



“REQUEST FOR PROPOSAL”

(RFP)

HIRING OF SERVICE PROVIDER FOR CONDUCTING ONLINE FIT INDIA QUIZ

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FIT INDIA DIVISION

**Sports Authority of India (SAI)
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CONTENT

DISCLAIMER	3
1. NOTICE INVITING TENDER	4
2. BID SCHEDULE & DATA SHEET	4
3. INSTRUCTIONS TO BIDDERS	4
4. LANGUAGE OF BID	5
5. DOCUMENTS TO BE SUBMITTED	5
6. ELIGIBILITY CRITERIA	5
7. RFP PROCESS	5
8. BID VALIDITY	6
9. BID PRICES	6
10. EARNEST MONEY DEPOSIT	6
11. BIDDERS QUERIES AND RESPONSES THERETO	8
12. SUBMISSION OF BIDS	9
13. SCRUTINY OF BIDS	9
14. EVALUATION CRITERIA	11
15. DECLARATION OF SUCCESSFUL BIDDER	12
16. PERFORMANCE SECURITY	12
17. SCOPE OF WORK & TIMELINES OF THE PROJECT	13
18. MANPOWER REQUIREMENT	13
19. TERMS OF PAYMENT	13
20. OTHER TERMS AND CONDITIONS OF THE BID	15
21. PENALTY	17
22. GENERAL TERMS AND CONDITIONS OF CONTRACT	17
23. PATENTS, COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS, SOURCE CODES	18
24. HANDOVER	19
25. REPRESENTATIONS AND WARRANTIES	19
26. INDEMNIFICATIONS AND LIABILITIES	19
27. TERMINATION	20
28. FORCE MAJEURE	21
29. DISPUTE SETTLEMENT MECHANISM	21
30. APPLICABLE LAW	22
31. RESERVED RIGHTS	22
32. CORRUPT OR FRAUDULENT PRACTICES	23
33. CONFIDENTIALITY	23
ANNEXURE 'II' DOCUMENTS TO BE SUBMITTED	31
ANNEXURE 'III' ELIGIBILITY & EVALUATION CRITERIA	33
ANNEXURE 'IV': FORMAT OF TECHNICAL PROPOSAL	39
ANNEXURE 'V' POWER OF ATTORNEY (SAMPLE)	49
ANNEXURE 'VI' ANNUAL TURNOVER	50
ANNEXURE 'VII' INSTRUCTIONS FOR ONLINE BID SUBMISSION	51
ANNEXURE 'VIII' PRICE BID FORMAT	53
ANNEXURE 'IX' - BANK GUARANTEE FORM FOR PERFORMANCE SECURITY	55

DISCLAIMER

1. The information contained in this Request for Proposal Document (hereinafter known as "RFP 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 and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.
2. This RFP 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 RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information each Bidder may require. This RFP 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 RFP Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP 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 RFP 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 RFP Document.

1. NOTICE INVITING TENDER

Sports Authority of India (hereafter referred as “SAI”) an autonomous organisation established by Ministry of Youth Affairs & Sports, Government of India invites Online Bids from Service Providers having sufficient experience and credentials as Service Provider for Conducting Fit India Quiz on virtual/online mode. The detailed scope of work and deliverables are mentioned in ANNEXURE ‘I’, Terms of Reference (TOR), of this RFP.

2. BID SCHEDULE & DATA SHEET

Date of Publication	14.10.2021
Bid document download start Date	14.10.2021
Last date and time of submission of queries for Pre-Bid Conference	18.10.2021 03: 00PM
Virtual Pre-Bid conference	20.10.2021 03: 00 PM Video conferencing link for online pre-bid meeting shall be communicated through corrigendum.
Bid submission end date and time	02.11.2021 03:00 PM
Mode of Submission	Online
Earnest Money Deposit	INR 2,00,000 (INR Two Lakh only) To be deposited by the date of bid submission
Opening of Technical Bid date and time	03.11.2021 03:30 PM
Technical Presentation	Shall be notified later
Opening of Financial Bids	Shall be notified later
Method of selection	Quality & Cost Based Selection (QCBS)

3. INSTRUCTIONS TO BIDDERS

- 3.1. The Bidders can download this RFP from the website: <http://sportsauthorityofindia.nic.in> & CPP Portal website: <http://eprocure.gov.in/eprocure/app>. Subsequently, bid has to be prepared and submitted ONLINE ONLY as per the Bid Schedule as more particularly specified in [Clause 2](#) of this RFP.
- 3.2. **Definitions and Abbreviations:** The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:
- 3.2.1. “Purchaser” means the organisation purchasing services as incorporated in this document i.e., Sports Authority of India (SAI).
- 3.2.2. “Bid” (including the term ‘tender’, ‘offer’, ‘quotation’ or ‘proposal’ in certain contexts) means an offer to offer services in accordance with the terms and conditions set out in this RFP;
- 3.2.3. “Agency”, “Firm”, “Company”, “Bidder”, “Service Provider” means any registered entity or person or associations of persons who submit their proposals for providing Services in accordance with this RFP.
- 3.2.4. “Services” means services as mentioned in this document and other such obligations of the supplier covered under the contract.
- 3.2.5. Terms of Reference (TOR) means the document included in the RFP which explains the scope of work, activities and tasks to be performed.
- 3.2.6. “Notification of Award” or “NOA” means the letter issued by SAI to the Successful Bidder to undertake and execute the project in conformity with the

terms and conditions set forth in the RFP and any subsequent amendments thereof.

- 3.2.7. "Contract" means the written agreement entered between the purchaser and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc., therein.
- 3.2.8. "Party" means the Client or the Bidder, as the case may be, and "Parties" means both of them.
- 3.2.9. "RFP" means this Request for Proposal issued by Sports Authority of India for the purpose as mentioned in this document.
- 3.2.10. "Performance Security" means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as interest free Security Deposit.

- 3.3. The Bidders participating for the first time for e-Tenders on e-Tendering portal will have to complete Online Registration Process on the e-Tendering portal as mentioned in Annexure VII. This section also mentions the guidelines for submission of bids.

4. 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.

5. DOCUMENTS TO BE SUBMITTED

- 5.1. All the documents are to be mandatorily uploaded online as per the instruction for online bid submission detailed in this RFP document as detailed in Annexure II- 'Documents to be Submitted'

6. ELIGIBILITY CRITERIA

- 6.1. Each Bidder should qualify against all the pre-qualification/eligibility criteria as detailed in Clause 1 of Annexure III- Eligibility & Evaluation Criteria.
- 6.2. Bids of the Bidders, who do not meet the required Qualification/Eligibility Criteria mentioned in this RFP shall be treated as non – responsive and their bid will not be considered further.

7. RFP PROCESS

- 7.1. RFP issued by SAI constitutes a request for Bids from eligible Bidders (as determined in accordance with the eligibility criteria as per Clause 6 above) to be Service Provider (after evaluation of eligible bidders), subject to the terms of this RFP, Tender Documents and the Service Agreement.
- 7.2. This RFP is no more than a request for proposal, and it does not and is not intended to constitute a contract or a grant of any rights or licenses, or an offer which is capable of acceptance by any Bidder or any other person. The grant of any rights or formation of any contractual relationship shall be conditional upon acceptance by SAI of the

Bidder's Bid and the execution of the Service Agreement by both SAI and the Bidder/Service Provider.

- 7.3. This RFP is only illustrative in nature and all narrations are intended to be used by the Bidder as preliminary background information. This RFP does not necessarily contain all the relevant information in relation to the Bid process and SAI reserves the right to withdraw the RFP and/ or add, amend, review the requirements or information contained in this RFP at any time prior to the submission of the Bid
- 7.4. Upon selection of a Bidder by SAI, the Service Provider shall enter into a detailed contract/agreement ("**Service Agreement**") incorporating the provisions of this RFP and the successful Bid.
- 7.5. The term of association shall be for 90 days from the date of execution of contract/agreement, or until completion of all contractual obligations as per RFP whichever is later. SAI reserves the right to renew/extend the contract in writing for a period of another year at the same price in case of any unexpected delay in completion of the project.

8. BID VALIDITY

- 8.1. The Bid shall remain valid for acceptance for a period of 60 days (Sixty days) 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 rejected. On completion of the validity period, unless the Bidder withdraws the Bid in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws the same.
- 8.2. 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.
- 8.3. 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.

9. BID PRICES

- 9.1. The Bidder providing services shall quote only in Indian Rupees.
- 9.2. The Bidder shall indicate in the Price Schedule provided on CPP Portal all the specified components of prices shown therein. All the columns shown in the price schedule should be filled in as required.
- 9.3. If any firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- 9.4. Firm Price: The prices quoted by the Bidder shall remain firm and fixed during the currency of the Contract and will not be subject to variation on any account.

10. EARNEST MONEY DEPOSIT

- 10.1. The Bidder shall furnish along with its Bid, EMD for an amount of INR 2,00,000/- (Two Lakh Only)

- 10.2. The EMD is required to protect SAI against the risk of the Bidder's unwarranted conduct. Non submission of EMD will be considered as major deviation and bid will without EMD will not be considered.
- 10.3. EMD must be submitted to SAI before bid submission end date and time as mentioned in the Bid Schedule at clause 2 above.
- 10.4. In case as per Notification of Government of India, if the Bidder falls in the category of exemption of EMD, Bidder should furnish the relevant Notification along with required documents like valid Registration Certificate along with all other relevant documents. If no such notification or Registration Certificate along with relevant documents is furnished along with the bid, bid shall be treated as un-responsive and shall be summarily ignored without any further reference
- 10.5. The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as along with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs. The Start-ups as defined in Annexure-A of the "Action Plan for Start-ups in India" by Department of Industrial policy and Promotion (DIPP), Ministry of Commerce & Industry, will also be eligible for EMD Exemption on submission of valid documents
- 10.6. The EMD shall be furnished in one of the following forms:
- Account Payee Demand Draft
 - Banker's cheque
 - Fixed Deposit (FDR)
 - Bank Guarantee from any of the Commercial Banks
 - Any online acceptable method (NEFT/RTGS) as per the following details (the Bidder has to submit a copy of UTR No. in case the transaction is done by this method);
 - A/C NAME : SECRETARY SAI, KHELO INDIA
 - A/C NO. : 108510100037232
 - BANK NAME : ANDHRA BANK 12
 - BANK BRANCH : JLN STADIUM, SPORTS AUTHORITY OF INDIA BUILDINGCGO COMPLEX, NEW DELHI
 - BRANCH CODE : 1085
 - IFSC CODE : ANDB0001085
- 10.7. Demand Draft/Bankers Cheque/FDR/BG from scheduled commercial bank drawn in favour of "SECRETARY SAI, KHELO INDIA" payable at New Delhi are deposited in the office of FIT INDIA, Staircase No. 6, JLN Stadium Complex, Lodhi Road, New Delhi 110003 on or before scheduled date of bid submission given in this RFP.
- 10.8. The EMD shall be valid for a period of 45 days (forty-five days) days beyond the validity period of the Bid.
- 10.9. EMD of unsuccessful Bidders will be returned to them without any interest, after expiry of the Bid validity period, but not later than 30 (thirty) days after conclusion of the resultant Contract. Successful Bidder's EMD will be returned without any interest, after receipt of Performance Bank Guarantee (PBG) from that Bidder.
- 10.10. The EMD shall stand forfeited if a Bidder:
- Withdraws or amends or impairs or derogates its bid during the period of bid validity.
 - Fails to accept orders issued in its favour for execution, and / or violates the RFP terms and conditions of the contract after submission of the bid.
 - Successfully gets selected but fails to sign the contract within the stipulated time.
 - Without prejudice to other rights of SAI, if it fails to furnish the required Performance Bank Guarantee within the specified period.
 - Any breach or violation of terms of RFP and/or tender documents.

11. BIDDERS QUERIES AND RESPONSES THERETO

- 11.1. All enquiries from the Bidders relating to this RFP must be submitted exclusively to the contact person on the email id: contact@fitindia.gov.in. The queries should necessarily be submitted on or before scheduled date and time mentioned in the following format:

To, Mission Director (FIT INDIA), Sports Authority of India			
BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone and email points of contact.
			Tel:
			Email:
Sl. No.	Bidding Document Reference(s) (Clause number/page)	Content of RFP requiring clarification	Points of Clarification required.
1			
2			

- 11.2. 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. All enquiries should be sent to SAI through email only. SAI shall not be responsible for ensuring that Bidder's enquiries have been received by them. SAI will 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/mailed to all the Bidders or posted on the online portal/website. Bidder should regularly visit the portal for any updates/corrigendum.

- 11.3. SAI will host a Pre-Bid Conference (virtual), scheduled as per the details in the Bid Schedule. The representatives of the interested Bidders may attend the pre-bid conference. The purpose of the conference is to provide Bidders with information regarding the RFP 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 RFP during the pre-bid conference. The meeting link shall be provided to the Bidders one hour prior to the scheduled meet.

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

- 11.5. Amendments to Bidding Documents:

- i. 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.

- ii. Such an amendment will be uploaded on SAI website: sportsauthorityofindia.nic.in, and CPP portal of Government of India www.eprocure.gov.in. Bidders are, therefore, advised to refer to SAI website and CPP portal before submitting bids.

12. SUBMISSION OF BIDS

- 12.1. Bids to be submitted online as per instructions in Annexure VII of the RFP.
- 12.2. SAI will open (online) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 12.3. 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 on the next working day.
- 12.4. Authorized representatives of the Bidders, who have submitted Bids on time may attend the bid opening provided they have their Letters of Authority from the corresponding Bidders acknowledgement letter of bid submission at CPPP website: <http://eprocure.gov.in/eprocure/app>.
- 12.5. The Technical Bid is to be opened at the prescribed time and date as indicated in RFP Bid schedule. During the Technical Bid opening, the Bid opening official(s) will read the Salient Features of the Bids like brief description of the services offered and any other special features of the Bids, as deemed fit by the Bid opening official(s).
- 12.6. Financial bids of the technically qualified Bidders shall be opened online at the date, time and as intimated later on CPPP e-procurement website <https://eprocure.gov.in/eprocure/app> The authorized signatories/ representatives of such Bidders who wish to attend the financial bid opening may please do so by showing their bid acknowledgement slip.
- 12.7. Late Bids: Bids received after the specified date and time of receipt of the Bid as mentioned in the Bid schedule mentioned in Clause 2 of the RFP shall not be considered.
- 12.8. The Bidders are required to upload the documents as per Documents to be submitted in Clause 05 and Annexure II of this RFP.
- 12.9. Bidders shall submit 'Online Bid' only in PDF/Scanned copy. Hard Copy of Bid documents will not be accepted.
- 12.10. The Bids submitted must be without any overwriting, interlineations, corrections, double typing, etc.
- 12.11. Bidder must ensure that the Technical Bid soft copies do not contain any Commercial items /prices.

13. SCRUTINY OF BIDS

The Purchaser/SAI will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the Bids are generally in order. Purchaser will determine the responsiveness of each Tender to the Technical Eligibility Document without recourse to extrinsic evidence. Prior to the evaluation/opening of Financial / Price Bids, SAI will determine the responsiveness of

Technical Bid of each Bid received against the Bidding Document. Financial / Price Bids of Technically responsive bids will only be considered for Financial / Price opening and evaluation.

13.1. Rejection of Technical Bids - In addition to any other reasons stipulated in this RFP, technical Bids may be rejected under any of the following circumstances

- i. Incomplete bids that do not quote for the complete scope of work as indicated in the Bid-related documents, addendum (if any) and any subsequent information given to the Bidder;
- ii. Information that is found to be incorrect/misleading at any stage during the tendering process;
- iii. Incomplete Bids;
- iv. Inclusion of Financial/Price Bid details in a technical Bid, or technical Bids that reveal quotations, in any form; and
- v. Non-fulfilment of the eligibility criteria or minimum required score in evaluation criteria set out in this RFP, by the Bidder.
- vi. Any Bid that does not comply with the conditions laid down by SAI.
- vii. Any other reasons deemed fit by SAI.

13.2. Rejection of Financial/Price Bids

- i. In addition to any other reasons stipulated in this RFP, financial/price Bids may be rejected under any of the following circumstances:
- ii. Incomplete Bids that do not set out the Service Fee for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder.
- iii. Financial/Price Bids made through Tele fax/Telegraphic/Fax/E-mail/by post.
- iv. Bids which do not confirm unconditional validity of the bid for 180 days from date of opening of Bid.
- v. Bids which do not conform to SAI bid format.
- vi. Bids in respect to which the bidder does not accept SAI rectification of clerical/arithmetic discrepancies in the financial/price bid, if any.
- vii. Any Financial/Price Bid that does not comply with the conditions laid down by SAI.

13.3. Other Reasons for Rejection of Bid

- i. In addition to any other reasons stipulated in this RFP, Bids may be rejected under any of the following circumstances:
- ii. Bids in which the Bidder seeks to influence the SAI bid evaluation, bid comparison or contract award decisions.
- iii. In view of two bid systems, SAI may first open technical bids. If the same is not complete and lacking with respect to any requirement(s), the same would be rejected straightaway & without opening the Financial/Price bid.
- iv. If it is found that any bidder has quoted abnormally low rate and the said bidder failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity may reject the bid/proposal

13.4. Minor infirmity/irregularity/Non-conformity

If during the preliminary examination, the purchaser finds any minor infirmity and/ or irregularity and/ or non-conformity in a tender, the purchaser may reject or may convey its observation on such 'minor' issues to the bidder by registered / speed post etc. asking the bidder to response by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

13.5. Discrepancies in Prices

- 13.5.1. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the submission of the Bid.
- 13.5.2. If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly
- 13.5.3. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and
- 13.5.4. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
- 13.5.5. If, as per the judgment of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the bidder by registered/speed post. If the bidder does not agree to the observation of the purchaser, the tender is liable to be ignored.
- 13.5.6. Arithmetic errors in proposals will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

14. EVALUATION CRITERIA

- 14.1. The Bids will be evaluated based on the QCBS (Quality Cost Based System) method as defined below and the evaluation criteria is mentioned in Clause 2 of Annexure III- Eligibility & Evaluation Criteria.
- 14.2. Overall weightage of 30% for Financial Bid and 70% weightage for Technical Bid shall be considered while calculating final score.
- 14.3. A Bidder must get a minimum of 70 marks (out of 100 marks) in the Technical Evaluation to proceed to opening of Financial/Price bid. The Bid of the Bidder who gets the highest marks shall get the maximum weightage S_t , i.e. 70 marks and the bids of the other Bidders shall be granted weights in proportion to the Bid of the highest Bidder (bidder who gets the maximum weightage, S_t).
- 14.4. The Bid of the Bidder who submits the lowest Financial/Price bid shall get the maximum weightage S_f , (30 marks) and the bids of the other Bidders shall be granted weights in proportion to the Bid of the highest Bidder (bidder who gets the maximum weightage, S_f).
- 14.5. The Bid of the Bidder, who obtains the highest total score ($T_s = S_t + S_f$) across the technical bid and the Financial/Price bid, will be rated as the 'Best Bid' and will be declared as the successful Bidder. In the event that one or more Bidders have the same T_s value, the Bid with the highest technical score (S_t) will be rated as the 'Best Bid'.

- 14.6. Further, in the event that one or more Bidders with the same Ts value also have the same technical score (St), the bid from the bidder with the highest average turnover in the last 03 financial years ending March-2020, will be rated as the 'Best Bid'.
- 14.7. 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.
- 14.8. However, in case of minor deviation and/or minor irregularity and/or minor non-conformity in the Bid (as defined in 7.3.4 of Manual for Procurement of Goods/ Services 2017 issued by Department of Expenditure), SAI may waive the same. If a Bid is not Substantially Responsive, it will be rejected by SAI.

15. DECLARATION OF SUCCESSFUL BIDDER

- 15.1. Prior to the expiration of the validity period for the Bid, SAI will notify the successful Bidder in writing by Notification of Award its Bid has been accepted. SAI will also send to the successful Bidder, a draft of the Service Agreement, along with the aforementioned notification of award. The successful Bidder and SAI shall discuss and enter into a mutually agreeable final written form of the Service Agreement and each party shall retain one original of the signed Service Agreement. It is clarified that the Service Agreement will incorporate the provisions and principles of the RFP and the Bid submitted by the successful Bidder and shall not have terms and conditions more onerous on the Service Provider than those contained in the RFP.
- 15.2. The failure of SAI and the successful Bidder to agree to the terms and conditions of the Service Agreement shall constitute sufficient grounds for the annulment of the successful Bid, following which SAI may, in its sole discretion, either declare the next best Bid submitted in response to the RFP notice as the successful Bidder or call for fresh proposals.
- 15.3. Upon the successful signing of the Service Agreement by the Bidder and SAI, and the Service Provider furnishing the Performance Security, SAI will promptly notify the name of the winning Bidder to each unsuccessful Bidder and refund their respective Earnest Money Deposits.
- 15.4. Term of the Service Agreement: The Service Agreement shall commence on the date of its execution and shall be valid up to the conclusion of the Term.

16. PERFORMANCE SECURITY

- 16.1. In order to ensure the due performance of the awarded contract, the Service Provider/Successful Bidder shall, within 15 (fifteen) days of entering into the Service Agreement with SAI, furnish an irrevocable bank guarantee for an amount of 03% of the accepted value of the contract ("Performance Security") failing which an amount of 0.1% penalty per day of the contracted amount will be levied on the Bidder. Penalty is for specified period not exceeding further seven days and in case failure continues, the contract may be terminated by SAI, entitling SAI to forfeit the Earnest Money besides other remedies as may be available to SAI.

The Performance Security in the form of Bank Guarantee or other valid formats like Fixed Deposit/Demand Draft/ NEFT Transfer shall be drawn from any Commercial Bank drawn in the name of "SECRETARY (SAI), KHELO INDIA" payable at New Delhi and is to be deposited in the office of Fit India Mission, 1st Floor, North Block, Ramp No. 5 , JLN Stadium Complex, Entry Main Gate No 10, Lodhi Road, New Delhi and/or intimated to the office through mail. The format for performance security of submitted in form Bank guarantee is attached at Annexure IX.

- 16.2. The Performance Security shall be valid for a period of 90 (Ninety days) from the date of expiry of all contractual obligations as per timelines mentioned in Notification of Award. The Performance Guarantee shall be revalidated and replenished immediately upon invocation by SAI. It may require revalidation from time to time as the case may be.
- 16.3. All incidental charges whatsoever such as premium and commission with respect to the Performance Security shall be borne by the Service Provider. No interest will be payable on the Performance Security by SAI.
- 16.4. In the event of any failure/any breach or violation on the part of the Service Provider, which is not cured within reasonable time from receiving a written notice of such failure from SAI, to comply with the requirements of the scope of work specified in this RFP, shall constitute sufficient grounds and entitlement for the enforcement of the Performance Security by SAI.

17. SCOPE OF WORK & TIMELINES OF THE PROJECT

- 17.1. SAI intends to do a phase-wise implementation of the project. The phases and requirements may evolve over time. The tentative plan with detailed scope of work during this period is mentioned in Clause 4 of Annexure I, however, exact timeline will be discussed and finalized during contract signing.
- 17.2. The term of association shall be for 90 days from the date of execution of contract/agreement or release of Notification of Award. The resources with proper qualifications as required by SAI should be deployed/assigned to the project within 07 days from the date of notification of award.

18. MANPOWER REQUIREMENT

- 18.1. Bidder shall provide required number of skilled personnel each responsible for a specific role within the system as defined in Clause 5 of [Annexure I](#), Bidder must provide clear definition of the role and responsibility of each individual personnel along with detailed deployment plan as part of its proposal.
- 18.2. Bidder shall have a defined hierarchy and reporting structure for various teams that shall be part of the project and should be communicated to the purchaser in advance.
- 18.3. The Clause 5 of [Annexure I](#) lists the minimum number and credentials of the key resources required for the successful implementation of the project. However, the Bidder shall account for any additional resources to be positioned for successful and timely completion of the project.
- 18.4. The Bidder will immediately provide for replacement of resources in the event if SAI is not satisfied with the resource.

19. TERMS OF PAYMENT

- 19.1. The payment will be made phase wise as mentioned below (after satisfactory completion of each phase). Invoices may be raised as per price finalised for each phase after successful completion of each phase. The invoices should be submitted along with satisfactory completion certificate from concerned authorities at SAI. The final payment for every phase of work will be released after successful completion certificate by SAI.

Payment Phase	Milestone/ Deliverables	Proposed Timelines (T = release of Notification of award)
<p>Phase I</p> <p>After successful development/ customisation of Web Platform, development of question bank repository with approx. 500 multimedia questions (animation, video and image based) and development of 60 to 120 seconds promotional AV for the State rounds</p> <p>All of the above to be presented to SAI and approval in written must be sought</p>	<p><u>100% Payment of the amount quoted for :</u></p> <p>Designing /Customisation of Quiz Platform for State Round.</p> <p>Development of question bank repository with approx. 500 multimedia questions (animation, video and image based)</p> <p>Developing 60 to 120 seconds promotional AV for the State rounds which shall be used to digitally promote the state rounds</p>	T+30 days
<p>Phase II</p> <p>After successfully Conducting all State Rounds, (180 episodes (estimated) including Editing/Show Packaging) as defined in TOR.)</p> <p>Final payment will be made at actuals.</p>	<p>70% payment of the after Successful completion of State Rounds.</p> <p>30% payment after submission of all required data and video footages</p> <p>The no. of episodes i.e. 180 is an estimated number and the payment will be done at actuals on the basis of no of rounds conducted.</p>	T+ 60 days
<p>Phase III</p> <p>Creating Raw Footages of Winners from each State Round + AV package showcasing the road to the quarterfinal as defined in TOR</p> <p>Preparing an e-book in the form of coffee table book on the state rounds. The content of the book and design shall be proposed by the bidder and will be approved by SAI</p>	<p>60% Payment after successful completion of the same.</p> <p>40% after final completion certificate by SAI.</p>	T+90 days

Note: SAI reserve the right to amend/reschedule the phase wise timeline (within the overall contract period) of execution of the project based on the implementation and completion of

other phases of Fit India. The changes in the timelines shall be intimated to the agency 15 days in advance of the revised/amended timelines of the respective phase mentioned above

- 19.2. Time and quality shall be the essence of the contract.
- 19.3. Any delay incurred from the part of service provider against the above defined timelines will not be considered for payment by the purchaser. Such payments will attract penalty as per [Clause 21](#). In no circumstance, any payment excess to the contractual obligation will be made to the service provider.
- 19.4. Service Provider should furnish details of the location from where they are going to raise their Bills / Invoices to SAI.
- 19.5. Service Provider must raise their Bills / Invoices in the name of SAI, along with completion certificate from the concerned authorities regarding each phase.
- 19.6. Payment must be subjected to deductions of any amount for which the service provider is liable under the tender conditions. Further, all payments shall be made subject to deduction of TDS (Tax deduction at source) as per the current Income-Tax Act and /or any other Govt. Orders / rules. The service provider shall be liable for taxes such as GST or any other applicable tax.
- 19.7. SAI will pay the amount as per the invoice by way of e-transfer/RTGS/NEFT through public financial management system, subject to satisfactory work and other parameters as may be defined by SAI.
- 19.8. Service Provider has to take all overhead costs into consideration while submitting the bid.

20. OTHER TERMS AND CONDITIONS OF THE BID

- 20.1. All information / details submitted to SAI shall be supported by documentary proof duly certified by the authorised signatory of the Bidder.
- 20.2. Save as expressly authorized by SAI in writing, the Service Provider shall not, without the prior express approval of SAI, incur any liabilities on behalf of SAI, pledge the credit of SAI or make any representations or give any warranty on behalf of SAI.
- 20.3. The mere submission of Bids in response to this RFP by a Bidder, or the rejection thereof by SAI, in its absolute discretion, shall not itself constitute any relationship, legal or otherwise, between SAI and the Bidder or give rise to or be deemed to give rise to any cause or grievance to the Bidder against SAI and further shall not for any reason or in any manner confer on the Bidder any right or entitlement to raise any claim regarding any term or condition contained herein nor in respect of any act or omission or decision taken by SAI.
- 20.4. The Bidder must strictly comply with all terms and conditions herein .SAI reserves the right to call upon any or all the Bidders to satisfy SAI regarding the correctness and genuineness of any document submitted or information furnished by the Bidder or may call for any additional documents / information from the Bidders to verify the information provided by the Bidder or may further seek any clarification or elaboration from the Bidder at any time prior to the finalization of the Bid. However, this shall not be construed to confer any kind of right or entitlement on the Bidder to submit any additional document / information after the submission of its Bid. Further, SAI may call upon any or all the Bidders to make a presentation to SAI in respect of the

capabilities represented by the Bidder at any time prior to the finalization of the Bid. Any Bidder who refuses to or otherwise neglects to make such presentation to SAI shall not be considered for any further evaluation and shall stand immediately disqualified.

- 20.5. SAI is under no obligation to declare the Bidder quoting the lowest Fees as the successful Bidder. The quality of services anticipated to be provided by the Bidder (to be determined primarily on the basis of the documents/information provided by the Bidder) shall be material criteria for awarding the contract as defined in [Clause 14](#) of this document.
- 20.6. The Bidder shall maintain and provide, at its own expense and to the reasonable satisfaction of SAI, such offices and other premises, as may be necessary for the efficient and effective performance of its obligations under the scope of work.
- 20.7. Privileges: The following privileges shall be extended to the Service Provider:
- a. Performance certificate to be issued by SAI to the Service Provider upon the satisfactory discharge of its services in respect of each Phase of the project.
 - b. Successful completion certificate to be issued by SAI after completion of contract to the satisfaction of SAI.
- 20.8. Governing Law and Jurisdiction: The RFP and the relationship between the Bidder and SAI shall be interpreted in accordance with the laws of India. The courts of Delhi shall have exclusive jurisdiction over any dispute arising in relation to the RFP and/or the relationship between the Bidder and SAI.
- 20.9. It will be the responsibility of each Bidder to fully acquaint itself with all operational and legal conditions and factors which may have any effect on the execution of the awarded contract as described in the RFP. SAI shall not entertain any request for clarification from the Bidder in relation to such operational or legal conditions. Further, no financial adjustments to the Bids shall be made subsequent to the submission of the Bid on any account whatsoever, including on account of the failure of the Bidder to apprise itself of any legal or local operational conditions / factors. The Bidder cannot be taken over/bought over by another company, except with the prior written approval and terms and conditions of SAI and subject to the condition that 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. Further, the Lead member cannot be changed except with prior written approval of SAI. Any such change should be brought to the notice of SAI within 30 days of such change. In case of non-compliance, the award/ bid process shall be terminated with immediate effect. SAI may, at any time, immediately terminate the contract by giving written notice to the successful Bidder without any compensation or liability, if the Bidder commits any breach of contract, has misrepresented or becomes bankrupt or otherwise insolvent, and/or SAI is not satisfied with the work of the Bidder provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SAI. However, in the event SAI, wishes to terminate for convenience, it shall serve a notice period of 30 days to the Bidder, without any cost and/or liability.
- 20.10. The bidder must monitor and deploy/assign sufficient skilled manpower as required to complete the deliverables as per timelines mentioned in Scope of Work/ Terms of Reference. However, the manpower as deployed by the Bidder, shall remain in the employment of the Bidder for all purposes and there shall be no employer-

employee relationship between SAI and personal employed by the Bidder. The relationship between SAI and the Bidder shall be on principal basis only.

- 20.11. The bidder has to ensure proper deployment/assignment of resources onsite/offsite during all phases and the deployment plan should be approved by the purchaser in advance.
- 20.12. The bidder shall be responsible for ensuring timely payment to the resources deployed in the project and complying to all laws of the land including statutory liabilities while doing the same.

21. PENALTY

- 21.1. In case the Service Provider fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, SAI reserves the right to impose the penalty/actions as detailed below: -
 - i. 0.5% of payment for work order/agreement per day (for each of the phase) subject to a maximum 10% for the project.
- 21.2. If delay continues beyond, what is stipulated in 21.1 above SAI reserves the right to :
 - i. cancel/terminate the contract forfeiting the Performance Security besides other rights and remedies as may be available to the SAI.
 - ii. debar the Service Provider from participating in such type of tender and his Performance Security may also be forfeited / invoked, if so warranted.
- 21.3. No Penalty will be imposed for delay attributable to SAI or reasons which fall with in the definition of Force Majeure as per [clause 28](#) of this RFP.
- 21.4. The Purchaser will make payment after necessary deductions of penalty.
- 21.5. For delay in service deliverables reasons not pertaining to selected bidder, the Purchaser shall take decision on extension of such timelines and levy of penalty. However, in the event SAI considers extension, the same shall be without any additional compensation/liability on any grounds whatsoever.
- 21.6. For service delays, reasons not pertaining to the selected bidder, the Purchaser may consider extension of the service delivery timelines. The selected bidder shall highlight the delays in writing to the Purchaser.

22. GENERAL TERMS AND CONDITIONS OF CONTRACT

- 22.1. Any default or breach in discharging obligations under this RFP by the selected Bidder 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 bidder to put pressure of any kind, may disqualify the bidder for the present RFP and the bidder may also be liable to be debarred from bidding for SAI /SAI RFPs in future for a period of at least three years.
- 22.2. SAI reserves the right to modify and amend any of the stipulated condition/criterion given in this RFP, depending upon project priorities vis-à-vis urgent commitments.
- 22.3. SAI also reserves the right to accept/reject a bid, to cancel/abort RFP process and/or reject all bids at any time prior to award of work without thereby incurring any liability to the affected agencies on the grounds of such action taken by SAI.

- 22.4. SAI may not award any work to the any bidder at its own discretion without assigning any reason thereof.
- 22.5. Any default by the bidders in respect of RFP terms & conditions will lead to rejection of the bid.
- 22.6. The decision of SAI arrived during the various stages of the evaluation of the bids is final & binding on all bidders. 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.
- 22.7. In case the bidder is found in-breach of any condition(s) of RFP at any stage during the course of project deployment period, the legal action as per rules/laws will be taken.
- 22.8. Any attempt by bidder to bring pressure towards SAI's decision making process, such Bidder shall be disqualified for participation in the present RFP and those Bidders may be liable to be debarred from bidding for SAI tenders in future for a period of three years.
- 22.9. Printed/written conditions mentioned in the RFP bids submitted by Bidder will disqualify them and will not be binding on SAI.
- 22.10. 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. SAI will not be responsible for any misinterpretation or wrong assumption by the Agency, while responding to this RFP.
- 22.11. Only those bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFP document, shall be short-listed for further evaluation.
- 22.12. It is urged through this RFP that misrepresentation 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 10 (ten) years.
- 22.13. Bidders are requested to share information which is true and based some tangible proofs.

23. PATENTS, COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS, SOURCE CODES

- 23.1. Intellectual Property Rights for any software property and documents (including source codes, databases, documents, training manuals, course content etc.) Developed for this project shall lie with the Purchaser in perpetuity for all purposes. The Intellectual Property Rights of all the software code, data, algorithms, documentation, manuals, etc. Generated as a part of implementation of this project shall solely vest with the SAI/Purchaser.
- 23.2. The Bidder shall ensure that there is no infringement of any Intellectual Property Rights (IPR) of third parties. However, if a third party claims that a product delivered by the Bidder/ to Purchaser infringes that party's patent or copyright/IPR's in any form, the Bidder shall keep SAI/Purchaser fully indemnified in this regard and shall defend Purchaser against that claim at the Bidder's/ expense and pay all costs,

damages, and attorney's fees that a court finally awards or that are included in a settlement approved by the Bidder.

- 23.3. The Bidder agrees and acknowledges that all Intellectual Property Rights of work created by the Bidder in pursuance to this RFP/Tender Documents shall stand vested in favour of SAI for all purposes.

24. HANDOVER

- 24.1. The selected bidder shall prepare a handover policy which shall be approved by Purchaser.
- 24.2. The handover shall be done by Purchaser at the end of the contract as per the policy document and other remedial changes required if any at the end of the contract period with the approval of Purchaser.
- 24.3. Handover shall include all material (soft and hard copies), related to this engagement including videos, and any related documents.
- 24.4. Non-compliance may lead to forfeit of due payments and performance security/bank guarantee, and other necessary action as may deem fit to Purchaser.

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 RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP 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 RFP.
- 25.3. The Bidder represents that all the information provided are truthful information without 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 shall have the absolute right to take any action as deemed fit including but not limited to dropping the Bidder from consideration for award of work and / 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 represents that no effort has been used by the Bidder to influence the Bid comparison / evaluation / work award decision by way of overt / covert canvassing. Such an effort shall result in non-consideration / rejection of its Bid.

26. INDEMNIFICATIONS AND LIABILITIES

- 26.1. The bidder shall fully indemnify, hold harmless and 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 of Intellectual Property Rights, which arise out of or relate to:

- i. any breach of any representation or warranty of the bidder contained in the RFP,
 - ii. any breach or violation of any covenant or other obligation or duty of the bidder under this RFP. SAI accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- 26.2. SAI reserves the right to accept or reject any or all proposal (s) or to annul the RFP process in to and reject all proposals at any 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.
- 26.3. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bids including but not limited to preparation, copying, postage, delivery fees, 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 and expenses will remain with the Bidder and SAI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bids, regardless of the conduct or outcome of the Selection Process.
- 26.4. The Successful Bidder shall at all times indemnify and keep indemnified SAI against all claims/third party claims/damages etc. For any infringement of Intellectual Property Rights (IPR) while providing its services under the Project.
- 26.5. The Successful Bidder shall at all times indemnify and keep indemnified SAI against any claims in respect of any damages or compensation payable in consequences of any accident, demise, or injury sustained or suffered by its (the Successful Bidder's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Successful Bidder.
- 26.6. The Successful Bidder shall at all times indemnify and keep indemnified SAI against and any claims by Employees in respect of wages, salaries, remuneration, compensation or the like.
- 26.7. All claims regarding indemnity shall survive the termination or expiry of the Contract.

27. TERMINATION

- 27.1. SAI may terminate the Service Agreement by serving written notice:
- a. Immediately in case the Bidder/Service Provider is in breach or fails to remedy breach in the performance of its obligations hereunder. SAI may provide a within 15 (Fifteen) day notice to cure the defect, however failure to cure the defect within 15 days or any within further period as the SAI may have subsequently approved in writing, shall render the termination of the contract;
 - b. In the event services of the Bidder are not satisfactory or up to the mark;
 - c. If the Bidder/Service Provider becomes insolvent or goes into liquidation or receivership, whether compulsory or voluntary, and which has substantial bearing on providing services under the Service Agreement;
 - d. If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings
 - e. If the Service Provider is determined to have engaged in corrupt or fraudulent practices in competing for or in executing the Service Agreement;

- f. If the Service Provider submits to SAI a false statement which has a material effect on the rights, obligations or interests of SAI;
- g. Any other reason as deemed fit by SAI

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, pandemics quarantine restrictions lockdowns 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. All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof should be settled by bilateral discussions. SAI and the Successful bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with 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, as amended, 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 and a Successful Bidder relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to a sole Arbitrator, who shall be appointed by the Parties by mutual consent, failing which each party shall appoint one Arbitrator each and together the two Arbitrators shall appoint an umpire. 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 in Delhi.

29.4. The Arbitration proceedings will be in English Language.

29.5. Each party shall bear its own cost of preparing and presenting its 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 the High Court at Delhi/ New Delhi.

30. APPLICABLE LAW

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

31. RESERVED RIGHTS

31.1. SAI reserves the right to;

- i. Accept/reject any of the RFP clause in full or part without assigning any reason thereof.
- ii. Revise the requirement at a later stage as and when required.
- iii. Amend, modify, relax or waive/delete any of the conditions/ scope of work stipulated in the RFP wherever deemed necessary, even after award of work.

31.2. SAI reserves the right to;

- i. In the event of any misstatement or misrepresentation being discovered or detected in the information furnished from the documents submitted by the Bidder in response to this RFP 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;
- ii. SAI will not be liable for any costs, damages or losses incurred by any Bidder participating in this RFP, if SAI decides to cancel the RFP process or for any reason whatsoever.
- iii. The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including but not limited to costs 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.
- iv. The submission of a response to this RFP by any Bidder confirms the Bidder's acceptance of all terms and conditions of this RFP including the amended terms and 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 RFP;
 - Examined all information relevant to the risks, contingencies and other circumstances that could affect the RFP; and
 - Satisfy itself as to the correctness and sufficiency of the RFP.
 - Bidders to this RFP or their agents may not make any contact with any party employed by or directly associated with SAI or any of its government partners in relation to this RFP. Any clarifications and all information will be via e-mail only

to contact@fitindia.gov.in. No queries shall be entertained by SAI after scheduled date and time mentioned in Bid schedule of the RFP.

32. CORRUPT OR FRAUDULENT PRACTICES

- 32.1. 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: -
- i. Will 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;
 - ii. Will 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.
- 32.2. 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. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment & suppression of material facts shall be initiated.”

33. CONFIDENTIALITY

- 33.1. The Bidder agrees and acknowledges that this RFP is confidential and the Bidder, by downloading the RFP document, agrees and undertakes that nothing contained in this RFP shall be disclosed in any manner whatsoever, except to the financial and legal advisors of such Bidder. The undue use by any Bidder of confidential information related to the Bid process may, at the sole discretion of SAI, result in the rejection of its Bid. The Bidder shall further ensure that such financial and legal advisors or any other employees, representatives of the Bidder maintain confidentiality of the RFP, and any information disclosed to them in relation thereto.
- 33.2. The Bidder is not authorized to waive or release any privileged information obtained from or on behalf of SAI. The Bidder is required to maintain the confidentiality of all privileged information. This requirement is perpetual i.e., it will continue even after the termination of the relationship between the Bidder and 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 agrees to return promptly 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.
- 33.3. 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.

ANNEXURE 'I' | TERMS OF REFERENCE (TOR)

1. General

- 1.1.** The Fit India Movement was launched by the Hon'ble Prime Minister in August 2019 with a vision of encouraging every Indian citizen to adopt a physically active lifestyle. Ministry of Youth Affairs and Sports (MYAS) is the nodal ministry for implementing the Fit India Movement in coordination with other stakeholders. The aim of Fit India Movement is to encourage the citizens to include physical activity in their daily lives and to showcase the ease of simplicity of doing activities which can make them fit. In a bid to increase awareness about the importance of physical fitness in our daily lives, the Fit India Mission has conceptualised and conducted multiple events and campaigns. Fit India Movement has been able to mark its presence in more than 4 lakhs schools across the country through Annual Fit India School Week Celebrations and Fit India School certifications.
- 1.2.** Fit India Mission under the aegis of Sports Authority of India, Ministry of Youth Affairs and Sports is the chief benefactor of the Fit India Quiz.

2. Fit India Quiz

- 2.1.** India has a vibrant knowledge-driven culture and the general mass is receptive towards knowledge sharing across various mediums. Hence, the idea of conducting a quiz to spread awareness about sports & fitness and building Fit India brand as an effective medium to involve school children. Further, quiz shows have had great success amongst Indian masses in the past which makes it a tried and tested medium, provided it can be presented in an engaging and interactive format which resonates well with the audience.
- 2.2.** To further propagating the message of Fit India movement among the school children and strengthen its presence in schools, a Fit India Quiz has been envisioned to involve school children across the country. Fit India Quiz, while providing a national platform to students to showcase their knowledge about fitness and sports, also endeavours to create awareness among students about India's rich sporting history, including centuries-old indigenous sports, our sporting heroes of the past and how traditional Indian lifestyle activities hold the key to a Fit Life for all.

3. Quiz Structure:

- 3.1.** The Fit India Quiz is primed to be the first-of-its-kind nation-wide quiz on fitness and sports for school children. The quiz will have representations from every State/UT in the country and will be a mix of online and broadcast rounds. The quiz format has been designed in an inclusive manner wherein school students from across the country will get an opportunity to test their fitness and sports knowledge against their peers. The quiz will be open for students from all age groups, but the questions shall be framed in a way that can be easily answered by students of class 8 and above.
- 3.2.** Following table provides the summary of phases/rounds involved in the Fit India Quiz:

Phases/Rounds	Description
REGISTRATION AND SCHOOL ROUND	<ul style="list-style-type: none"> Registration will be open to all schools across India. Schools will be required to register minimum 2 students for the quiz on Fit India website (https://www.fitindia.gov.in). Schools can register more than 2 students. There is no upper limit for number of students to be registered for Fit India Quiz from a single school. The school to hold the first round of selection of students internally and register the selected students for the Preliminary round.
PRELIMINARY ROUND(NTA ROUND)	<ul style="list-style-type: none"> Registered students will compete individually on an online platform hosted by NTA (National Testing Agency). The quiz questions shall be framed in a way that can be easily answered by students of class 8 and above. Provision will be made to have quiz questions in 13 languages. However, in case of any discrepancies or invalidation, questions in English / Hindi language will prevail The NTA round will be taken by individual student using their own devices through an android app using a compatible mobile/tablet etc. <p>Evaluation and Results of NTA round</p> <ul style="list-style-type: none"> The students will be evaluated based on the scores achieved in the NTA round. Top ranked 8-32 schools from each State/UT will qualify for the next round
STATE ROUND	<ul style="list-style-type: none"> To be conducted by each State/UTs Sports department with the support from FIT India Mission amongst qualified schools State Round will see 8-32 teams from qualified schools participating on a customized digital platform. Format: Depending on the number of teams qualified (8-32 teams), 3-11 rounds will be held to determine the State/UT champion. These rounds will be anchored by a team of professional quiz masters and will be webcast on social media. Total of 36 school teams i.e., one team per State/ UT will move to the National Round.
NATIONAL ROUND	National Round shall consist of Quarterfinals, Semi-finals and Final Rounds-telecast on Star Sports and national television &Webcast on social media channels of Sports Authority of India, Ministry of Youth Affairs and Sports, Star Sports and Fit India.

3.3. The bidder's role shall be only for State Round. Other stages i.e. Registration and School Round, Preliminary Round(NTA Round) and National Round are not included in the scope of services from the bidder.

3.4. The State Round of the quiz will have innovative concepts such as phone a teacher of a school or a parent etc to make it fun, interactive and engaging for the audience. The quiz will also have multi-formats featuring buzzer rounds, audio/video recognition round, topical rounds etc. The Quiz will have questions on multiple themes such as:

- History of Indian Sports, Traditional Sports/Games, Yoga, Personalities etc
- Fitness with special emphasis on Indian traditional fitness methods etc
- Khelo India /Olympics/Commonwealth Games/Asian Games etc.

4. SCOPE OF SERVICES

S. No.	Particulars	SCOPE OF WORK FOR THE BIDDER
1.	State Round	<ul style="list-style-type: none"> • The state sports department in coordination with the Fit India Mission shall be responsible for supervising the conduct of state rounds in their respective state • Bidder will be responsible for end to end operations of this round in support and coordination with the state sports departments. Develop Process SoPs, comprehensive guidelines and rules and regulations for the state rounds • Shortlisted 8-32 schools from each State/UT after NTA round will participate in this round. The list of teams shall be shared to the Bidder by Fit India Mission • Coordination with all the shortlisted teams/schools from the preliminary (NTA) round • Developing a customized Online platform to conduct the State Round. The vendor to use existing available platforms such as zoom/google hangouts etc. or any other technically suitable platform etc and customize it accordingly to meet the required features. • The online platform should have/ should be customised with the following mandatory features to conduct State Rounds: <ul style="list-style-type: none"> ○ Video capability where the participants and participate and interact with the quiz master ○ User Sign-on for schools for participation ○ Interactive video, audio and other multimedia capability ○ Minimum features to include widgets such as timer, score cards etc. to enhance the user experience in quiz ○ Ability to incorporate interactive rounds such as buzzer round, rapid fire etc. ○ Ability to have subtitle text for participants in regional language • Quiz conducted for each State/UT (8-32 teams per State/UT) • Format: 3-11 rounds (depending on the teams qualified per state) to determine the State/UT champion • Feed may be provided to DD and any other digital platform as decided by SAI • The estimated number of total rounds will be depended on the number of teams selected from each state for the state round. The estimated number of quiz episodes to be 180 and the actual number of episodes will be dependent on the participating teams from each state/UT • All Content/ rounds to be uploaded online

		<ul style="list-style-type: none"> • Each round in this phase is expected to have emphasis on local sports and fitness, mix of local language/flavor to be incorporated. The bidder to engage local/regional specific fitness celebrities during the rounds. These celebrities will be mainly the Fit India Ambassadors/Champions identified by Fit India Mission and will be provided by Fit India to the bidder. The bidder would not need to incur any financial cost for engaging the Fit India Ambassadors/Champions. • Bidder will have to submit CVs/Profiles of Quiz masters along with the bid. Minimum 02 quiz masters should be proposed for each state (01 with local language proficiency). SAI reserves the right to audition/select the final quiz master for each state. • Bidder should also ensure appropriate mapping of quiz masters with states/UTs, considering the execution of State Rounds within the timeline of 30 days, i.e completing the rounds for 36 states and UTs • Bidder will be responsible to creatively utilize the provided Question Bank for the State Round. However, the final version of questions and sequence of such questions should be vetted by SAI. • Bidder to provide a repository of approx. 500 multimedia questions (animation, video, based) of 10 seconds each which can be utilized for the quiz rounds. The questions from the repository can only be used after verification and vetting by SAI <ul style="list-style-type: none"> ○ The bidder to design a template with a space dedicated to the animation/video snippet and question text. The question duration is to be of 10 seconds. approx. 500 such questions to be made • The quiz rounds to have innovative concepts such as phone a teacher of a school or a parent etc to make it fun, interactive and engaging. The bidder can also propose additional concepts as an innovative add on to the • The quiz format to have mix of multimedia questions and rest text based MCQs for each round • Quiz to have Questions from multiple themes <ol style="list-style-type: none"> 1. History of Indian Sports, Traditional Sports/Games, Yoga, Personalities etc. 2. Fitness with special emphasis on Indian traditional fitness methods 3. Khelo India /Olympics/CWG/Asian Games etc. • Top team from each State/UT will be shortlisted for next round • Total of 36 i.e. one team per state/ UT schools will move to the next round
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		<ul style="list-style-type: none"> • Coordination and onboarding of the participating teams for the State Rounds. Apprising the teams with the rules and regulations, providing them links and login credentials for web portal, communicating date and time for the rounds and conducting the State Rounds • Bidder to make groups of teams by selecting them randomly and conduct the State Rounds to select one champion team from each state • Quiz will be in administered mode by Quiz Master. When Quiz Master shows a question, the Question and Options will change on Participating School Screens automatically (one question at a time, much like Televised Quizzes) • Leader board / Results on the Portal • Editing/Show Packaging of State Rounds for webcast and online upload • Agency to assist for operational requirements pertaining to quiz marketing/promotions • Backup plan for conducting the quiz operations in case of any unforeseen event for e.g. server or network issue etc • Data repository/Management for the State Round for a period of 01 year or till completion of handover of all data to SAI whichever is earlier. • Data hosting, security, hyperlinking and privacy must adhere to the Guidelines for Indian Government Websites (https://web.guidelines.gov.in/assets/gigw-manual.pdf) and MyGov Website policies (https://www.mygov.in/simple-page/website-policies/). • Ensuring a glitch free and timely executed online platform • Desired features/offers of online platform for making it interesting of participants and viewers alike. • Complete Handover of data to FIT INDIA Mission and content to STAR to conduct broadcast round comprising of final 36 teams • Bidder to prepare an e-book in the form of coffee table book on the state rounds. The content of the book and design shall be proposed by the bidder and will be approved by SAI • Bidder to prepare 60 to 120 seconds promotional AV for the State rounds which shall be used to digitally promote the state rounds
2.	Production	<ul style="list-style-type: none"> • Designing of the virtual background for State Rounds to be displayed in each round • Editing/Show Packaging of State Round • Producing the entire event keeping in mind that it will be a virtual event and amplified on digital platforms • This will also include providing clips and features during/post the conduct of all rounds • Providing recorded, edited versions with Voice Overs/ supers as necessary

		<ul style="list-style-type: none"> • Use of latest technology to enhance the viewer experience • Promos, social media posts and creatives/ collaterals and if required in multiple languages. • Raw footages of top contestants (who have qualified for national round) to be captured prior to the commencement of for the creation of back stories. The back stories will comprise of <ol style="list-style-type: none"> 1. Social background 2. Family background 3. Dreams, Aspiration & Ambition 4. How did they get interested in Quizzing? 5. What does this quiz mean to them? 6. Snippets/background of the school they are representing. <p>The stories must comprise of interviews with the participants, their parents, teachers, friends/relatives to get a comprehensive understanding of the above-mentioned heads. The primary language of communication will be Hindi. In case, the participant or any other interviewee doesn't speak Hindi, the interviews must be accompanied with a translation. (Full verbatim transcript as a supporting document and subtitles must be superimposed on the bytes being used in the final story)</p> <p>Note: Successful bidder need to provide raw footages and mixed video for the back story. The final duration of the story should not exceed 240 seconds. 2 versions must be submitted. One must be a final version with mixed audio, while the other should be a clean unmixed version.</p> <ul style="list-style-type: none"> • Specifications & Requirements (for the raw footages) <ol style="list-style-type: none"> 1. Full HD – 1920 x 1080 2. Audio Level – 12db 3. File Format – MXF/MOV 4. All Graphics & Interviews Frames must be SD safe (4:3 safe) • An AV package showcasing the road to the quarterfinals (of the teams qualifying for the national rounds) to be produced • The AV can be maintained at a generic level rather than team specific. It is imperative to show the following in the AV: <ul style="list-style-type: none"> • The scale of the event basis the number of participants/states/districts etc. covered • The rigor of the selection criteria – which can showcase the multi-stage process to choose the best 36 teams in the country • The AV should be voiceover driven and must encapsulate all interesting points.
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NOTE: -The Event and the subsequent amplifications activities is expected to be viewed by a large number of people through electronic/digital media. Therefore, the event should be impactful, engaging, entertaining and inspiring and should be planned as a world class online event. The above activities are only indicative in nature and the

bidder will need to be flexible to include appropriate changes and suggestions from Fit India.

5. Constitution of the Team/ Minimum Proposed Manpower Deployment

5.1. An illustrative minimum team requirement/deployment for the various requirements is as below:

A	Key Resources to be deployed in the Project Team
1	01 Project Lead with minimum 7 years of experience in project Management
2	01 Creative Director with minimum 7 years of experience in content creation
3	01 Production Manager with minimum 7 years of relevant experience
4	01 Technology Lead with minimum 7 years of experience in IT Sector.
B	Execution and Coordination Team
1	A team for coordinating with the States / UTs / education boards- A team of minimum five members each with a minimum experience of 03 years to be entrusted with the coordination. Adequate manpower to be deployed for production and implementation as per the requirement/assessment. The team may have to travel to 4-6 location (state/UT HQ) depending on the need in order to ensure effective coordination and implementation.
C	Content Research and creative development
1	Content research and creative development to curate multimedia questions from the given question banks for the quiz rounds. The team would also be responsible to create innovative ways for question presentation to make the quiz interactive and engaging. A team of 2-3 members with minimum experience of 03 years in content development and creatives to be deployed
D	QUIZ MASTERS
1	Team of qualified and experienced quiz masters to conduct State Rounds. Additionally, the quiz master should have experience of conducting at least one quiz at state level in any subject area Bidder will have to submit CVs/Profiles of Quiz masters along with the bid. Minimum 02 quiz masters should be proposed for each state (01 with local language proficiency). SAI reserves the right to audition/select the final quiz master for each state. Bidder should also ensure appropriate mapping of quiz masters with states/UTs, considering the execution of State Rounds within the timeline of 30 days

The above resources are envisaged as a minimum project team required by the bidder to execute the work. These resources are to be deployed in the project by the bidder and the bidder should ensure availability of the required resources at all meetings organised by SAI (on site deployment is not required). However, the bidder should ensure onsite /offline availability of each resource for any coordination or execution of critical work as per directions of SAI. The service provider should deploy any additional manpower as required to complete the project within timelines.

The Service provider and the resources deployed by the bidder will be completely responsible for the confidentiality of the question bank provided to them by SAI. Any misuse of the same or leakage of questions in public domain will lead to strict action including forfeiture of Performance Security deposited by the service provider, blacklisting of the service provider and / or legal /administrative action as deemed fit by SAI.

ANNEXURE 'II' | DOCUMENTS TO BE SUBMITTED

The following documents are to be submitted with the RFP in accordance to the format provided in annexure IV

Sl. No.	Criteria	Document to be submitted online
1	Bid Submission Form	Scanned copy of Signed and Stamped Bid Submission Form as per
2.	Pre-Qualification Documents	As Mentioned in Clause 1 of Annexure III.
a	Legal Entity	1. Copy of Certificate of Incorporation, Partnership Deed etc 2. Copy of Registration Certificates with the GST & IT(PAN) Authorities. 3. Agreement copy between members with complete details of members of consortium, lead member/partner, and mentioning their technical roles and responsibility in case of JV/ Consortium
b	Turnover	Certificate by their Statutory Auditor/ Chartered Accountant stating turnover in required financial years as per Annexure VI.
c	Relevant Experience	In the format provided in annexure IV along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying the claim required for each project
d	Fit and Proper Person	Self-certificate and/or Letter of Undertaking to this effect on Bidder's letter head signed by Bidder' authorized signatory, as per conditions mentioned in Annexure III.
3.	Technical Evaluation Documents	
a	Years of Existence:	Copy of Certificate of Incorporation, Partnership Deed etc.
b	Average Annual Turnover in Last 03 Financial Years	Certificate by their Statutory Auditor/ Chartered Accountant stating turnover in required financial years as per Annexure VI.
c	Event Management Experience in Government Sector	In the format provided in annexure IV along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying the claim required for each project
d	Relevant Experience	In the format provided in annexure IV along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying the claim required for each project
e	Suitability of offered platform	Brochure/ Literature of offered platform with detailed definition of features as required; These should be validated with a demo/conceptual presentation during technical presentation
f	Deployment/Identification of Quiz Masters for the State Round	Deployment Plan of Quiz masters of minimum qualification along with appropriate mapping of quiz masters with states/UTs, considering the execution of State Rounds within the timeline of 30 days

Sl. No.	Criteria	Document to be submitted online
g	Quality of Manpower for the Project	<ul style="list-style-type: none"> CVs as per format included in annexure IV The Bid documents should include the complete man-month deployment of all key resources required for execution provided in clause 5.1 A and 5.1 B of Annexure I
h	Technical Presentation	Detailed Presentation with approach & methodology.
4.	Financial Bid	As per Required Format only in the Price Bid Section.(Annexure XI)
5	Authorized Signatory	Scanned copy of Power of Attorney in favour of Authorised signatory of Bidding Documents. OR Signed and scanned copy of Board resolution in favour of Authorized signatory of the bidder. (Sample Attached at Annexure V)
6.	Declaration regarding Acceptance of all terms and Conditions of the RFP and its subsequent amendments	A declaration confirming Acceptance of all terms and Conditions of the RFP and its subsequent amendments without any deviation.

Note:

Wherever applicable, the above documents shall be used for evaluation purpose as well. 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. SAI reserves its right to demand for original documents as and when required. Nonproduction of original documents shall be considered as a material deviation and may render the cancellation of bid followed by consequences such as forfeiture for Performance security at the discretion of SAI.

ANNEXURE 'III' | ELIGIBILITY & EVALUATION CRITERIA

1. ELIGIBILITY CRITERIA

S. No.	Parameter	Criteria
1	Legal Entity	<p>1. Bidder should be a registered legal entity recognised under the legal statute of the country including any Company, Partnership firms/LLP.</p> <p>2. Registered with the Income Tax (PAN) and GST (GSTN) Authorities in India with active status</p> <p>3. The Organization should be a registered legal entity recognised under the legal statute of the country as on the date of submission of the bid (In case of JV/Consortium, all the partners should provide the certificate in compliance to the condition given above)</p>
2	Turnover	<p>The bidder should have an average annual turnover of at least INR 50 lakhs over last three financial years ending FY 2019-20 In case of a consortium/JV, the lead partner should be meeting atleast 50% of the average turnover criteria and each JV partner should meet at least 25% of the turnover criteria</p> <p>The bidder to provide the CA certificate in the format provided in Annexure VI</p>
3.1	Minimum Required Experience	The bidder should have prior experience in executing at least 02 Event/ Content management (online/offline) projects with a minimum work order value of 25 Lakhs each last 05 Financial years ending March '2021.
3.2	Minimum Required Experience	The bidder should have prior experience in executing at least 01 online Event/ Content management projects with a minimum work order value of 5 Lakhs in the last 05 Financial years ending March '2021.
4	Fit and Proper Person	Bidder should be Fit and Proper person as per the criteria defined in this RFP document
5	Consortium/JV is allowed	Agreement copy between members with complete details of members of consortium, lead member/partner, and mentioning their technical roles and responsibility. (Please refer conditions below) Additionally, bidder shall produce original copy of the agreement whenever demanded by the Purchaser.

Conditions for 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:

- a. Financial integrity of the Bidder;
- b. Ability of the Bidder to undertake all obligations set out under this RFP;
- c. Absence of convictions or civil liabilities against the Bidder;
- d. Absence of any previous debarment of the Bidder, in accordance with the General Financial Rules, 2017, provided such debarment is still existing;
- e. Absence of any disqualification as specified below:
 - o 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 or 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, 2016 (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, partners, executives or key managerial personnel 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;
 - The Bidder should not have been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal.

Conditions for Consortium / Joint Ventures (JV)

- a. Joint Venture/Consortium: Maximum of three companies/contractors may participate in the bidding as Joint Venture/consortium
- b. Joint Ventures/Consortium must comply the following requirements:
 - The qualifying criteria parameters as set out in this RFP shall be satisfied collectively by members.
 - The formation of Joint Venture/Consortium or change in the Joint Venture character/partners after submission of the bid and any change in the bidding regarding Joint Venture/Consortium will not be permitted
 - Joint Venture/Consortium Agreement should legally bind all partners/members jointly and severally.
 - The pre-qualification of a joint venture/Consortium does not necessarily pre-qualify any of its partners/members individually or as a partner in any other joint venture or association. In case of dissolution of a joint venture// , each one of the constituent firms may pre-qualify if they meet all the pre-qualification requirements, subject to written approval of the employer.
 - The JV Agreement/Consortium must include the relationship between joint venture partners/Consortium members in the form of JV Agreement/Consortium Agreement to legally bind all partners/members jointly and severally for the proposed agreement which should set out the principles for the constitution, operation, responsibilities regarding work and financial arrangements, participation (percentage share in the total) and liabilities (joint and several) in respect of each and all of the firms in the joint venture/Consortium. Such JV Agreement/Consortium must evidence the commitment of the parties to bid for the facilities applied for (if pre-qualified) and to execute the contract for the facilities if their bid is successful. The Bidder must attach copy of Agreement.
 - One of the partners/consortium members responsible for performing a key component of the contract shall be designated as Lead Partner. This

authorization shall be evidenced by a Power of Attorney/Board Resolution signed by legally authorized signatories of both the partners.

- The JV/Consortium Agreement must provide that the Lead Partner shall be authorized to incur liabilities and receive instructions for and on behalf of any and both partners of the Joint Venture/members of consortium and the entire execution of the contract shall be done with active participation of the Lead Partner.
- The contract agreement should be signed jointly by each Joint Venture Partners/consortium members .
- An entity can be a partner/member in only one Joint Venture/Consortium. Bid submitted by Joint Ventures/Consortium including the same entity as partner/consortium will be rejected.
- The JV agreement/Consortium has to specify the share of each individual partner/member for the purpose of execution of this contract. This is required only for the sole purpose of apportioning the value of the contract to that extent to individual partner/Member for subsequent submission in other bids if he intends to do so for the purpose of the qualification in that tender.
- In the case of JV/consortium Payments will be made to lead partner.

2. EVALUATION CRITERIA

The technical Bid of each eligible Bidder shall be evaluated in accordance with the following methodology:

S. No.	Component	Description	Maximum Marks	Sub Marks
1	Years of Existence:	Overall existence in terms of no. of years since incorporation of the firm.	10 (Maximum)	
		More than 3 but less than or equal to 5 years – 3 Marks		
		More than 5 but less than or equal to 10 years – 5 Marks		
		More than 10 years– 10 Marks		
2	Average Annual Turnover in Last 03 Financial Years	An Average Annual Turnover in the last 3 audited Financial Years ending March-2020 (In case of consortium/JV, marks will be provided based on cumulative turnover of the lead and partner organizations):	10 (Maximum)	
		50 lakhs and above - but less than or equal to 01 Cr. – 3 Marks		
		1 Cr. and above - but less than or equal to 1.5 Cr. – 5 Marks		
		1.5 Cr. and above – 10 Marks		
3	Event/Content Management Experience	Experience of conducting/executing online events with participation from general public, school/college students etc. (Online or TV). (The value of each project to be more than INR 5 Lakhs) for any organization in last 10 years up to FY 2020-21 (The bidder can submit the details of maximum ten projects to be evaluated under this criteria)	15 (Maximum)	

S. No.	Component	Description	Maximum Marks	Sub Marks
		<ul style="list-style-type: none"> Experience of Conducting Events for private organizations/ clients – 1.5 mark per event. Experience of Conducting Events for central or state ministries/ government/ PSEs/ Government undertaking organizations -2.5 marks per event. 		
4	Relevant Experience	Experience of executing/conducting online/virtual/ offline/TV quiz during last 10 years up to FY 2020-21:(The bidder can submit the details of maximum ten projects to be evaluated under this criteria) Note: One event will be considered for evaluation only under one of the below categories. The bidder to categorically mention the scoring clause against which the credential submitted as per Annexure VII.	15 (Maximum)	
		Quiz Competition with a minimum participation 200 teams/individuals - 1.5 mark per project.		
		A quiz Competition with <ul style="list-style-type: none"> minimum participation 500 teams/individuals OR participants from a minimum of 02 states with a participation of at least 50 teams/individuals (2.5 marks per project.)		
		A quiz Competition with <ul style="list-style-type: none"> minimum participation 1000 teams/individuals OR participants from a minimum of 3-5 states with a participation of at least 50 teams/individuals (5 marks per project.)		
		A quiz Competition with <ul style="list-style-type: none"> minimum participation 1500 teams/individuals OR participants from more than 05 states with a participation of at least 50 teams/individuals (7.5 marks per project.)		
5	Suitability of offered platform	The features available with proposed online platform/portal:	15 (Maximum)	
		Availability of Timer, buzzer features in the platform which can monitor the time allotted to each participant and question and set fixed time to finish each question		5
		Ability to Support Images and Videos and other multimedia in Questions and Availability of real		5

S. No.	Component	Description	Maximum Marks	Sub Marks
		time Score Board and Leader board visible to all participants		
		Availability to incorporate creative and engaging elements such as phone your teacher/friend, flip a question, and other creative widgets that can be utilized by the quiz master to conduct the quiz in a creative and interactive manner		5
		<p>Note: <i>Bidder to provide Brochure/ Literature of offered platform with detailed definition of each of the above features with clear showcase of the available features as required. The bidder has to provide a Live demo/ conceptual presentation of the platform to demonstrate its features. The presentation can be made in the form of a ppt, video or any other suitable mechanism. The bidder would also need to ensure meeting the minimum feature requirements and can suggest additional add-on features to complement the State Rounds. The features shall be validated along with the technical presentation given by the bidder at the time of evaluation</i></p>		
7	Quality of Manpower for the Project	Experience of Key Resources to be deployed in the Project Team	15(Maximum)	
		Project Lead with minimum 7 years of experience in project Management (1 mark for meeting the criteria for minimum years of experience, 0.5 marks for each year of additional experience up to 10 years of total experience.)		2.5
		Creative Director with minimum 7 years of experience in content creation (1 mark for meeting the criteria for minimum years of experience, 0.5 marks for each year of additional experience up to 10 years of total experience.)		2.5
		Production Manager with minimum 7 years of relevant experience (1 mark for meeting the criteria for minimum years of experience, 0.5 marks for each year of additional experience up to 10 years of total experience.)		2.5
		Technology Lead with minimum 7 years of experience in IT Sector. (1 mark for meeting the criteria for minimum years of experience, 0.5 marks for each year of additional experience up to 10 years of total experience.)		2.5
		Bidder to provide CVs and profile of at least 4 Quiz Masters with their show reels (video sample of quiz conducted) as demo. Demo to be provided in the form of video of Quiz Master		5
8	Technical Presentation	Marks based on the technical presentation given by the bidder	20 (Maximum)	

S. No.	Component	Description	Maximum Marks	Sub Marks
	(Approach & Methodology)	Understanding of Scope of services and conceptual planning of conducting the State Rounds (Work Plan along with appropriate mapping of quiz masters with states/UTs, considering the execution of State Rounds within the timeline of 30 days)		6
		Proposed Structure and Scoring Mechanism of Quiz with conceptual presentation of State Round platform		6
		Communication Plan and engagement with schools / students for ensuring complete participation from the selected teams		4
		Layout plan and design elements for the Fit India Quiz State State Rounds		4

Note:

- Documentation required against each criterion is detailed in [Annexure II](#), Clause 4.
- At the time of technical presentation, the bidder will have to substantiate the features of their offered platform through a live demo/conceptual presentation. It will be in addition to the approach and methodology presentation made by the bidder.

ANNEXURE 'IV': FORMAT OF TECHNICAL PROPOSAL

The bidder to submit the technical proposal in the format as provided below. It is request that the bidder to provide the information to the extent possible under each parameter asked in the technical proposal.

1. Form 1 – Bid Submission Form:
(In case of consortium/JV, the lead partner to provide the letter)

To,

**Mission Director (FIT INDIA)
Sports Authority of India,
Ramp 5, North Block
JLN Stadium Complex, Entry Gate No 10,
Lodhi Road, New Delhi - 110003**

Sub: Selection of Service Provider for conducting online Fit India quiz

Dear Sir,

1. With reference to the RFP dated _____ for the above captioned project, and clarification issued by SAI, New Delhi thereof, I/We _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for Engagement with SAI(Sports Authority of India) as service provider for conducting online Fit India quiz as per terms mentioned in this RFP.
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 this RFP and for associating with SAI for the aforesaid Project.
4. I/We shall make available to SAI, any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the SAI, 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/We agree to keep our Bid valid for acceptance for 60 (Sixty) 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. I/ We, acknowledge and agree that SAI shall be entitled to forfeit the EMD or performance security without out protest and demur in case of any breach of terms and conditions of RPF/Agreement by us.
7. I/We 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/we certify that we fulfil the "Fit and Proper Person" criteria as mentioned in this RFP document and declare that we have no conflict of interest of any known kind for participating and completing the contractual obligations of this RFP
9. I/we understand that SAI may cancel the Selection Process at any time and that SAI neither bound to accept any Proposal that SAI may receive nor to select the Bidder

without incurring any liability to the Bidders.

10. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney/Board Resolution is enclosed)
11. 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/We have examined and have no reservations to the RFP Documents, including any Addendum issued by SAI;
- b. I/We 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/We 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 and declare to ensure Code of Integrity in Public Procurement (CIPP) at all stages of this procurement.
- 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. A person is 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 not legally related to the other Sister (including stepsister)

Yours faithfully,

(Signature, name and designation of the authorized signatory)
(Name and seal of the Bidder)

2. Form 2- Details of the bidder
(In case of consortium/JV, each partner's details to be provided in separate table)

Name of the bidder	
Address of registered office	
Number of employees on direct payroll of the organization	
Name of the representative	
Email of the representative	
Phone Number of the representative	
Designation of the representative	
Key certifications obtained by the organization (to be supported by a copy of the certifications received)	

3. Form 3- Response to Eligibility Criteria
(In case of consortium/JV, each partner's details to be provided in separate table)

Name of the bidder organization:			
A.	Bidder should be a registered legal entity recognised under the legal statute of the country including any Company, Partnership firms/LLP.	(Response from the bidder)	(Reference page no.)
B.	Registered with the Income Tax (PAN) and GST (GSTN) Authorities in India with active status	(Response from the bidder)	(Reference page no.)
C.	The bidder should have an average annual turnover of at least INR 50 lakhs over last three financial years ending FY 2019-20 In case of a consortium/JV, the lead partner should be meeting atleast 50% of the average turnover criteria and the each JV partner should meet at least 25% of the turnover criteria	(Response from the bidder, to be provided accordingly in case of consortium/JV)	(Reference page no.) To be submitted in the format given in Annexure VI
D.	Minimum Required Experience- 1 : The bidder should have prior experience in executing at least 02 Event/ Content	(Response from the bidder)	(Reference page no.)

	management (online/offline) projects with a minimum work order value of 25 Lakhs each last 05 Financial years ending March '2021		To be submitted separately in the format given in 4-c of this annexure
E.	Minimum Required Experience-2 : The bidder should have prior experience in executing at least 02 Event/ Content management (online/offline) projects with a minimum work order value of 25 Lakhs each last 05 Financial years ending March '2021	(Response from the bidder)	(Reference page no.) To be submitted separately in the format given in 4-c of this annexure
F.	Minimum Required Experience-3: The bidder should have prior experience in executing at least 01 online Event/ Content management projects with a minimum work order value of 5 Lakhs in the last 05 Financial years ending March '2021.	(Response from the bidder)	(Reference page no.) To be submitted separately in the format given in 4-c of this annexure
G.	Fit and Proper Person	Self Certification	(Reference page no.)

4. Form 4: Response to Evaluation Criteria
(In case of consortium/JV, each partner's details to be provided in separate table)

a. Year of Existence (marks to be awarded to the lead partner only):

Overall existence in terms of no. of years since incorporation of the firm (Lead Partner in case of consortium/JV)	Number of Years	(reference page number of supporting proof)
Overall existence in terms of no. of years since incorporation of the firm (Partner 1- in case of consortium/JV)	Number of Years	(reference page number of supporting proof)
Overall existence in terms of no. of years since incorporation of the firm (Partner 2- in case of consortium/JV)	Number of Years	(reference page number of supporting proof)

b. **Average Annual Turnover in Last 03 Financial Years (To be submitted in the format given in Annexure VI)**

An Average Annual Turnover in the last 3 audited Financial Years ending March-2020	Turnover in the last 3 audited Financial Years ending March-2020	(reference page number of supporting proof)
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(Lead Partner in case of consortium/JV)		
An Average Annual Turnover in the last 3 audited Financial Years ending March-2020 (Partner 1- in case of consortium/JV)	Turnover in the last 3 audited Financial Years ending March-2020	(reference page number of supporting proof)
An Average Annual Turnover in the last 3 audited Financial Years ending March-2020 (Partner 2- in case of consortium/JV)	Turnover in the last 3 audited Financial Years ending March-2020	(reference page number of supporting proof)
Cumulative Average Annual Turnover in the last 3 audited Financial Years ending March-2020		

c. Event Management Experience

The following information should be provided in the format below for each Eligible Project for which Bidder was legally contracted by the respective Purchaser/Client of the Bidder :

Experience of conducting/executing online events with participation from general public, school/college students etc. (Online or TV). (The value of each project to be more than INR 5 Lakhs) for any organization in last 10 years up to FY 2020-21		
I.	Evaluation Project Number	
II.	Name of the organization (here name of bidder organization to be included, in case of consortium, name of lead partner or JV partner)	
III.	Assignment Name	
IV.	Type of Project	
V.	Name of Purchaser	
VI.	Type of Purchaser/client	Government entity or Private Client
VII.	Name, Contact No. & email of the Purchaser Representative:	
VIII.	Date of signing of contract/issue of work order or Purchase order	
IX.	Location of Project	
X.	Contract Value (as mentioned in the contract/work order)	
XI.	Narrative Description of the Scope of work of the assignment	
XII.	Key Activities undertaken by the bidder	
XIII.	Status of the assignment	Completed/Ongoing
XIV.	Supporting Documents	<ul style="list-style-type: none"> • Copy of Contract/Work Order/Purchase Order • Proof of completion of project- Completion Certificate from client or invoice raised and proof of payment from the client
XV.	Reference page in the document	Page Number

Please provide proof of eligible projects undertaken with a copy of Successful Completion Certificate attached from the Purchaser. 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.

d. Relevant Experience

Experience of executing/conducting online/virtual/ offline/TV quiz during last 10 years up to FY 2020-21:(The bidder can submit the details of maximum ten projects to be evaluated under this criteria)

Note: One event will be considered for evaluation only under one of the below categories.

Experience of executing/conducting online/virtual/ offline/TV quiz during last 10 years up to FY 2020-21		
I.	Evaluation Project Number	
II.	Name of the organization (here name of bidder organization to be included, in case of consortium, name of lead partner or JV partner)	
III.	Assignment Name	
IV.	Type of Project	
V.	Name of Purchaser	
VI.	Type of Purchaser/client	Government entity or Private Client
VII.	Name, Contact No. & email of the Purchaser Representative:	
VIII.	Date of signing of contract/issue of work order or Purchase order	
IX.	Location of Project	
X.	Contract Value (as mentioned in the contract/work order)	
XI.	Narrative Description of the Scope of work of the assignment	
XII.	Key Activities undertaken by the bidder	
XIII.	Number and Name of states from where the participation happened (to be supported by relevant proof)	
XIV.	Number of participants (to be supported by relevant proof)	
XV.	Status of the assignment	Completed/Ongoing
XVI.	Supporting Documents	<ul style="list-style-type: none"> • Copy of Contract/Work Order/Purchase Order • Proof of completion of project-Completion Certificate from client or invoice raised and proof of payment from the client
XVII.	Reference page in the document	Page Number

Please provide proof of eligible projects undertaken with a copy of Successful Completion Certificate attached from the Purchaser. 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.

e. Technical Platform Offered for conduct of Quiz Rounds

Bidder to provide Brochure/ Literature of offered platform with detailed definition of each of the above features with clear showcase of the available features as required. The bidder has to provide a Live demo/ conceptual presentation of the platform to demonstrate its features. The presentation can be made in the form of a ppt, video or any other suitable mechanism. The bidder would also need to ensure meeting the minimum feature requirements and can suggest additional add-on features to complement the State Rounds. The features shall be validated along with the technical presentation given by the bidder at the time of evaluation

The offered platform should have the following:

- *Availability of Timer, buzzer features in the platform which can monitor the time allotted to each participant and question and set fixed time to finish each question*
- *Ability to Support Images and Videos and other multimedia in Questions and Availability of real time Score Board and Leader board visible to all participants*
- *Availability to incorporate creative and engaging elements such as phone your teacher/friend, flip a question, and other creative widgets that can be utilized by the quiz master to conduct the quiz in a creative and interactive manner*

f. Quality of Manpower for the Project

The bidder to provide the detailed CV of the key resources offered for the execution of the assignment

FORMAT FOR CV

Name of Firm:	
Name of Professional:	
Proposed Position:	
Date of Birth:	

Education:

Name of Institution	Degree Obtained	Year of Obtainment

Employment Record

Name of Organisation	Position Held	Duration

Total Work Experience (Relevant): (in years)

Brief Write-up of overall experience:

Work Experience:

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

5. Form 5: Proof of Submission of EMD

ANNEXURE 'V' | POWER OF ATTORNEY (SAMPLE)

(Note- Board resolution in case of company)

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 ofas 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 Engagement with SAI 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, representing us in all matters before SAI, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with SAI, 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.

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 PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 2020.

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 'VI' | ANNUAL TURNOVER

S. NO.	FINANCIAL YEAR	ANNUAL TURNOVER (INR)
Select any three out of four previous financial years mentioned below.		
1.	2017-18	
2.	2018-19	
3.	2019-20	
Certificate from the Statutory Auditor		
This is to certify that the average turnover of the bidder from in the last three 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 Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Bidder.
- In case audit of the firm is pending for the FY 2019-20 is pending, provisional accounts certified by CA may be considered. Audited accounts and Report prior to 2016-17 will not be accepted.

ANNEXURE 'VII' | 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.
 - (i) 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.
 - (ii)

4. PREPARATION OF BIDS

- (i). Bidder should consider 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/EMD 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.

ANNEXURE 'VIII' |PRICE BID FORMAT

The format for uploading the price bid that will be uploaded in the CPP Portal.

Sl. No.	Description	Qty*	Rate (incl. of all other taxes and Excl. of GST) in INR	Applicable GST %	Quote (Incl. of GST) in INR
			1	2	(= Qty* [(1) + [(1) *(2) %]])
1	1.1 a) Lumpsum quote for Designing /Customisation of Quiz Platform for State Round. b) Lumpsum quote for Development of question bank repository with approx. 500 multimedia questions (animation, audio-video and image based) c) Lumpsum quote for Developing 60 to 120 seconds promotional AV for the State rounds which shall be used to digitally promote the state rounds	1			A1
	1.2 a) Lumpsum quote for Creating Raw Footages of Winners from each State Round + AV package showcasing the road to the quarterfinal as defined in TOR b) Lumpsum quote for developing prepare an e-book in the form of coffee table book on the state rounds. The content of the book and design shall be proposed by the bidder and will be approved by SAI	1			A2
					A= A1 +A2
2	Lumpsum quote for Conducting 180 episodes in State Round and, (180 episodes including Editing/Show Packaging) as defined in TOR	1			B
Total Quoted Price to considered for Financial Evaluation: 'Sf'					=(A+B)

*Quantity mentioned as 1 shall be considered as one unit of total work mentioned in the concerned description column and the rate shall be quoted at lumpsum quote for the total work (per unit rate shall not be entered in the price bid).

Sf, the Financial Score will be derived as mentioned above

***Taxes will be applicable as per existing government norms.**

***Bidder should consider all overhead costs while quoting.**

* The 180 no. of episodes/rounds mentioned above is an estimated number and the payment will be done at actuals on the basis of actual no. of rounds/episodes conducted(n), i.e., $[B/180]*n$

ANNEXURE 'IX'|- BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

**Mission Director (FIT INDIA)
Sports Authority of India ,
Ramp 5, North Block
JLN Stadium Complex, Entry Gate No 10,
Lodhi Road, New Delhi - 110003**

WHEREAS _____ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no _____ dated _____ for (description of services) (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to ----- days beyond the date of expiry of contract period as per RFP.

(Signature with date of the authorized officer of the Bank)

.....
.....
Name and designation of the officer
.....
.....
.....
.....

Seal, name & address of the Bank and address of the Branch