the bid</b>- Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)</p>
11	Point 2.2 of Clause 14.3 for Technical Bids Evaluation Criteria - Event Management	<p><b>Category A:</b> Magnitude of largest National/International Event (in terms of payments received) conducted in last three years- Less than 5 Crore – 0 Marks 5 crores to less than 7 crores – 4 Marks 7 crores to less than 10 crores – 7 Marks 10 crores and above – 10 Marks</p>	<p><b>Category A:</b> Magnitude of largest National/International Event (in terms of payments received from a <b>single work order</b>) conducted in <b>last five years from the date of submission of the bid</b>- Less than 5 Crore – 0 Marks 5 crores to less than 7 crores – 4 Marks 7 crores to less than 10 crores – 7 Marks</p>

	for Category- A, B & C ( Page 18-20)	<p><b>Category B:</b> Magnitude of largest National/International Event (in terms of payments received) conducted in last three years- Less than Rs 2 cr – 0 Marks 2 crore to less than 3 crore – 4 Marks 3 crore to less than 4 crores – 7 Marks 4 crores and above – 10 Marks</p> <p><b>Category C:</b> Magnitude of National/International Event (in terms of payments received) conducted in last three years- Less than 20 Lacs – 0 Marks 20 Lacs to less than 50 Lacs – 4 Marks 50 Lacs to less than 75 Lacs – 7 Marks 75 Lacs and above – 10 Marks</p>	<p>10 crores and above – 10 Marks</p> <p><b>Category B:</b> Magnitude of largest National/International Event (in terms of payments received from a <b>single work order</b>) conducted in <b>last five years from the date of submission of the bid</b>- Less than Rs 2 cr – 0 Marks 2 crore to less than 3 crore – 4 Marks 3 crore to less than 4 crores – 7 Marks 4 crores and above – 10 Marks</p> <p><b>Category C:</b> Magnitude of largest National/International Event (in terms of payments received from a <b>single work order</b>) conducted in <b>last five years from the date of submission of the bid</b>-Less than 20 Lacs – 0 Marks 20 Lacs to less than 50 Lacs – 4 Marks 50 Lacs to less than 75 Lacs – 7 Marks 75 Lacs and above – 10 Marks</p>
12	Annexure III	<p><b>ANNUAL TURNOVER:</b> Financial years <b>2020-21</b> <b>2021-22</b> <b>2022-23</b></p> <p>This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is Rs..... (In words)</p>	<p><b>ANNUAL TURNOVER:</b> Financial years <b>2018-19</b> <b>2019-20</b> <b>2020-21</b> <b>2021-22</b> <b>2022-23</b></p> <p>This is to certify that .....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last <b>five</b> years is Rs. (In words)</p>
13	Disclaimer: Page 11	Bidder is allowed to quote only for one category (Either A or B or C) and the category name should be mentioned specifically in their bids. No bids will be evaluated in more than one category. If any bidder quotes for more than one category, SAI reserves the right to accept or reject the bid and not going further for evaluation process.	Bidder is allowed to quote only for one category (Either A or B or C) and <b>the category name should be mentioned specifically in their bids on an Undertaking on the bidder's letter head.</b> No bids will be evaluated in more than one category. If any bidder quotes for more than one category, SAI reserves the right to accept or reject the bid and not going further for evaluation process.

All other terms and conditions mentioned in RFE document will remain unchanged.

**Pre-Bid Clarifications**

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications						
1	Clause 6.2, S. No. 4 Technical Ability	<p><b>Technical Ability:</b> The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or International repute in terms of payments (INR) received in last three years as mentioned below category wise:</p> <table border="1" data-bbox="394 408 927 708"> <tr> <td data-bbox="394 408 439 523">A</td> <td data-bbox="439 408 927 523">Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr</td> </tr> <tr> <td data-bbox="394 523 439 638">B</td> <td data-bbox="439 523 927 638">Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td data-bbox="394 638 439 708">C</td> <td data-bbox="439 638 927 708">Total payment of Rs 20 lacs</td> </tr> </table> <p>Please note, relevant projects of National or International repute to be considered for evaluation of event management are as follows:</p> <ul style="list-style-type: none"> <li>• Sports Events</li> <li>• Award Ceremonies</li> <li>• Business Summits / Conferences / Seminars</li> <li>• Youth Services Events</li> <li>• Cultural Events</li> </ul> <p>Note: Social Events like private parties, marriages, etc. shall not be considered for evaluation</p>	A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr	B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs	Can we submit one single order of 10cr in one go to qualify in this segment.	<p>Work orders need to be submitted as per the requirement of the RFE. Required payments received for the projects completed is mentioned category wise in the Clause 6.2, Sn-4.</p> <p>However, as per the queries at S No. 7, 9, 10, 15 &amp; 33 and Considering the Covid-19 pandemic, the clause is modified accordingly.</p> <p><b>Refer Corrigendum above</b></p>
A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr									
B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs									
C	Total payment of Rs 20 lacs									
2	Participation- Clause 14.2 (d)	A, B, C participation rights	Please explain-Can A will able to participate in B and C category too.	Bidder is allowed to quote only for one category (Either A or B or C) and the category name should be mentioned specifically in their bids. No bids will be evaluated in more than one category. If any bidder quotes for more than one category, SAI reserves the right to accept or reject the bid and not going further for evaluation process.						

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications						
3	Page 9 , Clause 6.2- S.No. 4	<p><b>Technical Ability:</b> The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or International repute in terms of payments (INR) received in last three years as mentioned below category wise:</p> <table border="1"> <tr> <td>A</td> <td>Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr</td> </tr> <tr> <td>B</td> <td>Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td>C</td> <td>Total payment of Rs 20 lacs</td> </tr> </table> <p>Please note, relevant projects of National or International repute to be considered for evaluation of event management are as follows:</p> <ul style="list-style-type: none"> <li>• Sports Events</li> <li>• Award Ceremonies</li> <li>• Business Summits / Conferences / Seminars</li> <li>• Youth Services Events</li> <li>• Cultural Events</li> </ul> <p>Note: Social Events like private parties, marriages, etc. shall not be considered for evaluation</p>	A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr	B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs	<p>1. If one single order, we need to present which is higher than 1 cr so rest of the projects also necessary to be 1 cr each?</p> <p>2. If we can club 4 cr order in 10 different event and 1 order of 1 cr event so can we qualify?</p> <p>3. If yes, so then page 18, technical strength clause 2.1 also need to be changed.</p>	May refer S.No. 1 of these pre-bid clarifications
A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr									
B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs									
C	Total payment of Rs 20 lacs									
4	General	Category Upgradation	Please explain the review process (Category Upgradation) for B and C category of Agency along with time duration or regular interval.	No review/category upgradation of the empanelled agencies will be done during the tenure of the empanelment i.e. 3 years.						
5	Clause 14.3, Sno-3	Relevant Experience of Key employees	<p>1. Please change the clause of 15 years exp of Managing Director or chairman to 5 years</p> <p>2. If Any employee left the organization for the motive of</p>	The required personnel need to be part of the company to ensure quality. Further in case of replacement of personnel, resources with similar or better qualification may be provided. Therefore, considering the requirement of SAI, no change is proposed.						

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications
			better growth in their professional career how can we calculate the marking system according to the experience clause.	
6	Page 18, Clause 2.2	Magnitude of largest National/International Event (in terms of payments received) conducted in last three years-  Less than 5 Crore – 0 Marks 5 crores to less than 7 crores – 4 Marks 7 crores to less than 10 crores – 7 Marks 10 crores and above – 10 Marks	Can we submit one single order of more than 10 cr for event management for getting the 10 marks against this clause?	Yes, it may be submitted. Required payment received should be from one single order for the eligible events as per the RFE as magnitude can be measured from the value of the single work order only. Also, considering the request at S.No. 13,14 & 29, the clause is modified accordingly for years of past experience.  <b>Refer Corrigendum Above</b>
7	Page 9 , Clause 6.2- S.No. 4	<b>Technical Ability:</b> The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or International repute in terms of payments (INR) received in last three years.	Please considered the duration till Oct 23.	May refer S. No. 1 of these pre-bid clarifications
8	General	<b>ACT / Event management Terminology.</b>	The management of ACT (Advance Coordination Team) is a critical aspect of event management, particularly in the sports segment where we have successfully executed several projects for government departments. I request you to consider ACT management as part of the evaluation criteria for event management.	Considering the requirement of the SAI, no change is done in the RFE
9	Clause 4, Page 9	<b>Technical</b> The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or	We would like to request a change in the clause as the following – “The bidders must have undertaken and delivered at least	May refer S. No. 1 pre-Bid clarifications



SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications
		International reputed in terms of payments (INR) received in last three years as mentioned below category wise	5 relevant Event Management Projects of National or International reputed in terms of payments (INR) received in <b>last five years</b> as mentioned below category wise:	
10	Clause 4, Page 9	Please note, relevant projects of National or International reputed to be considered for evaluation of event management are as follows: <ul style="list-style-type: none"> <li>• Sports Events</li> <li>• Award Ceremonies</li> <li>• Business Summits / Conferences / Seminars</li> <li>• Youth Services Events</li> <li>• Cultural Events</li> </ul>	Clarification Required – <ol style="list-style-type: none"> <li>Can we add large-formatted concerts to the list of events to be considered for evaluation please?</li> <li>Can we also submit work orders of our event management work with IIFA Awards please?</li> </ol>	May refer S. No. 1 of these pre-bid clarifications as concerts comes under the cultural event category and IIFA awards comes under the award ceremonies.
11	Clause 2.1, Page 18	<b>Technical Bids Evaluation Criteria – Event Management for Category A</b> Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in last three years.	We would like to request a change in the clause as the following – “Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in <b>last five years</b> ”	<b>Refer Corrigendum Above</b>
12	Clause 2.1, Page 18	<b>Technical Bids Evaluation Criteria – Event Management for Category A</b> Less than 5 Projects- 0 Marks, Minimum 5 Projects -5 Marks, Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)	We would like a request in the marking scheme for this. We would like to suggest the following – Less than 3 projects – 0 marks, Between 4-5 Projects – 5 Marks, Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)	Considering the requirement of SAI, no change is proposed in the marking criteria. However, S. No 11 of these pre-bid clarifications may be referred for modification in years of past experience in the same clause. <b>Refer Corrigendum Above</b>
13	Clause 2.2, Page 18	<b>Technical Bids Evaluation Criteria – Event Management for Category A</b> Magnitude of largest National/International Event (in terms of payments received) conducted in <b>last three years</b>	We would like to request a change in the clause as the following – “Magnitude of largest National/International Event (in	May refer S.no. 6 of these Pre-Bid clarifications

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications						
			terms of payments received) conducted <b>in last five years</b>							
14	Clause 2.2, Page 18	<b>Technical Bids Evaluation Criteria – Event Management for Category A</b> Less than 5 Crore – 0 Marks 5 crores to less than 7 crores – 4 Marks 7 crores to less than 10 crores – 7 Marks 10 crores and above – 10 Marks	We would like a request in the marking scheme for this. We would like to suggest the following – Less than 1 Crore – 0 Marks, 1 crore to less than 3 crores – 4 Marks, 3 crores to less than 5 crores – 7 Marks, 5 crores and above – 10 Marks	Considering the requirement of SAI, no change is done in the marking criteria. However, S.No. 6 of these pre-bid clarifications may also be referred for years of past experience.						
15	PAGE NO 9 6.2 Each bidder must fulfil the following qualification criteria: POINT 4	<b>Technical Ability:</b> The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or International repute in terms of payments (INR) received in last three years as mentioned below category wise: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 20px;">A</td> <td>Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr</td> </tr> <tr> <td>B</td> <td>Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td>C</td> <td>Total payment of Rs 20 lacs</td> </tr> </table> <p>Please note, relevant projects of National or International repute to be considered for evaluation of event management are as follows:</p> <ul style="list-style-type: none"> <li>• Sports Events</li> <li>• Award Ceremonies</li> <li>• Business Summits / Conferences / Seminars</li> </ul>	A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr	B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs	Request for considering the work done till the bid submission date and large-scale exhibitions having infrastructure including facade, pagoda, German Hangar, light and sound, Stage etc. under the relevant experience	May refer S.no. 1 of these Pre-Bid clarifications
A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr									
B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs									
C	Total payment of Rs 20 lacs									

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications
		<ul style="list-style-type: none"> <li>• Youth Services Events</li> <li>• Cultural Events</li> </ul> Note: Social Events like private parties, marriages, etc. shall not be considered for evaluation		
16	PAGE NO 18 Technical Bids Evaluation Criteria -Event Management for Category-A POINT No- 2 (2.1)	Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in last three years- Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)	Request for considering the work done till the bid submission date and large-scale exhibitions having infrastructure including facade, pagoda, German Hangar, light and sound, Stage etc. under the relevant experience	S. No 1 for relevant work experience & 11 for last date of submission of these pre-bid clarifications may be referred
17	Page no 40 5. SUBMISSION OF BIDS Point no ii	The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document	Do we need to digitally sign the papers or manual signature will also work?	Scanned copies of signed and stamped documents may be submitted with the bid.
18	Page no 40 5. SUBMISSION OF BIDS Point no iii  Pager no-14 Point no 8 Sub-point 8.2	Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument  8.2 As per the General Financial Guidelines of Govt. of India, EMD shall be calculated as 2% to 5% of the estimated cost of project.	Nothing is mentioned about EMD amount and Tender fee in the tender documents. Also, Tender fee / EMD=0 mentioned on online portal. Please clarify.	As per RFE Clause 8.1- EMD shall be notified to the Empanelled Agencies at the RFE stage. No EMD needs to be submitted at this RFE stage.

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications
19	Page no 40 5. SUBMISSION OF BIDS Point no iv	Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be posted/couriered/given in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.	Is this required to submit along with the technical bid. If yes then please provide us the details as there is no details mentioned. If no then please clarify this.	May refer S.No. 18 of these pre-bid clarifications
22	Clause No. 14.3 sub point 1.2 Experience of the Agency	From 5 years to less than 7 years - 5 marks 7 years to Less than 10 years - 10 Marks 10 years and above - 15 Marks	We would request you to kindly amend the marking as mentioned below: Upto 5 years - 5 marks 5 years to Less than 8 years - 10 Marks 8 years and above- 15 Marks	Considering the requirement of the SAI, no change is done for marking criteria in the RFE
23	Clause No. 14.3 sub point 2.2 Technical Strength	Magnitude of largest National/International Event (in terms of payments received) conducted in last three years- Less than 5 Crore – 0 Marks 5 crores to less than 7 crores – 4 Marks 7 crores to less than 10 crores – 7 Marks 10 crores and above – 10 Marks	We would request you to kindly amend the marking as mentioned below: Magnitude of largest National/International Event (in terms of payments received) conducted in last three years- Less than Rs 2 cr – 0 Marks 2 crore to less than 3 crore – 4 Marks 3 crore to less than 4 crores – 7 Marks 4 crores and above – 10 Marks	Considering the requirement of SAI, no change is done in the marking criteria. However, S. No. 6 of these pre-bid clarifications may be referred for modifications in years of past experience.
24	General	Bid Security	Is there any EMD or BID Security Deposit that needs to be submitted at this Stage.	May refer S.No. 18 of these pre-bid clarifications

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications
25	General	Presentation	<p>With regards to the Presentation to be submitted, what are the Parameters for the same and what exactly needs to be showcased. Is there anything specific that needs to be highlighted?</p> <p>Also, will there be a Physical Presentation &amp; at what Stage of the Process.</p> <ul style="list-style-type: none"> <li>○ If so, what will be the Date   Time   Address.</li> <li>○ Also, is it to be uploaded during the Bid Submission on the 23<sup>rd</sup> of November.</li> </ul>	S.No. 4.1 & 4.2 of Clause 14.3 of the RFE are having the required brief of the presentation to be given by the bidders. Also, the presentation has to be submitted in PDF along with the Bid and date, time and mode of the presentation will be notified to the eligible bidders later in the evaluation stage.
26	6. ELIGIBILITY CRITERIA- Minimum Eligibility Criteria - Event Management Agency for Category A, B & C. It Is Proposed to Empanel 3 Type of Agencies (Category A, B & C)	6.1 The event/work order as and when required may be allocated as per the under mentioned category: Cat A: More Than Rs 1 Cr (Work Order Size) Cat B: Rs 10 Lakh to 1 Cr (Work Order Size) Cat C: Up to Rs 10 Lakh (Work Order Size)	Considering Pre-qualification criteria and the respective evaluation criteria for Category C, we request you to please increase the quantum of work for empanelled agencies up to Rs 25 or 30 Lakhs as the Gap between Cat B and Cat C is very big.	Considering the requirement of SAI, no change is done.

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications
	Page No 8			
27	Page No. 8 Clause 6.2.1	The Bidder must be validly incorporated under Companies Act, 2013 as amended or under the relevant provisions/ Acts in India. The bidder must be necessarily registered and existing in India	It is requested to please allow participation of Partnership Firms under Partnership Act 1932. All Government tenders, including G20, Defence Expo, etc allow Partnership Firms to participate as Partnership Firms are Legal Entities as per Indian laws.	Refer Corrigendum Above
28	Clause No. 6.2 (S.No. 3)	The Agency must have a minimum average annual turnover (INR) as mentioned below Category wise:- D. Rs 5 crore & above E. Rs 2 cr & above F. Rs 20 Lacs & above from event management activities for the previous three financial years (2020-21, 2021-22 and 2022-23)	We kindly request the inclusion of the financial year 19-20 instead of 20-21. Given the challenging circumstances posed by the Covid-19 pandemic during 20-21, there were no events conducted, impacting the turnover for that year.	Refer Corrigendum Above
29	Clause No. 14.3 (S.No. 2.2)	Magnitude of largest National/International Event (in terms of payments received) conducted in last three years- Less than 5 Crore – 0 Marks 5 crores to less than 7 crores – 4 Marks 7 crores to less than 10 crores – 7 Marks 10 crores and above – 10 Marks	Could you please clarify whether the mentioned value pertains to the single contract value or the combined value of contracts?	May refer S .No. 6 of these pre-bid clarifications
30	Participation- Clause 14.2 (d)	A, B, C participation rights	We seek clarification on whether a single agency is permitted to participate in multiple categories and subsequently be eligible for empanelment in more than one category.	May refer S.No. 2 of these pre-bid clarifications

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications
31	Technical Bids Evaluation Criteria	Presentation (of responsive bids as per pre-qualification criteria) on Approach and methodology for the assignment including the assessment of the relevant skills and experience of the team for the assignment.	Please clarify as to do we need to showcase our past executed events, or anything related to events of Khelo India/ SAI Do we need to submit the presentation as part of the technical bid, or is there a separate stage for presentation?	May refer S.No. 25 of these pre-bid clarifications
32	ANNEXURE 'II'	Eligible Projects Undertaken by the Bidder	We would appreciate clarification on whether the term "eligible" refers to completed similar events or if it extends to those where full payments have been received. Our organization frequently engages in Government events, where the full payments typically occurs 2-3 months after the project's conclusion. Kindly clarify	Refer Corrigendum Above
33	ANNEXURE 'IV'	TECHNICAL ABILITY	<p>As outlined on Page no 13 "Technical Strength", it is understood that we are required to highlight events in terms of payments received to provide an overview of the magnitude of events in Annexure 'IV.</p> <p>However, for enhanced clarity, we would appreciate confirmation on whether the events to be referenced should specifically fall within the categories mentioned below:</p> <ul style="list-style-type: none"> <li>• Sports Events</li> <li>• Award Ceremonies</li> <li>• Business Summits / Conferences /</li> </ul>	May refer S. No. 01 of these pre-bid clarifications

SL.N O.	RFE Clause Reference	Clause As Per RFE	CLARIFICATION SOUGHT/QUERY RAISED	Amended Clause/Clarifications
			<ul style="list-style-type: none"> <li>• Seminars</li> <li>• Youth Services Events</li> <li>• Cultural Events</li> </ul> Or any other government events will be considered not explicitly listed in the categories above?	
34	8. EARNEST MONEY DEPOSIT (EMD); Page No. 14	8.1 EMD shall be notified to the Empanelled Agencies at the RFP stage. 8.2 As per the General Financial Guidelines of Govt. of India, EMD shall be calculated as 2% to 5% of the estimated cost of project.	Kindly clarify that EMD has to be submitted while submitting the bid.	May refer S.No. 18 of these pre-bid clarifications
35	5.SUBMISSION OF BIDS; Page No.40	(iv) Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be posted/couriered/given in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.	Kindly clarify that the bid security amount is not mentioned in the tender document. Whether bid security is to be paid at the time of tender submission if so how much amount to be paid please mention.	May refer S.No. 18 of these pre-bid clarifications
36	Presentation	Presentation	Kindly clarify, is the presentation needs to be submit with the tender submission or later?	May refer S.No. 25 of these pre-bid clarifications
37	Clause 5.1	Bid submission end date and time- 23.11.2023 at 1430 Hrs Opening of Bid date and time- 24.11.2023 at 1430 Hrs	Kindly extend the date of submission.	Refer Corrigendum Above





Ref. No- 01-23003(02)/1/2023-HO - Khelo India Division

**Request for Empanelment (RFE)**

Empanelment of **Event Management Agencies** to Conceptualize, Plan, Design, Organize, Produce, Coordinate, Direct, Manage, Execute and Deliver the main sporting events/run up events/ceremonial events/activations etc. organised/conducted/managed by SAI (Sports Authority of India).

Date of Publish: 02.11.2023

Last date of Submission: 30.11.2023

**Sports Authority of India (SAI)**

1<sup>st</sup> Floor, SAI, HQ, JLN Stadium, Entry no 10, Lodhi Road, New Delhi

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#### **DISCLAIMER**

1. The information contained in this Request for Empanelment Document (hereinafter known as “RFE Document”) or subsequently provided to Bidders/in documentary form by or on behalf of Sports Authority of India (SAI) or any of their representatives, employees or advisors (collectively referred to as “Representatives”), is provided to Bidder(s) on the terms & conditions set out in this RFE Document and any other terms & conditions subject to which such information is provided.
2. This RFE Document is not an agreement and is not an offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their Proposal (“Bid”). The purpose of this RFE Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFE Document does not purport to contain all the information each Bidder may require. This RFE Document may not be appropriate for all persons, and it is not possible for SAI Representatives to consider the investment objectives, financial situation and needs of each party who reads or uses this RFE Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFE Document and wherever necessary, obtain independent advice from appropriate sources.
3. The Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFE Document.
4. The Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFE Document.

## **1. INTRODUCTION**

1.1 The Sports Authority of India (hereafter referred as “SAI”) invites proposals for Empanelment from prestigious Event Management Agencies with a proven track record of organizing major events in India. Once empaneled, only these agencies will be eligible to participate in RFP stage to bid for a limited tender enquiry, stating/specifying the exact requirements for the event.

1.2 SAI organises various events under “Khelo India Scheme” including “Khelo India Youth Games” and “Fit India Mission” or may assign organization of competitions to any NSF/State where in services of Event Management Agencies may be required. So far SAI has organised five Editions of “Khelo India Youth Games” and three editions of Khelo India University Games. The events were broadcasted on various TV/OTT platforms. The intention is to ensure the conduct of the event as per international standards.

In addition to the “Khelo India Sports Competitions”, there are plans to conduct different activation events, time to time, under Fit India Mission. SAI also organises many other sports promotions events, time to time’ (such as marathons/runs, conferences, award functions, fitness/sports awareness program) where services of a professional event management agency may be required.

To achieve these standards, SAI intends to empanel Event Management Agencies that have demonstrated exemptional expertise in overseeing, executing, management and delivery of mega sporting events. These empanelled agencies shall be responsible for organization of this event as well as various other events which are to be held under the aegis of “Khelo India scheme” and SAI.

1.3 This Request for Empanelment (RFE) Document provides the relevant information as well as instructions to assist the prospective bidders (“Bidder”) in preparation and submission of Bids. It also includes the mode and procedure to be adopted by SAI for receipt and opening as well as scrutiny and evaluation of Bids and subsequent conclusion of Contract.

1.4 Before formulating the Bid and submitting the same to SAI, the Bidder should carefully read and examine all the terms, conditions & instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.

## **2. LANGUAGE OF BID**

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and SAI, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

### 3. SCOPE OF WORK

- 3.1 The detailed scope of work for the event management agencies is outlined in [Annexure VII](#) providing a comprehensive and specific plan for the tasks and responsibilities they will undertake.

***Note: Technical conduct of the “Khelo India Games” are managed by National Sports Federations (NSFs) and Games Technical Conduct Committee (GTCC). The agency will be required to give all logistic assistance to the stake holders. However, whenever any sporting event/competition is organized, the detailed scope of work will be given to the empaneled agencies stating their role & responsibilities. It is clarified that the sporting event/competition may be conducted in any part of India.***

#### **4. TERMS OF EMPANELMENT**

- 4.1** The term of Empanelment shall be for three (3) years from the date of execution of contract/agreement, which may be extendable for another two (2) years subject to the discretion of SAI depending upon the work & performance of the Agency. If an extension is granted, it shall be by way of a fresh agreement between the parties.
- 4.2** The empanelment can be used by any division of Sports Authority of India (SAI) including “Khelo India” and “Fit India” or any other organisation as deemed fit by SAI. The process of selection of agencies is elaborated in the Bid Evaluation section at [Clause 14](#) in this RFE.
- 4.3** All empanelled agencies must honour all RFE conditions and adherence to all aspects of fair-trade practices in executing the purchase orders/work order placed by SAI. Failing to do so may result in SAI discontinuing/stop their further participation in SAI tendering process.
- 4.4** The Empanelled Agency may assign any part of their scope of work to any sub-agency/third party, wherein the payments shall be made by the Empanelled Agency to the sub agency directly and SAI shall bear no responsibility of the same. However, the Empanelled Agency shall be responsible to SAI for delivery/execution of the Scope of Work. Also the Empanelled Agency shall be responsible and liable towards SAI for all purposes and SAI shall have no obligation whatsoever towards the sub-agency. The Empanelled Agency shall consider the objections raised by SAI with regards to the sub Agency. The Empanelled Agency shall have to remove/replace the sub-Agency in the event, SAI raises objections and is not satisfied with the sub-agency for any reasons whatsoever.
- 4.5** In the event, an Empanelled Agency or the concerned division of the Agency is taken over /bought over by another company, all the obligations and execution responsibilities under the agreement with SAI, should be passed on for compliance by the new company in the negotiation for their transfer, subject to the approval of SAI.
- 4.6** SAI may, at any time, terminate the empanelment by giving written notice to the empanelled agency without any compensation or liability, if the Empanelled Agency commits any breach of contract, has misrepresented or becomes bankrupt or otherwise insolvent, and/or SAI is not satisfied with the performance & work of the Empanelled Agency, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SAI.

## 5. BID SCHEDULE

5.1 The Bid Schedule is as follows:

Date of Publication	02.11.2023
Bid Document download start Date	02.11.2023
Last date and time of submission of queries for Pre-Bid Conference	09.11.2023 by 1800 Hrs
Pre-Bid conference	09.11.2023 at 1200 PM Link for the Pre-Bid Conference- Video call link: <a href="https://meet.google.com/jhs-eyux-ayf">https://meet.google.com/jhs-eyux-ayf</a>
Bid Submission start date	15.11.2023 at 1100 Hrs
Bid submission end date and time	30.11.2023 at 1430 Hrs
Opening of Bid date and time	01.12.2023 at 1430 Hrs
Presentation of Responsive Bids (as per pre-qualification criteria)	Shall be notified later
Opening of Financial Bids	Shall be notified later

5.2 SAI reserves the right to vary or discontinue the process or any part thereof at its absolute discretion at any point of time

## 6. ELIGIBILITY CRITERIA- Minimum Eligibility Criteria - Event Management Agency for Category A, B & C. It Is Proposed to Empanel 3 Type of Agencies (Category A, B & C)

6.1 The event/work order as and when required may be allocated as per the under mentioned category:

S.No.	Category	Work Order Size
1	A	More Than Rs 1 Cr
2	B	Rs 10 Lakh to 1 Cr
3	C	Upto Rs 10 Lakh

6.2 Each Bidder must fulfil the following qualification criteria:

S. No.	Financial and Technical Requirement	Documents to be submitted
1.	A company incorporated in India under the Companies Act, 1956 or 2013 and subsequent amendments thereto, Partnership Firms (LLP Act,2008 or Partnership Act, 1932) or Proprietary Firms Registered with the Income Tax (PAN) and GST (GSTN) Authorities in India with active status.	Scanned copy of Certificate of Incorporation / Registration Certificate / Articles and Memorandum of Association or aims/objectives of the bidder organization of Bidding entity.
2.	The Bidder must be rendering Event Management services in same name for last three years.	Scanned copy of Certificate of Incorporation / Registration Certificate / Articles and Memorandum of Association or aims/



	Documents as mentioned in <a href="#">Clause 7</a> relating to business entity should be furnished	objectives of the bidder organization of Bidding entity.						
3.	<p>The Agency must have a minimum average annual turnover (INR) as mentioned below Category wise: -</p> <p>A. Rs 5 crore &amp; above  B. Rs 2 cr &amp; above  C. Rs 20 Lacs &amp; above</p> <p>from event management activities from the best three of the previous five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23)</p>	Relevant certificate from Auditor should be submitted.						
4.	<p><b>Technical abilities:</b></p> <p>The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or International repute in terms of payments (INR) received in last five years from the date of submission of bid as mentioned below category wise:</p> <table border="1" data-bbox="264 864 801 1155"> <tr> <td>A</td> <td>Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr</td> </tr> <tr> <td>B</td> <td>Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td>C</td> <td>Total payment of Rs 20 lacs</td> </tr> </table> <p>Please note, relevant projects of National or International repute to be considered for evaluation of event management are as follows:</p> <ul style="list-style-type: none"> <li>• Sports Events</li> <li>• Award Ceremonies</li> <li>• Business Summits / Conferences / Seminars</li> <li>• Youth Services Events</li> <li>• Cultural Events</li> <li>• Large-scale exhibitions having infrastructure including facade, pagoda, German Hangar, light and sound, Stage etc.</li> <li>• Any other event which comes under the similar categories as mentioned above.</li> </ul> <p>Note: Social Events like private parties, marriages, etc. shall not be considered for evaluation</p>	A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr	B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs	Relevant work orders to be submitted in this regard.
A	Total payment of min. Rs 5 Cr which must include atleast one single order of Rs 1 Cr							
B	Total payment of min. Rs 2 Cr which must include atleast one single order of Rs 50 lacs							
C	Total payment of Rs 20 lacs							
5.	The Agency should not have been blacklisted/ debarred by any Central/ state government/ public sector undertaking and not involved in any major litigation that may affect or compromise the delivery of service required. The agency should not have been penalized or found guilty in court of law.	Self-certification on letterhead to be provided						

**6.3** Following criteria should also be fulfilled in addition to the above requirements:

- a. Consortium is not allowed.
- b. None of the full-time Directors of the bidders should have any relative (a person connected by blood or marriage) working in the Ministry of Youth Affairs and Sports ,MYAS/SAI. An undertaking in this regard is to be given by the Bidder; A person shall be deemed to be a relative of another if, and only, if,
  - (a) They are members of a Hindu Undivided Family; or
  - (b) They are husband and wife; or
  - (c) The one is related to the other in the manner indicated below:-
    - i. Father
    - ii. Mother (including step-mother)
    - iii. Son (including step-son)
    - iv. Son's wife
    - v. Daughter (including step-daughter)
    - vi. Father's father
    - vii. Father's mother
    - viii. Mother's mother
    - ix. Mother's father
    - x. Son's son
    - xi. Son's son's wife
    - xii. Son's daughter
    - xiii. Son's daughter's husband
    - xiv. Daughter's husband
    - xv. Daughter's son
    - xvi. Daughter's son's wife
    - xvii. Daughter's daughter Daughter's daughter's husband
    - xviii. Brother (including step-brother)
    - xix. Brother's wife
    - xx. Sister (including step-sister)
    - xxi. Sister's husband
- c. **Fit and Proper Person:** For the purpose of determining whether a Bidder is a "Fit and Proper Person", SAI may take the indicative criteria mentioned below:
  - financial integrity of the Bidder;
  - ability of the Bidder to undertake all obligations set out under the in this RFE;
  - absence of convictions or civil liabilities against the Bidder;
  - absence of any previous debarment of the Bidder, in accordance with the General Financial Rules, 2017, provided such debarment is still existing;
  - absence of any disqualification as specified below:
  - Conviction of the Bidder or any of its respective directors, partners, executives or key managerial personnel by any judicial body for any offence involving moral turpitude, economic offence, securities laws or fraud or any offence under the Prevention of Corruption Act, 1988, the Indian Penal Code, or any other law for the time being in force, for causing any loss of life or property or causing a

threat to public health as part of execution of a public procurement contract;

- Admission of an application for winding up or liquidation under the Insolvency and Bankruptcy Code (IBC) or any Applicable Laws against the Bidder or any of its or their respective directors and partners;
- Any action or proceeding being initiated under the Insolvency and Bankruptcy Laws under the Applicable Law, including but not limited to declaration of Insolvency or Bankruptcy, disqualification or de-recognition by any professional body being initiated against the Bidder;
- Current or previous banning of the Bidder or its respective directors, partners, executives or key managerial personnel by the governing body of any sport from involvement in the administration of or any form of participation in such sport, for any reason;
- Default by The Bidder or any of its or their respective directors and of any of its obligations to a financial institution or has defaulted on any of its obligations to a financial institution in the last 3 (three) financial years;
- Blacklisting of the Bidder by any government or semi-government body.

**6.4** Documentary evidence for compliance to each of the eligibility criteria must be enclosed alongwith the bid together with the references as required in the Eligibility Criteria given above in [Clause 6.2](#).

**6.5** If the bids are not accompanied by all the requisite supporting documents as mentioned in [Clause 7](#), the same would be rejected.

**6.6** Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances.

**Disclaimer:**

- In case the desired number of ideas/quotations are not received for any event; SAI reserves the right to call for presentations/quotations from agencies under any categories mentioned above.
- Bidder is allowed to quote only for one category (Either A or B or C) and the category name should be mentioned specifically in their bids on an Undertaking on the bidder's letter head. No bids will be evaluated in more than one category. If any bidder quotes for more than one category, SAI reserves the right to accept or reject the bid and not going further for evaluation process.
- SAI reserves the right to de-empanel any agency from their respective category of empanelment if the agency fails to bid continuously for 3 times in the RFP floated in their respective category without any valid justification.

## 7. DOCUMENTS TO BE SUBMITTED

7.1 All the documents are to be mandatorily uploaded online as per the instruction for online bid submission detailed in this RFE document.

7.2 The following documents are to be submitted with the RFE. Upload online the scanned copies as per the instructions mention in [Annexure VI](#).

S. No.	Criteria	Document to be submitted online
<b>PRE-QUALIFICATION</b>		
1	Incorporation and Experience of Event Management	Scanned copy of Certificate of Incorporation / Registration Certificate / Articles and Memorandum of Association or aims/objectives of the bidder organization of Bidding entity.
2	PAN Card No.	Scanned copy of PAN Card
3	TAN No.	Scanned copy of TAN No
4	GST Reg. Certificate	Scanned copy of GST Registration
5	Bid Submission Form	Scanned copy of Signed and Stamped Bid Submission Form as per <a href="#">Annexure I</a> .
6	Authorised Signatory	Scanned copy of Power of Attorney in favour of Authorised signatory of Bidding Documents. OR Signed and scanned copy of Board's resolution(s) in favour of Authorized signatory of the bidder. (Sample Attached at Annexure I)
7	RFE Documents	Signed and Scanned copy of RFE, corrigendum and clarification issued by SAI to this RFE, if any, duly signed and stamped on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of this RFE.
8	Financial Status	Signed and scanned copy of Certificate from a Chartered accountant stating the following: - a. The bidder is abiding by all statutory laws / rules / regulations /guidelines as applicable from time to time including submission of Income tax return, etc. b. Turnover from the best three of the previous five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) in support of eligibility criteria at clause 6 above (Annexure III). In case audit of the firm is pending for the FY 2022-23, provisional accounts certified by CA may be considered. Audited accounts and Report prior to FY 2018-19 will not be accepted. c. Scanned copy of Income Tax Return of last 05 years ending March 2023.

S. No.	Criteria	Document to be submitted online						
9	Technical Ability	<p><b>Technical abilities:</b> The bidders must have undertaken and delivered at least 5 relevant Event Management Projects of National or International repute in terms of payments (INR) received in last five years from the date of submission of bid as mentioned below category wise:</p> <table border="1"> <tr> <td>A</td> <td>Total payment of min. Rs 5 cr which must include atleast one single order of Rs 1 cr</td> </tr> <tr> <td>B</td> <td>Total payment of min. Rs 2 cr which must include atleast one single order of Rs 50 lacs</td> </tr> <tr> <td>C</td> <td>Total payment of Rs 20 lacs</td> </tr> </table> <p>(Annexure IV) along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying at least receipt of one payment in the claimed project and in case of ongoing projects, at least payment of 80% of the project cost.</p>	A	Total payment of min. Rs 5 cr which must include atleast one single order of Rs 1 cr	B	Total payment of min. Rs 2 cr which must include atleast one single order of Rs 50 lacs	C	Total payment of Rs 20 lacs
A	Total payment of min. Rs 5 cr which must include atleast one single order of Rs 1 cr							
B	Total payment of min. Rs 2 cr which must include atleast one single order of Rs 50 lacs							
C	Total payment of Rs 20 lacs							
<b>DOCUMENTS FOR EVALUATION</b>								
10	Financial Strength	Average Turnover of the Agency in last five financial years ending FY 2022-23 – Annexure III						
11	Technical Strength	<p><b>Technical Strength:</b></p> <p>a. Number of Relevant National/International Events conducted in last five years from the date of submission of bid – <a href="#">Annexure II</a> along with documents related to these projects containing scope of work should be submitted as part of the eligible projects. (Please attach separate copies for each event)</p> <p>b. Magnitude of National/International Event (in terms of payments received) conducted in last five years from the date of submission of bid – <a href="#">Annexure IV</a> along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying at least receipt of one payment in the claimed project and in case of ongoing projects, at least payment of 80% of the project cost.</p>						
12	CV of respective Key Officials of the Agency (Required as per Technical Evaluation at clause 14 of this RFE)	To be submitted in prescribed Performa according to <a href="#">Annexure V</a>						

Note:

- Wherever applicable, the above documents shall be used for evaluation purpose as well.

- All the above documents in requisite format are to be furnished online.
- Supporting documents for bid evaluation shall also be verified during presentation. The bidders are advised to make their presentation strictly according to the evaluation criteria based on the credentials submitted above.

7.2 A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

7.3 Amendments to Bidding Documents:

- At any point of time, prior to the deadline for submission of Bids, SAI may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids. Such an amendment will be uploaded on SAI website: <http://sportsauthorityofindia.nic.in>, “Khelo India” website: [www.kheloindia.gov.in](http://www.kheloindia.gov.in) and CPP portal of Government of India [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders are, therefore, advised to refer to SAI website and CPP portal before submitting bids.

7.4 Clarification of Bidding Documents:

- A Bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with SAI in writing. SAI will respond in writing to such request in pre-bid conference as per the bid schedule mentioned in clause 5 above.

**NOTE:** It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above. All the Bids so submitted must be **unconditional**. Bidders should make sure that all the pages should be **numbered** and **an index** should be attached as first page with the Bid. The authorized signatory of the Bidder must sign the Bid with proper name, designation, duly stamped at appropriate places and initial all the remaining pages of the Bid.

## 8. EARNEST MONEY DEPOSIT (EMD)

**8.1** EMD shall be notified to the Empaneled Agencies at the RFP stage.

**8.2** As per the General Financial Guidelines of Govt. of India, EMD shall be calculated as 2% to 5% of the estimated cost of project.

**8.3** The Bid Security shall be furnished in one of the following forms:

- Account Payee Demand Draft
- Fixed Deposit Receipt
- Banker’s cheque / Pay Order
- Bank Guarantee from any of the commercial banks.
- NEFT transfer to “SECRETARY, SAI (KHELO INDIA), Union Bank of India Account No: 108510100037232, IFSC No. UBIN0810851.(Bidder must upload challan/proof along with Bid in CPP Portal)
- Valid Insurance Surety Bonds
- e-Bank Guarantee

**8.4** The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the bid. The Bid Security shall be valid for 165 days from the date of opening of the Technical Bid.

**8.5** Bid securities of unsuccessful bidders during first stage i.e. technical evaluation will be returned within 30 days of declaration of result of first stage i.e. technical evaluation.

Bid securities of unsuccessful bidders during second stage i.e. financial evaluation will be returned within 30 days of award of contract.

The Bid Security of successful Bidders will be returned without any interest, after receipt of Performance Security from that Bidder.

## 9. BIDDERS' QUERIES AND RESPONSES THERE TO

**9.1** All enquiries from the Bidders relating to this RFE must be submitted exclusively to the contact person at the given email address/by post or by hand. The queries should necessarily be submitted on or before scheduled date and time mentioned in the Critical Date Sheet in the following format:

To, Secretary (SAI), Sports Authority of India, New Delhi.			
<b>BIDDER'S REQUEST FOR CLARIFICATION</b>			
Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone, fax and email points of contact & contact details of local office as well
			Tel:
			Fax:
			Email:
<b>Sl. No.</b>	<b>Bidding Document Reference(s) (Clause number/page)</b>	<b>Content of RFE requiring clarification</b>	<b>Points of Clarification required.</b>
<b>1</b>			
<b>2</b>			

**9.2** All enquiries should be submitted to SAI only through email only. SAI shall not be responsible for ensuring that Bidders' enquiries have been received by them. SAI shall endeavour to provide a complete, accurate, and timely response to all questions to all the Bidders. However, SAI makes no representation or warranty as to the completeness or accuracy of any response, nor does SAI undertake to answer all the queries that have been posed by the Bidders. All responses given by SAI will be distributed to all the Bidders.

**9.3** SAI will host/organize a Pre-Bid Conference, scheduled as per the details provided in the Bid Schedule mentioned in Clause 5 of the RFE. The representatives of the interested Bidders may attend the pre-bid conference at their own cost. The purpose of the conference is to

provide Bidders with information regarding the RFE and discuss bidder's queries, together with proposed solutions. SAI shall provide each Bidder with an opportunity to seek clarifications regarding any aspect of the RFE during the pre-bid conference.

**9.4** Within reasonable time period from the Pre-Bid Conference, SAI shall issue responses to all of the bidders' written queries, together with any other revised documents (if required).

**9.5** Bidder may also download the Bidding Documents from the web site- [www.sportauthorityofindia.nic.in](http://www.sportauthorityofindia.nic.in), [www.kheloindia.gov.in](http://www.kheloindia.gov.in) & CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> Bidders shall ensure that their Bids, complete in all respect should be uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app>.

**9.6** Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app> .

**9.7** Bidder who has downloaded the RFE from the Central Public Procurement Portal (CPPP) website: <https://eprocure.gov.in/eprocure/app>, [www.kheloindia.gov.in](http://www.kheloindia.gov.in) and SAI website [www.sportauthorityofindia.nic.in](http://www.sportauthorityofindia.nic.in) shall not tamper/modify the RFE form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, RFE will be completely rejected and Bidder is liable to be banned from doing business with SAI.

## **10. BID VALIDITY**

**10.1** The Bid shall remain valid for acceptance for a period of 120 days (One Hundred Twenty Days) after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and will be rejected.

**10.2** In exceptional cases, the Bidders may be requested by SAI to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid.

**10.3** In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for SAI, the Bid validity shall automatically be extended up to the next working day.

## **11. SIGNING OF BID**

**11.1** The Bidders shall submit their Bids as per the instructions contained in the RFE.

**11.2** Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duty authorized to bind the Bidder to the contract and upload in PDF format.

**11.3** The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting. The letter of authorization shall be by a written Power of Attorney/Board Resolution, which shall also be furnished along with the Bid.

## **12. SUBMISSION OF BIDS**



**12.1** Online bids have been invited and bidder should submit their bid as per instructions given for on-line submission in [Annexure VI](#) of the RFE.

### **13. BID OPENING**

**13.1** SAI will open (online) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.

**13.2** In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for SAI, the Bids will be opened at the appointed time and place on the next working day.

**13.3** Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them Letters of Authority from the corresponding Bidders acknowledgement letter of bid submission at CPPP website: <https://eprocure.gov.in/eprocure/app>.

**13.4** The Technical Bid are to be opened at the prescribed time and date as indicated in RFE Bid schedule. During the Technical Bid opening, the Bid opening official(s) will present the salient features and key aspects of the Bids, like brief description of the offered services and any other special features of the Bids, as deemed appropriate by the Bid opening official(s).

**13.5** Late Bids: Bids received after the specified date and time of receipt of the Bid as mentioned in the Bid schedule mentioned in Clause 5 of the RFE shall not be considered.

### **14. BID EVALUATION**

#### **14.1 Evaluation Methodology:**

##### **Objective:**

- a) The objective of this evaluation methodology is to facilitate for empanelment of Event Management agencies of three types A, B & C for ensuring technically superior and professional services.
- b) Once empanelment process is over, whenever any event is to be conducted, RFP will be floated to obtain bids from the agencies empanelled by SAI. Based on evaluation, the best fit agencies shall be awarded.

#### **14.2 Evaluation Process:**

- a) SAI has adopted the following bid processes, in which the Bidder has to submit following bids in separate parts at the time of submission of bids as stipulated in this document.
  - (i) Minimum Eligibility Criteria
  - (ii) Technical Bid (including presentation)
- b) SAI shall evaluate first the "Eligibility Criteria" bid and based on its evaluation, "Technical Bids" shall be undertaken for evaluation at for those shortlisted at first stage. The evaluation of the technical bids shall be undertaken in two stages (Technical Criteria and Presentation).
- c) The evaluation by SAI will be undertaken by a committee of officials formed by SAI and its decision will be final.
- d) Bidder is allowed to quote only for one category (Either A or B or C) and the category name should be mentioned specifically in their bids. No bids will be evaluated in more than one category. If any bidder quotes for more than one category, SAI reserves the right to accept or reject the bid and not going further for evaluation process.
- e) SAI may seek specific clarifications from any or all the Bidder(s) at this stage. All the clarifications received within the stipulated time shall be considered for evaluation. In case satisfactory

clarifications are not received from the bidders within the stipulated time, the respective technical parameters would be treated as non-compliant and decision to qualify the bidder shall be accordingly taken by SAI.

a) The technical bid for category A, B & C will be analysed and evaluated, based on which the Technical Score shall be assigned to each bid on the basis of parameters mentioned below.

b) **Final Empanelment of The Eligible Bidder**

The bidders securing the minimum technical score of 70 Marks will be empanelled under respective category.

**14.3** The bid evaluation shall be done according to the following criteria;

**Technical Bids Evaluation Criteria -Event Management for Category-A**

S. No.	Parameters	Maximum Marks
1	Financial Strength	30
1.1	Average Turnover of the Agency in last five years - 5 crores to less than 7 crores – 5 Marks 7 crores to less than 10 crores – 10 Marks 10 crores and above – 15 Marks	15
1.2	Experience of the agency From 5 years to less than 7 years- 5 marks 7 years to Less than 10 years- 10 Marks 10 years and above- 15 Marks	15
2	Technical Strength	25
2.1	Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in last five years from the date of submission of the bid - Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)	15
2.2	Magnitude of largest National/International Event (in terms of payments received from a single work order) conducted in last five years from the date of submission of the bid - Less than 5 Crore – 0 Marks 5 crores to less than 7 crores – 4 Marks 7 crores to less than 10 crores – 7 Marks 10 crores and above – 10 Marks	10
3	Relevant experience of the key Employees	25
3.1	<b>Chairman/Managing Director/Director</b> – At least 15 years of experience- Less than 15 years of experience- 0 Marks Equal to 15 years of experience – 5 marks More than 15 years of experience – 1 mark for each year of additional experience (Upto max 5 marks)	10
3.2	<b>Operations Head</b> – At least 10 years of relevant experience Less than 10 years of experience- 0 Marks Equal to 10 years of experience– 2 marks More than 10 years of relevant experience –Upto max 3 marks (1 mark for each year of additional experience)	5
3.3	<b>Production Head</b> - At least 10 years of relevant experience Less than 10 years of experience- 0 Marks	5

	Equal to 10 years of experience– 2 marks More than 10 years of relevant experience –Upto max 3 marks (1 mark for each year of additional experience)	
3.4	<b>Creative Head</b> – At least 10 years of relevant experience Less than 10 years of experience- 0 Marks Equal to 10 years of experience– 2 marks More than 10 years of relevant experience –Upto max 3 marks (1 mark for each year of additional experience)	5
4	Presentation (of responsive bids as per pre-qualification criteria) on Approach and methodology for the assignment including the assessment of the relevant skills and experience of the team for the assignment.	20
4.1	Event management plan and Innovation/Creativity/best practises in delivery of the event	10
4.2	General approach & methodology and quality of deployment of manpower	10

#### Technical Bids Evaluation Criteria -Event Management for Category-B

S. No.	Parameters	Maximum Marks
1	Financial Strength	30
1.1	Average Turnover of the Agency in last five years – 2 crore to less than 3 crores – 5 Marks 3 crores to less than 4 crores – 10 Marks 4 crores and above – 15 Marks	15
1.2	Experience of the agency 3 years to less than 5 years- 5 marks 5 years to less than 7 years- 10 Marks 7 years and above - 15 Marks	15
2	Technical Strength	25
2.1	Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in last five years from the date of submission of the bid - Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)	15
2.2	Magnitude of largest National/International Event (in terms of payments received from a single work order) conducted in last five years from the date of submission of the bid - Less than Rs 2 cr – 0 Marks 2 crore to less than 3 crore – 4 Marks 3 crore to less than 4 crores – 7 Marks 4 crores and above – 10 Marks	10
3	Relevant experience of the key Employees	25
3.1	<b>Chairman/Managing Director/Director</b> – At least 12 years of experience- Less than 12 years of experience- 0 Marks Equal to 12 years of experience – 5 marks More than 12 years of experience – Upto max 5 (1 mark for each year of additional experience)	10
3.2	<b>Operations Head</b> – At least 8 years of relevant experience	5

	Less than 8 years of experience- 0 Marks Equal to 8 years of experience– 2 marks More than 8 years of experience –Upto max 3 marks (1 mark for each year of additional experience)	
3.3	<b>Production Head</b> - At least 8 years of relevant experience Less than 8 years of experience- 0 Marks Equal to 8 years of experience– 2 marks More than 8 years of experience –Upto max 3 marks (1 mark for each year of additional experience)	5
3.4	<b>Creative Head</b> – At least 8 years of relevant experience Less than 8 years of experience- 0 Marks Equal to 8 years of experience– 2 marks More than 8 years of experience –Upto max 3 marks (1 mark for each year of additional experience)	5
4	Presentation (of responsive bids as per pre-qualification criteria) on Approach and methodology for the assignment including the assessment of the relevant skills and experience of the team for the assignment.	20
4.1	Event management plan and Innovation/Creativity/best practises in delivery of the event	10
4.2	General approach & methodology and quality of deployment of manpower	10

#### Technical Bids Evaluation Criteria -Event Management for Category-C

S. No.	Parameters	Maximum Marks
1	Financial Strength	30
1.1	Average Turnover of the Agency in last five years - 20 Lacs to less than 50 lacs – 5 Marks 50 lacs to less than 75 Lacs – 10 Marks 75 Lacs and above – 15 Marks	15
1.2	Experience of the agency 1 years to less than 3 years- 5 marks 3 years to less than 5 years- 10 Marks 5 years and above - 15 Marks	15
2	Technical Strength	25
2.1	Number of National/International Events (As per S. No. 4 of Clause 6.2 of Eligibility Criteria) conducted in last five years from the date of submission of the bid - Less than 5 Projects- 0 Marks Minimum 5 Projects -5 Marks Additional 2.5 Marks for each project above 5 projects (max. up to a total of 15 Marks)	15
2.2	Magnitude of National/International Event (in terms of payments received from a single work order) conducted in last five years from the date of submission of the bid - Less than 20 Lacs – 0 Marks 20 Lacs to less than 50 Lacs – 4 Marks	10

	50 Lacs to less than 75 Lacs – 7 Marks 75 Lacs and above – 10 Marks	
3	Relevant experience of the key Employees	25
3.1	<b>Chairman/Managing Director/Director</b> – At least 8 years of experience- Less than 8 years of experience- 0 Marks Equal to 8 years of experience – 5 marks More than 8 years of experience – Upto max 5 (1 mark for each year of additional experience)	10
3.2	<b>Operations Head</b> – At least 5 years of relevant experience Less than 5 years of experience- 0 Marks Equal to 5 years of experience– 2 marks More than 5 years of experience –Upto max 3 marks (1 mark for each year of additional experience)	5
3.3	<b>Production Head</b> - At least 5 years of relevant experience Less than 5 years of experience- 0 Marks Equal to 5 years of experience– 2 marks More than 5 years of experience –Upto max 3 marks (1 mark for each year of additional experience)	5
3.4	<b>Creative Head</b> – At least 5 years of relevant experience Less than 5 years of experience- 0 Marks Equal to 5 years of experience– 2 marks More than 5 years of experience –Upto max 3 marks (1 mark for each year of additional experience)	5
4	Presentation (of responsive bids as per pre-qualification criteria) on Approach and methodology for the assignment including the assessment of the relevant skills and experience of the team for the assignment.	20
4.1	Event management plan and Innovation/Creativity/best practises in delivery of the event	10
4.2	General approach & methodology and quality of deployment of manpower	10

**14.4** The bidders are advised to make their presentation strictly according to the evaluation criteria based on the credentials submitted above.

**14.5 Bidders scoring 70 marks or above in their respective category shall be considered for further processing.** However, SAI reserves the right to reject the bids for justified reasons, even if the score is 70 marks or above.

**14.6** However, depending on the number of qualified bidders and suitable requirements, SAI may decide to modify the above criteria.

## **15 QUALIFICATION CRITERIA**

15.1 Bids of the Bidders, who do not meet the required Qualification/Eligibility Criteria mentioned in clause 6 will be treated as non – responsive and will not be considered further.

## **16 COMPARISON OF BIDS AND AWARD CRITERIA**

- 16.1 For comparison & ranking purpose for evaluation, the comparison of the responsive Bids shall be carried out based on credentials submitted by the bidder as per Clause 6.
- 16.2 Bids shall be evaluated based on technical score obtained as per clause 14.

## **17 RESERVED RIGHTS**

- 17.1 SAI reserves the right to:
- a) Accept/reject any of the RFE clause in full or part without assigning any reason thereof.
  - b) Revise the requirement at a later stage as and when required.
  - c) Amend, modify, relax or waive any of the conditions stipulated in the RFE wherever deemed necessary.
- 17.2 No Liability clause:
- a) In the event of any false statement or misrepresentation being discovered or detected in the information furnished from the documents submitted by the Bidder, in response to this RFE, or at any later stage, or in the event of any contravention by the Bidder of any condition or criterion stipulated, SAI shall terminate or cancel the appointment/engagement of the Bidder, and nothing shall be payable or be paid by SAI to the Bidder as compensation/damages or penalty;
  - b) SAI will not be liable for any costs, damages or losses incurred by any Bidder participating in this RFE, if SAI decides to cancel the RFE process or for any reason whatsoever.
  - c) The Bidder shall be accountable for all expenses incurred in connection with participation in the RFE process, including but not limited to expenses incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal or costs incurred for providing any additional information required by SAI to facilitate the evaluation process.
  - d) The submission of a response to this RFE by any Bidder confirms the Bidder's acceptance of all terms & conditions of this RFE including the amended terms & conditions (if any). Further, by doing so, the Bidder acknowledges that it has:
    - understood and examined the extent of the Rights, scope of Work and other information made available in writing by SAI, for the purpose of this RFE;
    - examined all information relevant to the risks, contingencies and other circumstances that could affect the RFE; and
    - satisfied itself as to the correctness and sufficiency of the RFE.

- Bidders or their representative or their agent to this RFE are prohibited to make any contact with any party/individuals employed by or directly associated with SAI or any of its government partners in relation to this RFE. Any clarifications and all information exchanges will exclusively take place via e-mail only. SAI will not entertain any queries beyond the scheduled date and time specified in the Bid schedule of the RFE.

**18 PERFORMANCE BANK GUARANTEE**

18.1 Once empaneled, the selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall be required to give Performance Bank Guarantee (“**PBG**”) for the amount equivalent to 3% of the PO value. Performance Security in the form of Bank Guarantee or other valid formats like Fixed Deposit/Demand Draft/ Valid Insurance Surety Bonds/ NEFT Transfer/e-PBG shall be drawn from any Commercial Bank drawn in the favour of below account details, payable at New Delhi and is to be deposited in the office at Sports Authority of India (SAI) Gate No 10, JN Stadium New Delhi 110003 and/or intimated to the office through mail.

SECRETARY, SAI (KHELO INDIA)

Union Bank of India Account No: 108510100037232 IFSC No. UBIN0810851.

18.2 SAI shall have its right to invoke the PBG without assigning any reasons, if the selected Agency defaults or deemed to have defaulted or is in breach of any terms & conditions of contract or in the case of non-acceptance of the purchase orders or work order and empanelment will be cancelled.

18.3 Empaneled agencies must furnish the PBG within 14 days of issuance of PO by SAI. In the event of default in submission of PBG within the stipulated time, the Agency shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the PO value per day delay. In addition to this, SAI shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.

18.4 The PBG should remain valid for an additional period of 60 (Sixty) days beyond the timelines mentioned in the PO. For example, if the timelines mentioned to complete a deliverable in the PO is for 3 months, the PBG shall be valid till 3 months + 60 days from the date of project initiation.

18.5 In the event wherein a PO is released by SAI for project renewal or a fresh PO is released, the bidder shall ensure extension / submission of PBG with 15 days of issuance of the PO. Penalty as per clause 18.2 shall be applicable in the event of default in timely submission of PBG.

Validity	Valid for the period of PO / extended PO <b>plus (+) 60 days.</b> <ul style="list-style-type: none"> <li>• The PBG will be released (without any accrued interest) after the completion of all tasks(deliverables) as assigned in the PO subject to any costs, expenses, dues damages, penalty payable by the Agency.</li> </ul>
	PBG will be immediately replenished in the event of invocation of PBG by SAI.

## **19 AWARD OF WORK**

19.1 As mentioned earlier, RFP including the detailed scope of work will be given to all empanelled agencies for submission of technical & financial proposal for the same.

## **20 PENALTY CALCULATION PROCESS**

**Time shall be essence of the contract.**

Any unjustified and unacceptable delay beyond the delivery / installation (where applicable) schedule as per purchase/ Work order will render the Agency liable for penalty at the rate as mentioned in the following clauses.

- 20.1 The empanelled Agency shall obligated to accept SAI's work order without any excuses. The work order can be collected from SAI office or if convenient to the Agency, it can be provided to them through mail. The Agency shall start the work within 7 days of the date of the work order or as may be specified in the work order.
- 20.2 SAI retain the authority to revoke the defaulting Agency's bank guarantees (including the ones submitted for other Work Orders) in the event of breach of obligations of the Empanelled Agency and/or termination of the Contract.
- 20.3 If at any time during performance of the work order, the Agency's encounter conditions impeding timely performance of the ordered services, the Agency shall promptly notify SAI in writing of the fact of the delay, its likely duration and its cause(s).

## **21 PAYMENT PROCESS**

- 21.1 Payment will be made in Indian Rupees only.
- 21.2 Payment will be made according to the payment schedule mentioned in the Work Order.
- 21.3 Payments shall be subject to deductions of any amount for which the Agency is liable as per the penalty clause of this RFE document. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the income- Tax Act, 1961 and any other taxes.
- 21.4 Pre-receipted bills shall be submitted in triplicate in the name of "Secretary (SAI), Khelo India". The 100% payment would be processed against Proof of satisfactory completion from the Functional Area Heads for each of the different FAs and submission of Post Games Report by the empanelled agency.

## **22 CORRUPT OR FRAUDULENT PRACTICES**

- 22.1 It is required by all concerned namely the Bidders/Successful Bidders etc. to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, SAI: -
- a) shall reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
  - b) shall declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by SAI if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices or gross/deliberate negligence in competing for, or in executing the contract.



22.2 "SAI reserves the right not to conclude the Contract and in case contract has been issued, terminate the same, if found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. Furthermore, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and appropriate legal as well as administrative action shall be initiated for such misrepresentation, concealment & suppression of material facts."

## **23 CONFIDENTIALITY**

23.1 The Bidder explicitly agrees and acknowledges the confidential nature of this RFE and the Bidder, by downloading the RFE document, agrees and undertakes to not to disclose any part of this RFE to anyone except their financial and legal advisors of such Bidder. If any Bidder misuse confidential information related to the Bid process, SAI reserves the exclusive right to reject their bid. The Bidder must ensure that their financial and legal advisors, as well as any other personnel or representatives, maintain strict confidentiality regarding the RFE and any information disclosed to them in connection with it..

23.2 The Bidder is strictly prohibited from waiving or disclosing any privileged information acquired from or on behalf of SAI. It is imperative for the Bidder to maintain the confidentiality of all privileged information indefinitely, even after the termination of their association with SAI.. This requirement is also intended to prohibit the Bidder from using information obtained from or on behalf of SAI or its successors or assignees, including work product prepared at SAI's expense, for other clients of the Bidder without the prior written approval of SAI. The Bidder is not authorized to identify SAI as a client for the purposes of marketing or for advertising, without the prior written approval of SAI. Upon termination of the relationship, the Bidder is obligated to promptly return all information obtained from or on behalf of SAI or any copies thereof to SAI. The Bidder is not authorized to communicate with the public, including the press, about any matter in relation to its relationship` with SAI without the prior written approval of SAI.

23.3 All information and documents that are furnished by the Bidder will be treated as strictly confidential by SAI and shall not be disclosed by SAI to any other party, or otherwise used by itself, other than (a) for evaluating the Bids submitted; or (b) as required by Applicable Law.

## **24 GENERAL TERMS AND CONDITIONS**

24.1 Any default or breach in discharging obligations under this RFE by the selected Agency while rendering services / supplies to SAI, shall invite all or any actions / sanctions, as the case maybe. The decision of SAI arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any Agency/empanelled bidder to put pressure of any kind, may disqualify the Agency/empanelled bidder for the present RFE and the Agency/empanelled bidder may also be liable to be debarred from bidding for SAI/SAI RFEs in future for a period of at least three years.

24.2 SAI reserves the right to modify and amend any of the stipulated condition/criterion given in this RFE, depending upon project priorities vis-à-vis urgent commitments. SAI also reserves the right to accept/reject a bid, to cancel/abort RFE process and/or reject all bids at any time prior to award of empanelment, without thereby incurring any liability to the affected agencies on the grounds of such action taken by SAI.

24.3 SAI may not award any work to the Empanelled Agencies at its own discretion without assigning any reason thereof.

- 24.4 Any default by the bidders in respect of RFE terms & conditions will lead to rejection of the bid.
- 24.5 The decision of SAI arrived during the various stages of the evaluation of the bids is final & binding on all Agencies. Any representation towards these shall not be entertained by SAI. Reasons for rejecting a bid will be disclosed only when an enquiry is made by the concerned bidder.
- 24.6 In case the empanelled Agency / bidder is found in-breach of any condition(s) of RFE or supply order, at any stage during the course of project deployment period, the legal actions per rules/laws will be taken.
- 24.7 Any attempt by empanelled Agency / bidder to bring pressure towards SAI's decision making process, such Agencies shall be disqualified for participation in the present RFE and those Agency may be liable to be debarred from bidding for SAI tenders in future for a period of three years.
- 24.8 Printed/written conditions mentioned in the RFE bids submitted by Agencies will disqualify them and will not be binding on SAI.
- 24.9 Upon verification, evaluation/assessment, if in case any information furnished by the Agency is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 24.10 SAI will not be responsible for any misinterpretation or wrong assumption by the Agency, while responding to this RFE.
- 24.11 Only those bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFE document, shall be short-listed for further evaluation.
- 24.12 SAI reserves the right to award similar contract/assignment to any other event management agency for any specific event other than the empanelled agencies without assigning any reason thereof.
- 24.13 This empanelment shall not confer any right to the empanelled agencies to claim the award of work during their term of empanelment.
- 24.14 SAI reserves the right to issue separate tenders for part Scope of Work like Opening Ceremony, Venue Catering etc. for any event organised by SAI.
- 24.15 Owing to the special requirement, SAI may issue separate tender/RFP rather than restricting to only Empanelled Agencies. The special requirement shall include, along with other reasons, unreasonable/inflated rates quoted by the Empanelled Agencies.
- 24.16 In case separate tenders/RFPs are floated by SAI, the Empanelled Agencies can also participate in the bidding process.
- 24.17 It is urged through this RFE that mis-representation of facts shall be dealt with seriously, and may lead to barring of the bidder from all Sports Authority of India tenders/RFPs for a period of 2 (two) years.
- 24.18 Bidders are requested to share information which is true and based some tangible proofs.
- 24.19 SAI reserve the right to add/remove Agencies in the list of Empanelled Event Management Agencies.
- 24.20 In case the desired number of ideas/quotations are not received for any event; SAI reserves the right to call for presentations/quotations from agencies under any categories mentioned above.
- 24.21 Bidder is allowed to quote only for one category (Either A or B or C) and the category name should be mentioned specifically in their bids. No bids will be evaluated in more than one category. If any bidder quotes for more than one category, SAI reserves the right to accept or

reject the bid and not going further for evaluation process.

- 24.22 SAI reserves the right to de-empanel any agency from their respective category of empanelment if the agency fails to bid continuously for 3 times in the RFP floated in their respective category without any valid justification.
- 24.23 SAI reserves right to add second tier for the work below specified monetary limit. The already Empanelled Agencies will qualify to apply for those work as well.
- 24.24 SAI will not be liable to make any payment or amount on account of conceptualization/designing/artwork etc. for the concepts/designs prepared by the other agency but not selected. The Selected Agency should not have any objections to the said procedure and shall not dispute/claim any amount at any time in future.
- 24.25 Open files in respect of all the above must be shared with SAI.
- 24.26 Agency to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.
- 24.27 Once the Agency is onboard for any specific project SAI reserve the rights to ask the agency to present 3D brand mock-ups to SAI, and other relevant stakeholders about 15 days prior to the commencement of the Event (the same will depend on the nature and scale of the event).

## **25 REPRESENTATIONS AND WARRANTIES**

- 25.1 SAI, along with its employees, representatives, advisers, make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFE or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFE and any assessment, assumption, statement or information contained therein or deemed to form part of this RFE or arising in any way in this Selection Process.
- 25.2 SAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFE.
- 25.3 The Bidder represents that all the information provided are accurate and complete, without any omission or concealment of any facts. In case, at any stage, it is found that any information given by the Bidder is false / incorrect / concealed, then SAI reserves the unrestricted authority to take appropriate action, including but not limited to disqualifying the Bidder from consideration for award of work or blacklisting etc. without incurring any liability to the affected bidder(s) on the ground of SAI/SAI/MYAS's action.
- 25.4 The Bidder asserts that no attempts have been made to influence the Bid comparison / evaluation / work award decision by way of overt / covert canvassing. Any such attempts shall lead to non-consideration or rejection of its Bid.

## **26 INDEMNIFICATIONS AND LIABILITIES**

- 26.1 The bidder shall be obligated to provide complete indemnification, safeguard, and shall legally defend MYAS/ SAI and its Officers/Employees/Agents/Stockholders/Affiliates from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third party claim including claims for infringement, which arise out of or relate to:
  - a) Breach of any representation, whatsoever or warranty of the bidder contained in this

RFE,

- b) Breach or violation of any covenant or other obligation or duty etc. of the bidder under this RFE.

- 26.2 It is made clear that SAI shall not accept any liability of any nature whatsoever whether resulting out from negligence or otherwise caused arising from reliance of any Bidder upon the statements contained in this RFE.
- 26.3 SAI reserves its right to accept or reject any or all proposal(s) or to annul the RFE process into and reject all proposals at any point of time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder (s) on the ground of SAI action.
- 26.4 The Bidder shall bear all its costs & expenses associated with or relating to the preparation and submission of its Bids including but not limited to the preparation, copying, postage, delivery fees including all the expenses associated with any demonstrations or presentations which may be required by SAI or any other costs incurred in connection with or relating to its Bids. All such costs & expenses will remain with the Bidder and SAI shall not be liable in any manner whatsoever for the same or for any other costs & expenses incurred by the Bidder in preparation or submission of the Bids, regardless of the conduct or outcome of the Selection Process.
- 26.5 Each party to this RFE shall indemnify and keep indemnifying the other party, against all claims / damages for any infringement of all/any intellectual property rights by it of the other party.
- 26.6 The Successful Bidder shall indemnify and keep indemnifying the SAI against all claims/third party claims/damages etc. for any infringement of Intellectual Property Rights (IPR) while providing its services under the Project.
- 26.7 The Successful Bidder shall indemnify and keep indemnifying the SAI against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the Successful Bidder's) employees or agents or by any third Party resulting from or by any action, omission or operation conducted by or on behalf of the Successful Bidder.
- 26.8 The Successful Bidder shall indemnify and keep indemnifying the SAI against and any claims by Employees in respect of wages, salaries, remuneration, compensation etc..
- 26.9 All claims regarding indemnity shall survive till the termination or after the expiry of the Contract.

## **27 TERMINATION**

### **27.1 Termination for Insolvency**

SAI may at any time terminate the Contract by giving a written notice of One (01) month to the Successful bidder, if the Successful bidder becomes bankrupt or otherwise insolvent. In the said event, the termination shall be without compensation to the Successful bidder, provided that the termination shall not prejudice or affect any right of action or remedy, which has accrued or shall accrued thereafter to the SAI.

### **27.2 Termination for default**

- a) a) SAI, New Delhi, reserves the right to terminate the contract, in whole or in part, by issuing written notice to the Successful Bidder. This action may be taken without prejudice to any other contractual rights and remedies available to SAI at any given time. The termination may occur if the Successful Bidder does not meet the satisfaction of SAI in delivering any or all services or fails to fulfill any other contractual obligations within the

specified time frame defined in the contract, or within any extensions granted by SAI, New Delhi. Unless otherwise instructed by SAI, New Delhi, the Successful Bidder shall continue to perform the contract to the extent not terminated.

#### 27.2 Termination for convenience

- a) SAI, New Delhi reserves the right to terminate the contract, in whole or in part for its (SAI's) convenience, by serving written notice to the Successful Bidder at any time during the pendency of the contract. The notice shall specify that the termination is for the convenience of SAI, New Delhi. The notice shall also indicate inter alia, the extent to which the Successful Bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- b) The goods and services which are complete and ready in accordance with terms of the contract for delivery and performance shall be accepted by SAI, New Delhi within 30 (thirty) days of the receipt of the notice of termination by the Successful Bidder in accordance with the contract terms, conditions and prices. For the remaining goods and services, SAI, New Delhi may decide:
  - To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
  - To cancel the remaining portion of the goods and services and compensate the Successful Bidder by paying an agreed amount for the cost incurred by the Successful Bidder towards the remaining portion of the goods and services.

### **28 FORCE MAJEURE**

- 28.1 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Successful bidder and not involving the Successful bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts done in sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. The Successful Bidder shall not be liable for imposition of any such sanction so long the delay and/or failure of the Successful Bidder in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 28.2 If a Force Majeure situation arises, the Successful Bidder shall promptly notify SAI, New Delhi in writing of such conditions and the cause thereof within 7 (seven) days of occurrence of such event. Unless otherwise directed by SAI, New Delhi in writing, the Successful Bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 28.3 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 (sixty) days, SAI may at its option terminate the contract without any financial repercussion on either side.
- 28.4 In case due to a Force Majeure event SAI, New Delhi is unable to fulfil its contractual commitment and responsibility, SAI, New Delhi will notify the Successful Bidder accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

### **29 DISPUTE SETTLEMENT MECHANISM**

- 29.1 Any disputes or disagreements arising from or related to this contract, including those pertaining to its validity or any of its components, shall be resolved through bilateral discussions. Both SAI and the Successful Bidder are committed to seeking an amicable

resolution through direct informal negotiations for any disputes or disagreements that may arise in the course of the Contract.

- 29.2 If the parties fail to resolve their dispute or difference by such mutual consultation within 30 (thirty) days of its occurrence, then, either SAI, New Delhi or the Successful Bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof and the award of such Arbitration Tribunal shall be enforceable in Indian courts only. In the case of a dispute or difference arising between SAI, New Delhi/ SAI and a Successful Bidder relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitrator, appointed to be the arbitrator by the Director General (Sports Authority of India). The award of the arbitrator will be final and binding on the parties to the Contract. The fees and the procedure of the Arbitration proceeding shall be in accordance with the prevailing policies of SAI.
- 29.3 Venue of Arbitration: The sole Arbitrator shall have its seat at New Delhi .
- 29.4 The arbitration will be in English Language and at New Delhi.
- 29.5 Each party shall bear its own cost of preparing and presenting of their case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.
- 29.6 The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of SAI's arbitration proceedings.
- 29.7 All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of High Court at Delhi/ New Delhi.

### **30 APPLICABLE LAW**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

## ANNEXURE 'I' | BID SUBMISSION FORM

To,

**Secretary, SAI  
Sports Authority of India HQ,  
JLN Stadium Complex, Entry Gate No 10, Lodhi Road, New Delhi - 110003**

**Sub:** “Empanelment of **Event Management Agencies** to Conceptualize, Plan, Design, Organize, Produce, Coordinate, Direct, Manage, Execute and Deliver the main sporting events/run up events/ceremonial events/activations etc. organised/conducted/managed by SAI (Sports Authority of India)”.

Dear Sir,

1. With reference to the RFE dated \_\_\_\_\_ for the above captioned project, and clarification issued by SAI, New Delhi thereof, I \_\_\_\_\_, having examined all relevant documents and understood their contents, hereby submit our Proposal for empanelment as Event Management Agency for providing services for **Sports Authority of India**. The proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of empanelment as the Agency for the aforesaid Project.
4. I shall make available to SAI, New Delhi any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the SAI, New Delhi to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I agree to keep our Bid valid for acceptance for 90 (Ninety) days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
7. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
8. I certify that we fulfil the “Fit and Proper Person” criteria as mentioned in this RFE document.
9. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
10. If our Firm is selected, we commit to provide Event Management Services for SAI, New Delhi.
11. The undersigned is authorized to sign the documents being submitted through this RFP. (A

copy of Power of Attorney/Board Resolution is enclosed)

12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

I declare that:

- a. I have examined and have no reservations to the RFE Documents, including any Addendum issued by SAI, New Delhi;
- b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with SAI or any other public sector enterprise or any government, Central or State; and
- c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. None of our full-time Directors is engaged in providing services or is directly related to any employee of Sports Authority of India/ Ministry of Youth Affairs and Sports.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)



**Power of Attorney (Sample)**

Know all men by these presents, we, ..... (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. /Ms.....son/daughter/wife and presently residing at ....., who is presently employed with us and holding the position of .....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for Empanelment of Event Management Company in SAI, New Delhi, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to SAI, New Delhi, representing us in all matters before SAI, New Delhi, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with SAI, New Delhi in all matters in connection with or relating to or arising out of our Proposal for said Project and/or upon award thereof to us till the entering into of the Agreement with SAI, New Delhi.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,.....THE ABOVE NAMED PRINCIPALHAVEEXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF..... , 20\*\*

For .....  
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

.....  
(Signature, name, designation and address of the Attorney)

**Notes:**

*The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of INR 50 (fifty) and duly notarized by a notary public.*

## ANNEXURE 'II' | ELIGIBLE PROJECTS UNDERTAKEN BY THE BIDDER

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

(i)	Assignment Name	
(ii)	Type of Event (International/ National)	
(iii)	Name, Contact No. & email of the Client Representative:	
(iv)	Year in which Event took place	
(v)	Location of Event	
(vi)	Contract Value	
(vii)	Narrative Description of the Scope of work of the assignment	
(viii)	Status of the assignment	

### IMPORTANT:

1. Use separate sheet for each Eligible Project. Please mark each sheet as Annexure II(a), Annexure II(b), Annexure II(c)..... for each different project.
2. Please provide proof of eligible projects undertaken with a copy of Successful Completion Certificate attached from the client. In case Successful Completion Certificate is not available, Copy of work order/copy of agreement along with bank statement in respect of the same countersigned by CA must be submitted. The submitted testimonial MUST contain detailed description of work (Scope of Work and TOR) carried out by the Bidder.

**ANNEXURE 'III' | ANNUAL TURNOVER**

<b>S. NO.</b>	<b>FINANCIAL YEAR</b>	<b>ANNUAL TURNOVER (INR)</b>
<b>1.</b>	<b>2018-19</b>	
<b>2.</b>	<b>2019-20</b>	
<b>3.</b>	<b>2020-21</b>	
<b>4.</b>	<b>2021-22</b>	
<b>5.</b>	<b>2022-23</b>	

**Certificate from the Statutory Auditor**

This is to certify that.....(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last five years is Rs. .... (In words)

**Name of the audit firm:**

**Seal of the audit firm**

**Date:**

(Signature, name and designation of the authorized signatory)

**Note:**

- In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Applicant.
- In case audit of the firm is pending for the FY 2018-19, provisional accounts certified by CA may be considered. Audited accounts and Report prior to 2016-17 will not be accepted.

**ANNEXURE 'IV' | TECHNICAL ABILITY**

<b>YEAR</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>PROJECT COST (INR)</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			

**Certificate from the Statutory Auditor**

This is to certify that ..... (name of the Applicant) has **undertaken and delivered** the above mentioned five Event Management Projects and received the payments shown above against the respective Projects on account of professional fees for Event Management Services.

**Name of the audit firm:**

**Seal of the audit firm**

**Date:**

(Signature, name and designation of the authorized signatory)

Note: Please ensure that highest grossing event in the last three years is included in above list.

In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**ANNEXURE 'V' | FORMAT FOR CV**

<b>Name of Firm:</b>	
<b>Name of Professional:</b>	
<b>Position:</b>	
<b>Date of Birth:</b>	
<b>Country of Citizenship/Residence:</b>	

**Education:**

<b>Name of Institution</b>	<b>Degree Obtained</b>	<b>Year of Obtainment</b>

**Countries of work experience:**

**Employment Record**

<b>Name of Organisation</b>	<b>Position Held</b>	<b>Duration</b>

**Total Work Experience (Relevant) (in years)**

**Brief Write-up of overall experience:**

**Work Experience:**

<b>Detailed Tasks Assigned</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Work Experience</b>
	<p><b>Name of Assignment:</b></p> <p><b>Year:</b></p> <p><b>Client:</b></p> <p><b>Project Cost:</b></p> <p><b>Project Details:</b></p> <p><b>Main project features:</b></p> <p><b>Position Held:</b></p> <p><b>Activities performed:</b></p>

	<b>Name of Assignment:</b> <b>Year:</b> <b>Client:</b> <b>Project Cost:</b> <b>Project Details:</b> <b>Main project features:</b> <b>Position Held:</b> <b>Activities performed:</b>
	<b>Name of Assignment:</b> <b>Year:</b> <b>Client:</b> <b>Project Cost:</b> <b>Project Details:</b> <b>Main project features:</b> <b>Position Held:</b> <b>Activities performed:</b>
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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

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**Name of Expert**

**Signature**

**Date**

## ANNEXURE 'VI' | INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in//eprocure/app>.

### 2. REGISTRATION

- (i). Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in//eprocure/app> ) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- (ii). As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- (iii). Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv). Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- (v). Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- (vi). Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### 3. SEARCHING FOR TENDER DOCUMENTS

- (i). Various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (ii). Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii). The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

### 4. PREPARATION OF BIDS

- (i). Bidder should take into account corrigendum/amendment/modification published on the tender document before submitting their bids.
- (ii). Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii). Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (iv). To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the

bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **5. SUBMISSION OF BIDS**

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- (iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be **posted/couriered/given** in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The Bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **6. ASSISTANCE TO BIDDERS**

- (i) Any query relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any query relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contact number for the helpdesk is 1800 3072 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.



## ANNEXURE 'VII' | SCOPE OF WORK

The Event Management Agency will be responsible to strategize and implement the entire events job specification. The Scope of Work specified in this Clause are not exhaustive and the Event Management Agency shall undertake such other tasks as may be necessary to successfully implement the various events. e.g., Host City Activation, Media Communications, Marketing and PR, etc. and as directed by the organizing committee/SAI.

Following would be the scope of work under the contract. The scope of work shall be, but not limited to, the following:

S. No.	Functional Area	Scope of Work
1.	Designing & Content Creation	<ul style="list-style-type: none"> <li>• Design to be vibrant, colourful, and inspirational in visual design reflecting event colour scheme for indoor and outdoor of the venue/stadium/FOP to be presented before execution of any event. (3D Mock-ups to be presented) should be aesthetically and thematically designed with colour theme and palette.</li> <li>• The Agency shall give multiple options for the approvals.</li> <li>• The Agency will be required to deliver the creatives at short notice and delivery schedule fixed by SAI would be final.</li> <li>• The Scope of Work for Agency is not limited to only designing, however, also comprise creation of related content (in desired languages) in respect of the event elements.</li> <li>• The Agency shall also prepare a composite AV Content, Home Slides, 3D Story build up, 3D Animations, etc.</li> <li>• Designing of creatives for print, digital and electronic media and facilitating the designing of panels, display boards, signage, tableau, mobile exhibition units, etc.</li> <li>• Designing and preparation Indicative list is as follows: Invitations, Stationery, Collaterals, Lanyard, Posters, Hoardings, Flyers, T-shirts and other apparel, Leaflets, Newspaper advertisements, Banners/Infographics, Interactive banners/GIFs, Interstitial Banners, Accreditation template, In-stadia and Out-stadia Branding, Vehicle Passes, Balloon Brandings, Drop-downs, Building Brandings, Vehicle Branding, Equipment Branding, Running Board Branding, Broadcaster Branding, LED Branding content, TSR Templates, E-Fixtures, Helpdesk, Sports Presentation Backdrop, Victory Stand Branding, Medals, certificates, plaque, souvenirs &amp; trophy design, Food Coupons, Hand Bands, Score Boards, etc.</li> <li>• Designing and preparation of brochures, promotional materials, booklets, seminar kits, press backdrop and standees, newsletters, etc.</li> </ul>

		<ul style="list-style-type: none"> <li>• Creatively develop content that may include packaging information in modern formats apt for various mobile mediums and social media amplification.</li> <li>• Creating posters/content using studies and research by SAI or its associates/representatives and repackaging the content to make it suitable for dissemination to public/media.</li> <li>• Designing content (text/images/videos/infographics) about various achievements/new initiatives/highlighting activities.</li> <li>• Information material should also be produced in various Regional languages, as and when required, to spread the message/information in various creatives.</li> <li>• Production of short films/AV promoting Ministry of Youth Affairs &amp; Sports, Government of India (MYAS, GOI) schemes. In addition, sector specific short videos on success stories.</li> <li>• The creative/multimedia messages will be primarily produced in Hindi, English and Gujarati and may have renditions in Tamil, Telugu, Kannada, Malayalam, Marathi, Punjabi, Urdu, Odia, Assamese, Bengali or any other regional language. The proof reading &amp; final vetting of the language renditions would be the sole responsibility of the Agency.</li> <li>• To ensure that all marketing communication including social media, adverts, collateral &amp; templates will carry MYAS/SAI Logo, all logos of government stakeholders in the event. Approval on the positioning of each logo of all the stakeholders will be given by MYAS/SAI.</li> <li>• The Agency shall prepare advertisements creative for release in newspaper and/or other publications with the ability to be adapted for use in other media such as outdoor, online and others. One advertisement of any size would be treated as one creative. These would largely relate to events, initiatives &amp; achievements of the MYAS/SAI and for specific requirements on case-to-case basis. etc. This would include procurement of images wherever required, copywriting, designing and all other costs involved. Agency shall provide one page or multi-page advertorials and each advertorial would comprise of images and text matter to be presented with an attractive lay-out.</li> <li>• To make sure it's original work (no "tracing" either – nothing that infringes copyright).</li> </ul>
2.	Branding	<p>Agency to coordinate with the Designing team for the design and print files.</p> <ul style="list-style-type: none"> <li>• Agency to ensure all creative templates and designs for branding elements are to be approved in advance by SAI</li> <li>• Adequate branding of venues to be measured and approval to be taken with presenting 3D Mock-ups.</li> </ul>

		<ul style="list-style-type: none"> <li>• Venue directional signage shall start from 1Km radius (all approach roads) to the venue.</li> <li>• Post final approvals of the branding elements, all approved branding structures, mock-ups, and templates need to be collated into a program manual for usage by all partners of SAI.</li> <li>• Branding may be required to be done on following as per the requirement of the specific project: Vehicles, equipment, collaterals, Entry Arch gates, All entry points, venue, seating arrangements and other specific areas e.g. Registration, players room, stores, security post, medical room, press conference area, catering lounges, playing arena, mixed zones or any other area identified shall be adequately branded (the scale and scope of branding will depend on the nature of the event).</li> <li>• Branding element shall include Tear Drop, A Runner Boards, T Runner Boards, Drop Down, Helium Balloons, Metal or Wooden Backdrops, Pole Flags, 3D Selfie Structure, Roof Top, Barricading, Scaffold Branding, etc.</li> <li>• Printing of 3D flex/Fabric must be catered as per the requirements.</li> </ul>
3.	Overlays & Technical Requirement	<p>The Agency must come out with a comprehensive plan in consultation with SAI and implement the same regarding setting up of overlays at all the venues. The plan to ensure the following:</p> <ul style="list-style-type: none"> <li>• The Agency to ensure the overlays and technical requirement like german hanger, pagoda, canopy, tents, shamiyana, stage, carpet, steps, DIAS chair, tables, VIP sofa, wire managers, risers, scaffolding, barricading, Q-managers, octonorm, podium, bleachers, mobile toilets, water tankers, portable AC, stand fans, plug points, barcode scanner, sound, lights, sport lights (Sharp, led pars, follow spots), led walls, led tv, led runner boards, mics, media box, consoles, genset with fuel, setup box/dish tv, laptop, desktop, printers, Wi-Fi dongles, pen drive, etc. (the scale and scope of Overlays and technical requirement will depend on the nature of the event).</li> <li>• Agency to ensure Wi-fi Enabled High Speed Internet with LAN at all Venue, FOPs, SAI Office along with routers, repeaters, switches, and other hardware as necessary.</li> <li>• In case there are multiple venues having overlapping events with completely different setups, it is the Agency responsibility to ensure that the venue setup is changed &amp; provided as per the requirements laid out. This requires tight deadlines for venue readiness.</li> <li>• Agency will maintain daily logbook of running hour for each of the DG/Gensets used. This logbook will be signed by SAI venue in-charge.</li> </ul>

		<ul style="list-style-type: none"> <li>• Agency to use only genset with equal or lesser than 5 years of manufacture.</li> <li>• Manpower appointed by Agency should be equipped with hardware and materials required for the execution at all the Venues, FOPs, etc.</li> <li>• Agency to strictly ensure levelling of platforms for outdoor events been put for all German Hangers, Stages, Podiums, and cleanliness of each venue every day.</li> <li>• Agency to ensure photographer and videographer is also scoped for each event with editing and raw dump. Repository should be handed over within 7 days after the event execution.</li> <li>• Agency should give ideas to organize sports conclave/expo for events and overlays requirement provision for the same to be catered.</li> <li>• Agency to ensure all stakeholders involve in the event Overlays requirement are being catered.</li> <li>• Stationery required at each Venues and FOPs will have to be kept before the start of each event.</li> <li>• Shifting of overlay and technical items from one place to another depending on the event layout. The cost of logistics including labour, lifts, trolleys, etc. in movement of such items shall be factored in the cost.</li> <li>• In case the identified overlays items are no longer required at the end of scheduled event, such items are to be removed within 12 hours of end of respective event.</li> <li>• Agency to ensure proper functioning of all the installed hardware and software throughout the event.</li> </ul>
4.	Artist, Emcee & Manpower	<p>The Agency must come out with option and plan:</p> <ul style="list-style-type: none"> <li>• Agency to ensure artist &amp; emcee options are provided with proper profile related to the specific event.</li> <li>• Agency to provide manpower and resource with minimum 1 year of experience in the specific field.</li> <li>• Agency to ensure proper functioning and briefing of each artist, emcee, and manpower working in the event.</li> <li>• Agency should include all-inclusive cost for Artist, emcee, and manpower i.e the cost of costume, travelling, boarding/lodging, meals, etc.</li> <li>• Manpower will include volunteers, ushers, hostess, housekeeping, security, fire marshals, etc.</li> <li>• Agency to ensure approval on the costume by SAI.</li> <li>• Agency must show demo and take approval from SAI before finalising the artist and emcee.</li> <li>• Agency must strictly ensure the manpower are reporting on the given time and backup of manpower should be planned.</li> </ul>
5.	Other Miscellaneous	<ul style="list-style-type: none"> <li>• Depending on the nature of the event and type of the project the following maybe catered:</li> </ul>

		<ol style="list-style-type: none"><li>1) Hospitality in lounge</li><li>2) Souvenirs, medals, trophies, memento, plaque, flower bouquet, etc.</li><li>3) Elements to enhance the aesthetic value of venue.</li></ol>
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