

**Sports Authority of India**

**“REQUEST FOR PROPOSAL”**

**(RFP)**

**For**

**Engagement of an Event Management Agency for BIMSTEC Youth Water Sports 2024**

**Sports Authority of India (SAI)  
Gate No 10, JN Stadium New Delhi 110003**

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## DISCLAIMER

1. The information contained in this Request for Proposal Document (hereinafter known as “RFP Document”) or any information 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 or its 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 SAI or its 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 SAI or its 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 qualified Firms to associate with SAI as **Event Management Agency (EMA) for end-to-end planning, strategizing, organizing and execution of BIMSTEC Youth Water Sports 2024 including but not limited to the following:**

- a) **Designing, producing, and conducting a Grand Opening & Closing Ceremony**
- b) **Venue operations**

The detailed scope of work and deliverables are mentioned in ANNEXURE 'I', Terms of Reference for the Consultancy Services (TOR), of this RFP.

## 2. BID SCHEDULE & DATA SHEET

Date of Publication	22.01.2024
Bid submission end date and time	27.01.2024 till 18:00 Hrs
Bid Validity Period	75 Days
Earnest Money Deposit (EMD)/ Bid Security	2,45,000.  Hard copy of the same may be submitted to in the office of <b>DD(ES), Room No. 115, First floor, SAI HQ, Sports Authority of India (SAI) Gate No 10, JN Stadium New Delhi 110003</b>
Mode of Submission	Online mode through CPP Portal
Opening of Technical Bid date and time	29.01.2024 at 9:30 hrs.
Method of selection	Quality cum Cost Based Selection (QCBS)
JV/Consortium/Subcontracting	Not Allowed
E-mail for all correspondence	<a href="mailto:es-sai@gov.in">es-sai@gov.in</a>

## INSTRUCTIONS TO BIDDERS

### 3. GENERAL INSTRUCTIONS TO BIDDERS

- 3.1. The Bidders can download this RFP from the website: <https://sportsauthorityofindia.nic.in> & CPP Portal website: <https://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. **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", "Consultant", "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 X. 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 as detailed in Annexure II- 'Documents to be Submitted of this RFP are to be mandatorily uploaded online as per the instruction for online bid submission detailed in this RFP document.

#### **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 technical evaluation process.

#### **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.

## 8. BID VALIDITY

- 8.1. The Bid shall remain valid for acceptance for a period of 75 days (Seventy Five 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, if the contract is not finalised, SAI reserves the right to request for extension of bid validity without changes in any terms and conditions of the RFP.
- 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. BIDPRICES

- 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/finalised by the authority shall remain firm and fixed during the currency of the Contract and will not be subject to variation on any account.

## 10. EARNESTMONEY DEPOSIT

- 10.1. The bidder shall furnish Bid Security for an amount of Rs. 2,45,000 (Rupees Two Lakh Forty Five Thousand Only). The Bid Security is required to protect the Purchaser against the risk of the bidder's unwarranted conduct. Non-submission of Bid Security will be considered as major deviation and bid will not be considered.
- 10.2. In case, as per notification of Government of India, the bidder falls in the category of exemption of Bid Security, it should furnish the relevant notification along with required documents like valid Registration Certificate etc.
- 10.3. 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.
- 10.4. The Bid Security shall be furnished in one of the following forms:
- Account Payee Demand Draft
  - Fixed Deposit Receipt
  - Banker's cheque / Pay Order
  - Bank Guarantee (including e-BG) from any of the commercial banks (as per the format at [Annexure V](#)),
  - NEFT transfer to "SECRETARY, SAI". Union Bank of India Account No: 108510011000101, IFSC No. UBIN0810851. (Bidder has to upload challan/proof along with Bid in CPP Portal).

f) Valid Insurance Surety Bonds

- 10.5. The Demand Draft, Fixed Deposit Receipt, Banker's Cheque, Insurance Surety Bonds or Bank Guarantee shall be drawn on any Commercial Bank in India, in favour of the "Secretary, Sports Authority of India", payable at New Delhi. In case of Bank Guarantee, the same is to be obtained from any commercial bank in India as per the format specified under Annexure XII (A) of the Bid Document.
- 10.6. The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the bid. The Bid Security shall be valid for 120 days from the date of opening of the Technical Bid.
- 10.7. Earnest Money is required to protect the purchaser against the risk of the bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful bidder's earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.
- 10.8. Bid Security of a bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid or is breach of any condition of the tender documents in any respect within the period of validity of its bid without prejudice to other rights of the Purchaser. Further, if successful bidder fails to furnish the required Performance Security and sign the contract / agreement within the period as specified by SAI in the Letter of Intent/ Notification of Award (NoA), its Bid Security/EMD will be forfeited.
- 10.9. **Return of Bid Security/EMD:** Bid security should be released to unsuccessful bidders once the contract has been signed with the winning consultant at the earliest after expiry of final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. However, in case of two packet or two stage bidding Bid securities of unsuccessful bidders during first stage i.e. technical evaluation etc should be returned within 30 days of declaration of result of first stage i.e. technical evaluation etc. EMD of the successful bidder should be returned after receipt of performance security as called for in the contract.

**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: [es-sai@gov.in](mailto:es-sai@gov.in). The queries should necessarily be submitted on or before scheduled date and time mentioned in the following format:

To, 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 (Hybrid/virtual), scheduled as per the details in the Bid Schedule. The bidder or its authorised representatives may attend the pre-bid conference at their own cost. 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 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: <https://sportsauthorityofindia.nic.in>, and CPP portal of Government of India <https://eprocure.gov.in/eprocure/app>. 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 X 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 CPP portal website: <https://eprocure.gov.in/eprocure/app>.
- 12.5. The 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 CPP Portal <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& 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.
- 12.12. All terms and conditions in the bid document shall stand freeze on the date of opening of the bid.
- 12.13. The proof of work orders for claim of relevant experience should be dated on or after the date of registration of the firm/ company/LLP etc.

### 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 TE Document without recourse to extrinsic evidence. Each page of the bid document submitted by bidder shall be signed sealed by the bidder or its authorized signatory.

**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
- 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** -In addition to any other reasons stipulated in this RFP, financial/price Bids may be rejected under any of the following circumstances:

- i. 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.
- ii. Financial/Price Bids made through Tele fax/Telegraphic/Fax/E-mail/by post.
- iii. Bids which do not confirm unconditional validity of the bid for 75 days from date of opening of Bid.
- iv. Bids which do not conform to SAI bid format.
- v. Bids in respect to which the bidder does not accept SAI rectification of clerical/arithmetic discrepancies in the financial/price bid, if any.
- vi. Any Financial/Price Bid that does not comply with the conditions laid down by SAI

**13.3. Other Reasons for Rejection of Bid**-In addition to any other reasons stipulated in this RFP, Bids may be rejected under any of the following circumstances:

- i. Bids in which the Bidder seeks to influence the SAI bid evaluation, bid comparison, or contract award decisions.
- ii. 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.

#### **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 Quality Cum Cost Based Selection (QCBS) method and the evaluation/eligibility criteria as mentioned in 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 comply all criteria as defined in Clause 1 of Annexure III, Eligibility Criteria and must get a minimum of 60 marks (out of 100 marks) in the Technical Evaluation as per Clause 2 of Annexure III, Evaluation Criteria to proceed to opening of Financial/Price bid.
- 14.4. The Bid of the Bidder who submits the lowest Financial/Price bid shall get the maximum weightage  $F_s$ , (100 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,  $F_s$ ):

$$F_s = 100 \times F_L/F$$

where,  $F_s$  = The Financial score of the financial proposal being evaluated,

$F_L$  = The price of lowest priced financial proposal and

$F$  = The price of financial proposal of the concerned bidder

- 14.5. The Bid of the Bidder, who obtains the highest total score ( $S_t = TS \times 0.70 + FS \times 0.30$ ) 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  $S_t$  value, the Bid with maximum financial weightage (FS), among the bidders with same  $S_t$  value will be rated as the 'Best Bid'.
- 14.6. Further, in the event that one or more Bidders with the same  $S_t$  value also have the same financial weightage (Fs), the bid from the bidder with the highest Technical Score,  $T_s$ , will be rated as the 'Best Bid'. If tie still prevails, then the bidder with maximum average annual turnover during the last three financial years ending 31<sup>st</sup> March 2023 will be rated as the best bid
- 14.7. In case of minor deviation and/or minor irregularity and/or minor non-conformity in the Bid, SAI reserves the right to waive the same. If a Bid is not Substantially Responsive, it will be rejected by SAI.
- 14.8. Supporting documents for bid evaluation may 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.
- 14.9. Bidders [Service Providers] identifying as MSME and or start-up firms are exempted from fulfilling the Eligibility criteria related to EMD Only **no relaxation will be provided in other parameters of the qualification/eligibility/ Evaluation Criteria Annexure III**. Bidders claiming any exemption/preference should submit valid documentary proof along with the bid.

## 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 that its Bid has been accepted. SAI will also send to the successful Bidder, a draft of the Service Agreement, along with the afore-mentioned notification. 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.

## GENERAL TERMS AND CONDITIONS OF CONTRACT

### 16. PERFORMANCE SECURITY

- 16.1. In order to ensure the due performance of the awarded contract, the Service Provider/Successful Bidder shall, within 14 (Fourteen) days of entering into the Service Agreement with SAI, furnish an irrevocable bank guarantee (Annexure XII) 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 and the bidder will be debarred from bidding for SAI /SAI RFPs in future for a period of at least two years.

- 16.2. The Performance Security in the form of Bank Guarantee or other valid formats like Fixed Deposit/Demand Draft/ Valid Insurance Surety Bonds/ NEFT Transfer shall be drawn from any Commercial Bank drawn in the favour of below account details, payable at New Delhi and is to be deposited in the office at Room No. 115, 1st Floor, SAI HQ, Sports Authority of India (SAI) Gate No 10, JN Stadium New Delhi 110003 and/or intimated to the office through mail.  
SECRETARY, SAI,  
Union Bank of India Account No: 108510011000101,  
IFSC No. UBIN0810851. .
- 16.3. The Performance Security shall be valid for a period of 60 (Sixty) days from the date of expiry of all contractual obligations. 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.
- 16.4. 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.
- 16.5. 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. The scope of the work requires the successful bidder to successfully execute services as mentioned in TOR. **The scope of work as indicated is tentative and the requirements may evolve over time, SAI reserves the right to increase or decrease the quantity/work as per the requirement without any change in the unit price and other terms & conditions quoted by the bidder during the period of contract subject to a variation of 25% of the total cost of the tender.** The tentative detailed scope of work during the contract period is mentioned in Annexure I.

## 18. TERMS OF PAYMENT

- 18.1. 100% payment will be made after satisfactory completion and acceptance of the required services as mentioned in Scope of Work. The invoices should be submitted along with satisfactory completion certificate from concerned authorities.
- 18.2. Time and quality shall be the essence of the contract and payment will be made at actuals as per the completion of works.
- 18.3. Service Provider should furnish details of the location from where they are going to raise their Bills / Invoices to SAI.
- 18.4. Service Provider must raise their Bills / Invoices in the name of SAI.
- 18.5. 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.

- 18.6. 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. OTHER TERMS AND CONDITIONS OF THE BID**

- 19.1. All information / details submitted to SAI shall be supported by documentary proof duly certified by the authorised signatory of the Bidder.
- 19.2. 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.
- 19.3. 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.
- 19.4. 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.
- 19.5. 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.
- 19.6. 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.
- 19.7. 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.
- 19.8. 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.

- 19.9. 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 during the contract phase. 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.
- 19.10. The bidder must monitor and deploy sufficient skilled manpower to complete the deliverables as per timelines mentioned in Scope of Work. 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.
- 19.11. The bidder has to ensure proper deployment of resources at site during all phases and the deployment plan should be communicated to the purchaser in advance.

## 20. PENALTY

- 20.1. The Agency hereby agrees that due to negligence of act of the Agency, if the "Employer" suffers losses, damages the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and Agency agrees to pay such liquidated damages, as defined hereunder as per the provisions of this Contract.
- 20.2. The amount of liquidated damages under this Contract shall not exceed 10% of the total value of the contract.
- 20.3. The liquidated damages shall also be applicable under following circumstances:
- If the deliverables are not submitted as per schedule or Agency does not follow the approved script by SAI, the Agency shall be liable to pay 1% of the total cost of the services for delay of each day or part thereof.
  - If the deliverables are not acceptable to the Employer and defects are not rectified to the satisfaction of the Employer, the Agency shall be liable for Liquidated Damages for an amount equal to 10% of total cost of the services for every week or part thereof for the delay.
  - If the deliverables are not meeting the authority expectations as per the workplan or the technical presentation, the agency shall be liable for Liquidated Damages for an amount equal to 10% of the total cost of services for every week or part thereof.
- 20.4. No Penalty will be imposed on SAI for delay attributable to it and no Penalty will be imposed on either party for reasons which fall within the ambit of Force Majeure as per Clause 24 of this RFP.
- 20.5. Notwithstanding anything to the contrary in this Agreement, in no event shall either Party be liable, whether in contract or in tort or otherwise for special, punitive, indirect or consequential damages, including without limitation, loss of profits or revenue arising under or in connection with this Agreement.

- 20.6. SAI will make payments after necessary deductions of penalty (if any).
- 20.7. For delay in service deliverables reasons not pertaining to selected bidder, SAI 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.
- 20.8. The services. In case the Service Provider fails to deliver the required deliverables.

## **21. GENERAL TERMS AND CONDITIONS**

- 21.1. 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.
- 21.2. 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.
- 21.3. 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.
- 21.4. SAI may not award any work to the any bidder at its own discretion without assigning any reason thereof.
- 21.5. Any default by the bidders in respect of RFP terms & conditions will lead to rejection of the bid.
- 21.6. 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.
- 21.7. 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.
- 21.8. 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 /SAI RFPs in future for a period of at least three years.
- 21.9. Printed/written conditions mentioned in the RFP bids submitted by Bidder will disqualify them and will not be binding on SAI.
- 21.10. 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.
- 21.11. 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.

- 21.12. It is urged through this RFP that misrepresentation of facts shall be dealt with seriously and may lead to debarring from bidding for SAI /SAI RFPs in future for a period of at least three years.
- 21.13. Bidders are requested to share information which is true and based some tangible proofs.

## **22. PATENTS, COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS, SOURCE CODES**

- 22.1. Intellectual Property Rights for any software property and documents (including source codes, databases, documents, training manuals, course content etc.),if developed exclusively 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.
- 22.2. 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.
- 22.3. The Bidder shall provide the source codes on Go-Live of the project. Any changes/ updates in the source codes done by the Bidder as part of the deliverables of the project during the contract period shall be provided to Purchaser as and when done. At the end of the contract period, final documentation along with all data (collected from SAI) shall be provided by the selected bidder to Purchaser with all updates and modifications failing which may lead to revoking the performance security by Purchaser.
- 22.4. 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.

## **23. HANDOVER**

- 23.1. The selected bidder shall prepare a handover policy which shall be approved by Purchaser.
- 23.2. 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.
- 23.3. Handover shall include all official material (soft and hard copies), if any and any related documents.
- 23.4. Non-compliance may lead to forfeit of due payments and performance security/bank guarantee, and other necessary action as may deem fit to Purchaser.

## **24. REPRESENTATIONS AND WARRANTIES**

- 24.1. 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.

- 24.2. 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.
- 24.3. The Bidder declares 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 debarment/blacklisting etc. without incurring any liability to the affected bidder(s) on the ground of SAI/MYAS's action.
- 24.4. The Bidder declares 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.

## **25. INDEMNIFICATIONS AND LIABILITIES**

- 25.1. 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.
- 25.2. 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's action.
- 25.3. 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.
- 25.4. 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 (IPRs) while providing its services under the Project.
- 25.5. 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.
- 25.6. 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.
- 25.7. All claims regarding indemnity shall survive the termination or expiry of the Contract.

## **26. TERMINATION**

- 26.1. SAI may terminate the Service Agreement by serving written notice of 30 days:

- a. Immediately in case the Bidder/Service Provider is in direct breach of contractual terms and conditions and in the performance of its contractual obligations.
  - 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
- 26.2.** The Successful Bidder may terminate the Agreement, by serving a 60 day written notice to SAI, if they reasonably determine and submit that they can no longer provide the Services in accordance with applicable law or professional obligations and in such scenarios, SAI reserves the right to forfeit the Performance Security after due evaluation.
- 26.3.** SAI also reserves the right to terminate the agreement without assigning any reasons, by providing 60 days notice to the agency.

## **27. FORCE MAJEURE**

- 27.1.** 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.
- 27.2.** 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.
- 27.3.** 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.
- 27.4.** 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.

## **28. DISPUTE SETTLEMENT MECHANISM**

- 28.1.** 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.
- 28.2.** 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 the 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.

- 28.3.** Venue of Arbitration: The Sole Arbitrator shall have its seat in Delhi.
- 28.4.** The Arbitration proceedings will be in English Language.
- 28.5.** Each party shall bear its own cost of preparing and presenting its own case (including all fees and other expenses), unless otherwise awarded by the Sole Arbitrator.
- 28.6.** 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 Arbitration proceedings.
- 28.7.** 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 Courts at Delhi/ New Delhi.

## **29. APPLICABLE LAW**

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

## **30. RESERVED RIGHTS**

- 30.1.** 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.
- 30.2.** 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.
- 30.3.** 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.
- 30.4.** 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.
- 30.5.** 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 [es-sai@gov.in](mailto:es-sai@gov.in). No queries shall be entertained by SAI after scheduled date and time mentioned in Bid schedule of the RFP.

### **31. CORRUPT OR FRAUDULENT PRACTICES**

**31.1.** 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: -

- 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.
- Will declare a firm ineligible or debar/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.

**31.2.** 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."

### **32. CONFIDENTIALITY**

**32.1.** 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.

**32.2.** 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.

**32.3.** 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.

## **SPECIAL CONDITIONS OF CONTRACT**

33. Special Conditions of Contract (SCC) shall be read in conjunction with the General Conditions of Contract (GCC). Where any portion of the GCC is repugnant to or at variance with any provisions of the Special Conditions of Contract, then unless a different intention appears, the provision(s) of the Special Conditions of Contract shall be deemed to override the provision(s) of GCC only to the extent that such repugnancies or variations in the Special Conditions of Contract are not possible of being reconciled with the provisions of GCC.
34. Considering, the requirement of the project and Source Code being proprietary information, it is at the discretion of the successful bidder to provide source code to SAI, if needed. However, the successful bidder must ensure a robust exit management policy and shall be responsible to transfer the data to SAI or any of its authorized representatives upon request. This condition shall prevail over other conditions for source code written elsewhere.

## **ANNEXURE 'I' | TERMS OF REFERENCE (TOR)**

### **1. General**

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 qualified Firms to associate with SAI as an Event Management Agency (EMA) for end-to-end planning, strategizing, organizing and execution of BIMSTEC Youth Water Sports 2024

## 2. About SAI

Sports Authority of India (SAI), under the aegis of Ministry of Sports & Youth Affairs has been entrusted with twin objectives of promoting sports and achieving sporting excellence at the National and International level. SAI has played a significant role in shaping India's sports development by providing training to elite athletes and at the same time operating a number of schemes for identification and development of young talent. Through its sports promotional schemes, SAI supports and nurtures talent amongst youth, and provides them with requisite infrastructure, equipment, coaching facilities, and competition exposure. In addition to promote sports, SAI has also been a key in promoting awareness among general public on adopting a fit and healthy lifestyle. Khelo India and Fit India are the programmes been implemented with the abovementioned objectives.

## 3. Project Background

The Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) is a regional organization comprising seven Member States around the Bay of Bengal region. BIMSTEC constitutes a unique link between South and South-East Asia with five Members from South Asia (Bangladesh, Bhutan, India, Nepal and Sri Lanka) and two from South-East Asia (Myanmar & Thailand). During the 4th BIMSTEC Summit held in August 2018 in Kathmandu (Nepal), the Hon'ble Prime Minister had announced organizing of BIMSTEC Youth Water Sports in India. Accordingly, this event is being organized by SAI at Dr. Shyama Prasad Mukherjee Swimming Pool Complex, New Delhi from 7th to 9th February 2024. The competition will have 3 sports – Diving, Swimming, and Water polo. The dates mentioned here are tentative and changes (if any) in the same will be communicated to the bidders.

## 4. Objective

The objective of this RFP is to engage an Event Management Agency (EMA) for end-to-end planning, strategizing, organizing and execution of BIMSTEC Youth Water Sports 2024 including but not limited to the following:

- a) Designing, producing, and conducting a Grand Opening & Closing Ceremony
- b) Venue operations

## 5. Event Management Scope of Services

S. NO.	PARTICULARS	SCOPE OF SERVICES
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1.	Opening Ceremony- Scope of Work	<p>EMA will conceptualize, organize, manage, fabricate and execute the Opening Ceremony for BIMSTEC Youth Water Sports 2024 (as per the indicative Scope mentioned below). The budget of the Opening Ceremony should not exceed <b>INR 30 lakhs</b>, inclusive of taxes. The OC will be an evening event. Major Scope Elements for the Opening Ceremony are listed below:</p> <ul style="list-style-type: none"> <li>i. The Opening Ceremony will be Conceptualized, Planned, Designed, Organized, Produced, Coordinated, Directed, Managed, Executed and Delivered within a period of 30 minutes (including speeches by VVIPs etc.) in which the cultural program &amp; aquatics act would be of 15 minutes duration. Themes of the proposed cultural act should be befitting to the cultural &amp; social background of India. The Agency must ensure a seamless transition from one act to another, and the proposal should NOT give an impression of acts being forcefully stitched together.</li> <li>ii. Sourcing, appointing, directing and managing of performers and other creative elements of the ceremonies</li> <li>iii. Monitoring the day-to-day operations for the ceremony.</li> <li>iv. Logistics and production planning for the ceremony.</li> <li>v. Ensuring adherence to all the policies related to the Risk Management, Manpower Management, Safety Management, etc</li> <li>vi. Liaison with concerned authorities for effective venue management planning, coordination, and execution.</li> <li>vii. All activities to be conducted in relation to the Opening Ceremony are to be created, planned and managed as part of the Ceremony responsibilities, included but not limited to VIP welcome, to interact with the cultural departments, coordinating time for arrival, departure, and marshalling of the athletes and officials for Opening Ceremony including catering services for the crew and performers for rehearsals and the Opening Ceremony.</li> <li>viii. The successful Bidder shall ensure, through high-quality communication and reporting (in writing), that SAI team is kept informed of issue(s), if any, that may arise and necessitate changes in the scope, variation or delays.</li> <li>ix. Ensure smooth execution production and delivery of the Ceremony in accordance with the requirements of the BIMSTEC Youth Water Sports 2024 Ceremony Venue seating layout and planning</li> <li>x. Sourcing, Accommodation, Catering &amp; Transportation of Artists.</li> <li>xi. VIP Management: Invitations to be sent out to VIPs &amp; Dignitaries in attendance for the Opening Ceremony. VIP Management also includes "host &amp; usher services" to ensure appropriate service levels to the Honoured Guests.</li> <li>xii. Press Operations: Co-ordination with the SAI Media team to ensure that the Media Personnel and Press Operations function are effectively incorporated into the Opening Ceremony.</li> <li>xiii. Security Verification: Co-ordination with the SAI, State Government Police to ensure that the relevant police verification of all the people accompanying VVIPs and VIPs has been conducted for smooth conduct of the Opening Ceremony</li> </ul>
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		<ul style="list-style-type: none"> <li>xiv. Broadcast Partner: Co-ordination with Broadcast partner to ensure that all parameters for the broadcast of the event have been covered.</li> <li>xv. Vehicle Movement: Identification of parking facilities for VIPs Officials Media, etc in close co-ordination with City Police.</li> <li>xvi. Venue Signage: Ensure that the direction signage to the venue is deployed and installed in time clearly marking the routes to and from the venue. Also, to ensure installation of in-venue signage for the Opening Ceremony. The signage shall be of fluorescent material for easy visibility in the night.</li> <li>xvii. Crowd Management: To plan &amp; manage the entry/exit points, other access control points, to manage the spectators at the venue during the event.</li> <li>xviii. Records Management: Consisting of Delivery Receipts, Inventory Records, Movement of equipment, and any other item for the successful delivery of the event, to record all operations and activities with relevant photo/documentary evidence to ensure smooth payments.</li> <li>xix. Reporting and Documentation: This is an important aspect of Event Management. The Agency is expected to create &amp; maintain detailed reports for the Opening Ceremony, including but not limited to Production reports, Inventory reports, Workforce (Artists) Planning &amp; Deployment &amp; Legacy Reports with photographs.</li> <li>xx. <b>Gala Dinner arrangements for 600 persons. Divided into 3 sections – VIP , Media, General (Participants)</b></li> <li>xxi. <b>3-minute AV of the event to be prepared after completion of the Ceremony.</b></li> </ul> <p>Indicative Content:</p> <ul style="list-style-type: none"> <li>i. Pre-Event Show – Cultural or Musical for Spectator Engagement</li> <li>ii. Welcome of Chief Guest, VVIPs, Dignitaries etc. (act/representation &amp; speeches)</li> <li>iii. Act 1</li> <li>iv. Act 2</li> <li>v. Country Walk-out</li> <li>vi. Identification of suitable dining areas.</li> <li>vii. VIP Dining</li> <li>viii. Any other Act &amp; Ideas.</li> </ul> <p><b>Note:</b> The cost of Licenses related to the event is the responsibility of the EMA and SAI can help to facilitate.</p> <p><b>Note:</b> The installations and setup for the Opening Ceremony must be cleared up on the completion of the event.</p>
2.	Closing Ceremony	<p>EMA will conceptualize, organize, manage, fabricate and execute the Closing Ceremony for BIMSTEC Youth Water Sports 2024 Delhi. The budget of the Closing Ceremony should not exceed <b>INR 10 lakhs</b>, inclusive of taxes</p> <ul style="list-style-type: none"> <li>i. The Games Closing Ceremony will be an evening event with a duration of 20 to 30 minutes. Conduct of the Games Closing Ceremony (one stage with VVIP felicitation, MC, Dias, Confetti Blasts etc.) will be in consultation with SAI Team.</li> </ul>

		<p><b>ii. High tea arrangements for 200 persons. Divided into 3 sections – VIP , Media, General (Participants)</b></p> <p>Indicative Content:</p> <p>i. Pre-Event Show – Cultural or Musical for Spectator Engagement</p> <p>ii. Welcome of Chief Guest, VVIPs, Dignitaries etc. (act/representation &amp; speeches)</p> <p>iii. Games AV etc.</p> <p>iv. Innovative ideas for final act</p> <p>v. Felicitation of Winners / Award Ceremony</p> <p>vi. Identification of suitable dining areas.</p> <p>vii. VIP Dining</p> <p>viii. Any other Act &amp; Ideas.</p> <p>EMA will prepare a 3-minute AV of the event after completion of the Ceremony.</p>
	Other Tasks	EMA will perform any other task as directed by the Employer without altering the Price Bid.
3.	ACT Management	<p>EMA is responsible for deputing manpower for complete ACT management, coordination and reporting to SAI officials. EMA will coordinate with SAI officials and agencies engaged for ACT to ensure seamless experience for international athletes/support staff/officials and other guests.</p> <p>i. This will necessitate obtaining of arrival plans of various stake holders from the SAI and transportation plans of athletes/ officials from hotel/hostels to games venue, training venues and back, and making room allotment and coordinating breakfast, lunch, snacks and dinner for the athletes, support staff, officials etc. (suggestions are illustrative only).</p> <p>ii. For efficient management of boarding and lodging of the athletes and officials, the bidder will have to ensure the following:</p> <ul style="list-style-type: none"> <li>• This will necessitate obtaining arrival plans of various stakeholders from SAI and transportation plans of athletes/ officials from hotel to games venue and back and making room allotment and ensuring arrangement of breakfast, lunch, snacks and dinner for the athletes, support staff, officials at the place of stay or at the game's venue depending upon the schedule of the games etc. EMA should also keep provision of packed meals for few venues as per the games schedule.</li> <li>• One Coordinator each will have to be appointed who will ensure end-to-end supervision of Accommodation, Catering &amp; Transportation assigned to him/her.</li> </ul> <p>iii. Daily report of occupancy of each hotel is to be submitted to SAI by the EOD.</p> <p>iv. Forecast report regarding vacating rooms in each hotel/hostel to be submitted to SAI at least one day prior by EMA.</p> <p>v. The Event Management EMA has to coordinate- with agencies regarding management of buses, minibuses &amp; cars on daily basis. SAI may ask for Car- Pool services. EMA shall also coordinate for the same.</p>

- vi. Daily report of occupancy of each hotel/hostel, In-stadia catering & Vehicle usage are to be submitted to SAI by the next day.
- vii. A 24X7 Helpdesk at each accommodation venue to be provided.
- viii. Manpower to be deployed round the clock

a) ACCOMODATION

Sr. No.	Particulars	Type of Accommodation	Type of Occupancy
i.	Athletes and their support staff	Hostel	Double Sharing
ii.	Team Officials: <ul style="list-style-type: none"> <li>• Coaches</li> <li>• Team Managers</li> </ul>	Hostel	Double Sharing
iii.	Technical Officials	Hostel / Hotel	Double Sharing
iv.	Competition Manager	DLTA Guest House	Single Occupancy
v.	SFI / other officials	DLTA Guest House	Single Occupancy

1. SAI has identified 3 hostels which will be utilized for accommodating athletes, support staff & technical officials and DLTA Guesthouse for accommodating SFI officials / Competition Manager. They are situated at:
  - JLN Stadium Complex, Gate Number 1, Near CGO Complex, Delhi (**100 Double Occupancy Rooms available – 50 for Male and 50 for Female**)
  - IG Stadium, IP Estate, Near Raj Ghat, Delhi (**66 Double Occupancy Rooms available – 33 for Male and 33 for Female**)
  - Delhi Lawn Tennis Association (DLTA) Guest House
2. Accommodation venues should be well-connected and easily accessible for all kinds of transport vehicles, including buses, ambulance, fire brigade.
3. EMA shall identify the hotels which are near to the competition venue if required.
4. Ensuring housekeeping and Maintenance in Hostels /Hotels is also the responsibility of EMA.
5. Housekeeping work in Hostels/Hotels will be included but not limited to:
  - Cleaning of rooms
  - Changing of Bedsheets/linen, Blankets/Quilts with cover, pillow covers, bath towels on daily basis, door mats
  - Provision of manpower for **cleaning of washrooms (multiple times, as and when required)** and corridors of the complex (hostels)
  - Provision of dustbins and changing of garbage bags and dumping of waste minimum twice a day
  - Placement and replenishment of toiletries every day
  - Mosquito repellent
  - EMA shall be responsible for arranging all the products essential for cleaning rooms and washrooms.

6. Ensuring the availability and operation of Housekeeping manpower should be in the rotational shifts every day
7. Placement of 2 Litres of sealed water bottles per personnel every day.
8. Pest control and fumigation of hotel/hostel rooms and venues every day.
9. Successful bidder shall establish a help desk in each hostel/ hotel premises having adequate visibility. It shall be manned 24X7 by 1 trained person under an eight-hour shift system. The help desk shall have a multi-function printer, stationery - like paper, Pen, Pencil, and Stapler etc. The multifunction printer will have ability to scan, color print, and photocopier. The help desk shall have a laptop, and internet / Wi-Fi facility. A 6' feet tall notice board on tripod should be provided where day to day instructions and fixtures shall be displayed for information to the participants/guests. Branding material publicizing the BISTECH Youth Water Sports 2023 competition will have to be installed at the help desk; the design for which will be provided by SAI.
10. The person in charge of help desk shall perform the duty of a liaison officer to look after the needs of occupants of the hotel/hostel, their food, logistics etc. and will interact with counterparts in other hotel/hostel premises if need be and with officials of the SAI officials relating to Accommodation and Catering.
11. EMA to ensure of 1 mobile phone connection with each person manning the help desk. In case of change of shift the phone number of the help desk should not change. The person in charge of the help desk will also be required to obtain the event schedule of the athletes staying in the hotel/hostel for the following (next) day and work out the requirement plan.
12. In case of change of shift the persons of outgoing shift will duly brief the persons of the incoming shift as per the format approved by SAI.
13. The final schedule of competition for each sport, final list of participants in each sport will be provided 10 days prior to the start of competitions. Participants and teams will check-in not before 48 hours prior to the start of their competition and will check out within 24 hours after the last date of competition for their respective sport. Necessary exceptions in case of participants from remote location or any unforeseen circumstances will be made with the approval of SAI. Same will be intimated well within the timeframe to make necessary arrangements.
14. Accommodation (Single/ Double) shall be well-furnished and shall mandatorily have these facilities, namely:

S. No.	Essential Service Requirement
i.	Air conditioning
ii.	<ul style="list-style-type: none"> <li>• Free Wi-Fi connection</li> <li>• Cable TV/DTH connection (<b>Only for accommodation in hotels</b>)</li> </ul>
iii.	Drinking Water bottles 2 Litre per personnel (unlimited supply of RO water)
iv.	Laundry (4 pieces per person per day)
v.	24*7 Hot water and cold-water facilities
vi.	24*7 power supply

vii.	First aid facilities/box
viii.	Help Desk/Welcome Desk with Branding
ix.	<ul style="list-style-type: none"> <li>• Clean sheets,</li> <li>• Pillow,</li> <li>• Blankets/Quilts with covers,</li> <li>• Pillow Cover.</li> </ul> (To be changed everyday)
x.	<b>Toiletries:</b> <ul style="list-style-type: none"> <li>• Bath Towel,</li> <li>• Soap,</li> <li>• Shampoo,</li> <li>• Oil, Toothbrush &amp; Toothpaste</li> <li>• Room Fresheners</li> </ul> (Towels to be changed daily, deep cleaning of washrooms needs to be done)
xi.	<ul style="list-style-type: none"> <li>• Mosquito repellents</li> <li>• Dustbin</li> <li>• Cupboards</li> <li>• Chair</li> </ul>
xii.	<b>Miscellaneous In-Room Requirements:</b> <ul style="list-style-type: none"> <li>• Electric Kettles</li> <li>• Tea/Coffee Bags</li> <li>• Sugar Sachets</li> </ul>
xiii.	Food (Breakfast, lunch, snacks and dinner as per the schedule of the athlete) in the buffet system as per the standard menu.
xiv.	Security Arrangements (CCTV)

### CATERING

EMA shall ensure that the catering services are consistent with participants and client expectations during the BIMSTEC Youth Water Sports 2024. The tentative dates for BIMSTEC Youth Water Sports 2024 are 5<sup>th</sup> February to 10<sup>th</sup> February 2024. The EMA is required to ensure service from:

- Pre-Competition Days – 5<sup>th</sup> F& 6<sup>th</sup> February 2024
- Competition Days – 7<sup>th</sup> to 9<sup>th</sup> February 2024
- Post Competition Days – 10<sup>th</sup> February 2024

#### General Principles to be followed:

- i. The EMA must ensure to obtain all the necessary licenses from Food and Drug Administration, Directorate of Health Services or any other competent authorities/ local bodies as may be required and shall submit them to FA Head SAI.
- ii. The EMA shall prepare meals using ingredients of the highest quality and as per norms laid down under the Prevention of Food Adulteration Act 1954, as per the FDA (Food and Drug Administration), FSSAI, FAO.
- iii. The EMA shall deliver the meals at the venues from the respective main cluster kitchens through refrigerated trucks and the EMA shall be fully responsible for supply of food in good condition and always fit for human consumption. The EMA shall also ensure that the food provided is hot and kept for serving in Chaffing dishes wherever applicable.

- iv. The EMA must make their own accommodation, catering, transport, staff and material, equipment, etc. required for the execution of the work.
- v. The EMA shall avoid usage of plastic as much as possible.
- vi. Punctuality is to be ensured in providing food / beverage as per the schedule, as delay in providing food can affect the arrangements. Timings of meals are mentioned below: -

MEAL	TIMING	REMARKS
BREAKFAST	6:00 – 10:00	Ensure that the players & Officials have their breakfast in the hotel/hostels
LUNCH	12:00 – 15:00	Lunch to be provided at the hotel/hostels depending on the match schedule.
EVENING SNACKS	16:00 – 18:00	To be provided in the venue
DINNER	20:00 – 23.00	To be provided in the venue/hotel/hostels
<ul style="list-style-type: none"> <li>• Tentative time; can be changed according to the game schedule.</li> </ul>		

- vii. The EMA shall make an escalation matrix for catering services.
- viii. The EMA is required to provide with a complete staff report from check-in and check-out.
- ix. The EMA shall be responsible to provide accreditation cards to all its staff/personnel through SAI, which has to be provided for inspection as and when required by the Authority
- x. All food and water will be subject to the guidelines of NADA / WADA.
- xi. There must be sufficient amount of crockery and cutlery for each of the Buffet meals.
- xii. Low fat and full cream milk products should be labelled separately while serving.
- xiii. While serving cut fruits on demand, the fruits should be cut while serving.
- xiv. Olive Oil for salad dressing and Sunflower oil for cooking should be used.
- xv. No Trans-fatty oils should be used while preparing food nor will they be added to any of the food item.
- xvi. Alcoholic beverages shall be strictly prohibited.
- xvii. Use of single use plastic is banned at the event venues.

**Water and Ice**

- i. The EMA is required to provide Ice Boxes during Training and Competition Days. The numbers for which will be informed at a later stage.
- ii. Field of Play (FOP) will have water being served in 500 ml pet bottles which will be kept in Ice Boxes.
- iii. The EMA is required to re-fill the water dispensers and to provide disposable cups as per the requirement at the service lounges, non-competition venues and workforce break areas at competition venue

		<p>iv. The EMA is required to provide drinking water to the Technical Officials/Guests during the Opening and Closing Ceremony.</p> <p><b>Lounges &amp; Services</b></p> <p>i. 500 ml water bottles/dispenser to be provided in the lounges &amp; FOP area. (Unlimited Water Supply) and ensure cleaning/maintaining of hygiene all time.</p> <p><b>Safety and Quality Checks</b></p> <p><b>Personal Hygiene: -</b></p> <p>i. The EMA shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health check-ups before the initial deployment. The staff should trim their nails regularly and wear head gears &amp; gloves at the workplace. Smoking, eating or chewing of tobacco / gutka etc., spitting is strictly prohibited.</p> <p>ii. The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of co-branded uniform shall be provided by the EMA so that they can present themselves neat and clean daily.</p> <p>iii. EMA shall make sure that the all the waiters/serving staff must change the</p> <p>iv. They should not be talking while serving food. Use of Masks, Gloves and head caps is mandatory.</p> <p>v. Utmost cleanliness and hygiene should be maintained at all times in entire premises and at the respective competition venues, where meals are served. The disposal/ management of the garbage/ food waste generated at the premises, i.e. hostel/ hotel or sporting venue, shall be the responsibility of the bidder and the bidder will work in close coordination with other agencies in this regard.</p> <p>vi. Cleaning of tables/dining and catering area is to be done by the EMA.</p> <p>vii. The EMA shall carry out pest control and fumigation of kitchen and dining Hall at all venues.</p> <p><b>Quality Maintenance: -</b></p> <p>i. The eatables served by the EMA to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.</p> <p>ii. Non-vegetarian dishes shall be made from fresh and good quality chicken, mutton and fish and shall be purchased from standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.</p> <p>iii. All the vegetarian and non-vegetarian dishes shall be cooked separately.</p> <p>iv. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The EMA shall be responsible for their hygiene and safety. Milk and milk products such as curd,</p>
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		<p>yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used before the expiry/ best before date.</p> <ul style="list-style-type: none"> <li>v. The menu must be vetted by qualified nutritionist / food expert appointed by SAI.</li> <li>vi. The EMA shall maintain hygienic conditions in cooking/ pantry area and dining/serving areas. The housekeeping staff for the dining areas are also to be provided by EMA.</li> <li>vii. The packaged drinking water which will be used to replenish and will be placed at the FOP, should be of <b>IS: 14543</b> and should carry the appropriate CM/L number. The water should be processed with different techniques such as Ozonation, U.V. Sterilization, Micron Filtered, RO etc. The bottles used should be pet bottles.</li> <li>viii. The EMA shall clean and sanitize Water Cans, Water Dispensers and Tea/Coffee Vending Machines at the end of every operational day. The EMA is responsible for cleaning and sanitization of refrigerator/visi cooler and ice boxes.</li> </ul> <p><b>Inspection:</b></p> <ul style="list-style-type: none"> <li>i. Department of Food &amp; Civil supply or the competent authority shall carry out inspection of food items and services for their quality as per prevailing rules and regulations and shall abide by all laws applicable.</li> <li>ii. EMA must ensure that an inspector from Food Safety and Standards Authority of India shall carry out inspection at the kitchens on regular basis.</li> <li>iii. The Authority shall also ensure pest control and fumigation of kitchen and dining Hall at all venues.</li> <li>iv. In case of dispute regarding the services, quality or the quantity of the food items, snacks, tea etc. the decision of the Authority will be final and binding</li> </ul> <p><b>TRANSPORTATION</b></p> <p>The EMA will coordinate transportation services for BIMSTEC Youth Water Sports 2024.</p> <ul style="list-style-type: none"> <li>i. EMA is responsible for coordination of buses / vehicles with transport agency hired by SAI</li> <li>ii. All the vehicles shall have navigation software like google maps.</li> <li>iii. EMA to have one helpdesk at each Arrival &amp; Departure point (Accommodation venue / Competition venue)</li> <li>iv. EMA should provide manpower in 8 hours multiple shifts accordingly.</li> </ul>
5.	Zoning & Accreditation	<ul style="list-style-type: none"> <li>i. EMA to ensure zoning of venue to control access into various designated zones. EMA to design accreditation matrix in consultation with SAI &amp; SFI officials</li> <li>ii. Data entry for offline forms</li> <li>iii. Quality and Size of Accreditation cards as per approved specification.</li> <li>iv. Accreditation Zoning to be planned and implemented by EMA within 7 days from the award of work (to be approved by SAI)</li> <li>v. Accreditation to be printed in High Quality Laser Print</li> </ul>

		<ul style="list-style-type: none"> <li>vi. Accreditation list to be provided by SAI.</li> <li>vii. Time-bound planning of Printing, Checking, Segregation, Inventory Management &amp; distribution of Accreditations with Sports Kit.</li> <li>viii. Printing the Emergency Day Passes on a need basis.</li> <li>ix. Handover of all excess if any Accreditation to SAI post the Games.</li> <li>x. Technical Specification of Lanyards: <ul style="list-style-type: none"> <li>✓ 16 mm wide thickness.</li> <li>✓ 36-inch length</li> <li>✓ Rotating metal C. Hook.</li> <li>✓ Lanyard Fabric (Satin)</li> <li>✓ Printed lanyard (Dye Sub Printing). Custom printing logo, event details.</li> </ul> </li> <li>xi. Technical Specification of ID: <ul style="list-style-type: none"> <li>✓ Material: PVC Thermal ID Thickness: 0.75mm/750 microns</li> <li>✓ Size: A6 size (105 mm x 148 mm or 4.1 x 5.8 inches)</li> <li>✓ Design and logo will be provided once tender is awarded.</li> <li>✓ Emergency/Day Passes (Sample to be provided as per below specification at the time of presentation)</li> </ul> </li> <li>xii. Technical Specification of Lamination Pouch for Emergency Day Pass <ul style="list-style-type: none"> <li>✓ Material: PET+EVA. Thickness: 0.30mm/300 microns</li> <li>✓ Melting Point: 110 degrees Celsius.</li> <li>✓ Lamination Temperature: 110-140 degree Celsius</li> <li>✓ Size: A6 paper passes</li> </ul> </li> <li>xiii. Technical Specification of Accreditation Cards/Passes Paper. <ul style="list-style-type: none"> <li>✓ 120 GSM</li> <li>✓ Size: A6</li> </ul> </li> <li>xiv. Design and logo will be provided to the successful bidder once the Bid is awarded.</li> <li>xv. EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.</li> <li>xvi. Bibs for Media and Photographer with digital printing on bibs. To be handed over to media operations team with consultation from SFI/ SAI</li> <li>xvii. Setting up Accreditation Center along with the infrastructure required for the setup.</li> <li>xviii. Onsite accreditation printers to be kept at venue Turnaround time for printing of one accreditation card should be less than 2 minutes.</li> </ul>
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6.	Invitations	<ul style="list-style-type: none"> <li>i. Aid &amp; assist SAI in creating a list of dignitaries &amp; VIPs to be invited with addresses, their segregation as per instructions provided.</li> <li>ii. Provide the design options for approval to SAI.</li> <li>iii. Printing of Invitations for VIPs, Dignitaries, Embassies / Consulates.</li> <li>iv. Distribution of Invitations via courier or hand delivery.</li> <li>v. Inventory Management of invitations, (to maintain records and stock register).</li> <li>vi. Return of all excess items to SAI.</li> <li>vii. Approximate requirement: as per Financial Bid BOQ</li> </ul>
7.	Stationery & Collaterals	<ul style="list-style-type: none"> <li>i. Provide the design options for approval to SAI.</li> <li>ii. Printing of Stationery and Collaterals like notepads, brochures, fixtures, schedules, letterheads, posters etc.</li> <li>iii. Printing of Winner Certificates, Participation Certificates for all relevant stakeholders.</li> <li>iv. Inventory Management of stationery and collaterals (to maintain records and stock register).</li> <li>v. Handover of all excess Stationery and collaterals to SAI.</li> <li>vi. EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.</li> <li>vii. Approximate requirement: as per Financial Bid BOQ</li> </ul>
8.	Sports Presentation	<ul style="list-style-type: none"> <li>i. Procurement of the authorized quantities of the items listed below: <ul style="list-style-type: none"> <li>➤ Medals with Medal Box</li> <li>➤ Lanyards</li> <li>➤ Winners Plaque</li> <li>➤ Sports Trophies</li> <li>➤ Winner Certificates</li> <li>➤ Participation Certificates to all relevant stakeholders</li> <li>➤ Souvenirs</li> <li>➤ Lapel Pins</li> </ul> </li> <li>ii. Procurement of the authorized quantities of the items listed above as per the requirement to be intimated by SAI.</li> <li>iii. Samples of each of the above items to be provided to SAI for Quality Check.</li> <li>iv. Inventory Management &amp; Distribution of souvenirs, medals, etc. (maintain records and stock register).</li> <li>v. Complete Sports Presentation Ceremonies including Medal Ceremonies (podium with proper branding, Ushers, Back drop, MC, tray etc.) and Games Conclusion Ceremony (Two Stages with Backdrops, VVIP facilitation, MC, Dias, Confetti Blasts, Sound and</li> </ul>

		<p>Lights, etc.) wherein distribution of the Overall Trophies will take place.</p> <p>vi. Handover of any excess back to SAI</p> <p>vii. EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.</p> <p>viii. Approximate requirement: as per Financial Bid BOQ</p>
9.	Spectator Management	<p>i. <b>MC:</b> Using services of Master of Ceremonies (MC/Emcee) at venue.</p> <ul style="list-style-type: none"> <li>➤ MC must be comfortable in English, Hindi &amp; Local language and one who can engage with the audience through conversations, games to maximize spectator interest for the event at each of the venues.</li> <li>➤ MC must have experience of hosting 2 large scale sporting events</li> <li>➤ EMA will provide at least 2 options of such an MC for each of the sporting venues to the SAI for approval.</li> <li>➤ Designated MC will be required to meet officials of Para Games 2023 to discuss the plan of engagement. This plan must include youth-focused activities &amp; interaction between athletes &amp; audience.</li> <li>➤ Emcee for the sports presentation should have sports domain knowledge.</li> </ul> <p>ii. <b>DJ:</b> Ensure availability of experienced Disc Jockey (DJs) at the sporting venues with at least 5 years of experience in mixing music &amp; curating playlists. The DJs will be required to:</p> <ul style="list-style-type: none"> <li>➤ Develop a playlist including the National Anthems of participating BISTEC nations and play them as per requirement.</li> <li>➤ Develop and play relevant music during prize distribution/ presentation ceremony.</li> <li>➤ Develop an inspired playlist that allows engagement with the spectators during the Games.</li> <li>➤ The playlist should adhere to all the relevant guidelines/licenses. If required, the relevant licenses should be procured by EMA.</li> </ul> <p>iii. <b>Miscellaneous:</b></p> <ul style="list-style-type: none"> <li>➤ PA &amp; Sound systems and Electrical fixtures to be installed and made operational as per FOP/venue setup in consultation with SAI.</li> <li>➤ Ensure important announcements are be made periodically.</li> </ul> <p>iv. EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.</p>

		v. Approximate requirement: as per Financial Bid BOQ.
10	Media Operations	<ul style="list-style-type: none"> <li>i. The EMA will plan for press conferences and all necessary material (Media Kits, Souvenirs etc.) covering. <ul style="list-style-type: none"> <li>➤ Opening/Closing ceremony</li> <li>➤ Post-match press conferences for all broadcast sports if required</li> <li>➤ Special cases</li> </ul> </li> <li>ii. EMA to coordinate with SAI media team for approvals</li> <li>iii. Approximate requirement: as per Financial Bid BOQ</li> </ul>
11.	Branding	<ul style="list-style-type: none"> <li>i. EMA to submit event branding designs to SAI for approval</li> <li>ii. EMA to coordinate with SAI for the logos to be placed in branding designs</li> <li>iii. EMA to conduct a recee with SAI &amp; relevant stakeholders to finalize branding elements and placements.</li> <li>iv. Adequate branding at competition venue, hostel/hotel and other locations</li> <li>v. Adequate equipment branding subject to approval from Competition Managers.</li> <li>vi. Design for indoor stadium FOP to presented at the time of presentation. (3D Mockups to be presented)</li> <li>vii. Design for outdoor stadium to be presented at the time of presentation. (3D Mockups to be presented)</li> <li>viii. Printing of 3D flex must be catered as per the requirements.</li> <li>ix. All creative templates and designs for branding elements are to be approved in advance by SAI.</li> <li>x. Post final approvals of the branding elements, all approved branding structures, mock-ups, and templates need to be collated into a program manual for usage by all partners of SAI.</li> <li>xi. Venue directional signage shall start from 1.5Km radius (all approach roads) to the venue.</li> <li>xii. The venue entry and exit gate/arch should be placed/branded at all sporting venues for all sport as specified by SAI.</li> <li>xiii. All FOPs should have appropriate FOP branding like other international sports event.</li> <li>xiv. All collaterals and stationery as per the approved event designs shall be developed by the EMA.</li> <li>xv. The Vinyl requirements include but are not limited to branding space on buses, outside of the Stadia and any other space as maybe required.</li> <li>xvi. Venue of the Games includes some FOPs outside of designated sports complexes in and around all the venues. EMA needs to provide specified Branding to the venues as per instructions of SAI.</li> </ul>

		<p>xvii. EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.</p> <p>xviii. <b>Once the EMA is on board, the agency shall present 3D brand mock-ups to SAI, CM, and other relevant stakeholders 10 days prior to the commencement of the Games.</b></p>
12.	Venue Overlays	<p>i. EMA to conduct reece at competition venue and other locations and come out with a comprehensive overlays plan in consultation with SAI and other relevant stakeholders</p> <p>ii. Manpower appointed by EMA should be equipped with hardware and materials required for the execution at all the FOP, Venues.</p> <p>iii. EMA to strictly ensure leveling of platforms been put for all German Hangers, Stages, Podiums, and cleanliness of each venue every day.</p> <p>iv. EMA will have to strictly setup Games Secretariat, SAI, SFI and other offices 5 days before the start of the games.</p> <p>v. EMA to ensure Overlays requirement are being catered.</p> <p>vi. Stationery required at each FOP and Venues will have to be kept before the start of each event.</p> <p>vii. EMA to provide Space for undertaking Promotions at each venue (to be decided through mutual discussion between the sponsors and SAI).</p> <p>viii. EMA to ensure that all the important signages are installed both inside and outside the stadium.</p> <p>ix. EMA will strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.</p> <p>x. <b>Once the EMA is on Board, the agency shall present 3D brand mock-ups to SAI and other relevant stakeholders about 10 days prior the commencement of the Games.</b></p>
13.	ICT, Hardware & Support	<p>i. EMA shall develop a plan for deployment and installation of ICT equipment, including LED TV screens with setup box/dish tv, and Laptop/Desktop with Printers in consultation with SAI.</p> <p>ii. To ensure Wi-fi Enabled High Speed Internet with LAN at all FOPs, Venue, Games Secretariat, SAI, SFI Office along with routers, repeaters, switches and other hardware as necessary by the EMA.</p> <p>iii. EMA will have to strictly setup Games Secretariat, SAI offices 7 days before the start of the games.</p> <p>iv. EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.</p>

		<ul style="list-style-type: none"> <li>v. EMA to ensure proper functioning of all the installed hardware throughout the event.</li> <li>vi. EMA shall also provide the TSR equipment on rental basis as specified in the BOQ.</li> <li>vii. On field Assistant - 4 nos. (Bachelors/B.Tech/MBA/MCA)</li> </ul>
15.	Kits	<ul style="list-style-type: none"> <li>i. Distribution of the Kits designed for Athletes, Support Staff, Volunteers and other stakeholders.</li> <li>ii. EMA to ensure. <ul style="list-style-type: none"> <li>➤ Confirm Receipt, Inventory, segregation, and Issue of these kits.</li> <li>➤ Co-ordinate with Accreditation team to develop &amp; execute Kit Distribution Time-table, plan and Verification process (taking signoff from contingent representatives &amp; other relevant stake holders, volunteers, other officials etc) to validate the delivery to relevant stakeholders.</li> <li>➤ Hand-over of any excess</li> <li>➤ Set-up storage rooms with a lock and key set-up along with setting up of CCTV cameras throughout the Kit Distribution and Storage Centre.</li> <li>➤ The access of feed shall be provided to relevant stakeholders with mobile view access along with desktop access.</li> <li>➤ 2-3 individuals shall be required for sports kit distribution.</li> </ul> </li> <li>iii. EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.</li> </ul>
16.	Audio / Visuals	<ul style="list-style-type: none"> <li>i. 4K HD Photography and Videography of the Opening/Closing Ceremony, Competition, Prize Distribution, Medal Ceremony</li> </ul>
17.	Design Agency	<ul style="list-style-type: none"> <li>i. Design and create content for all collaterals and brandings in English, Hindi or any other desired languages for BIMSTEC YOUTH WATER SPORTS 2024 as defined by SAI.</li> <li>ii. The Scope of Work for Design Agency is not limited to only designing, however, also comprise creation of related content (in desired languages) in respect of the game's elements.</li> <li>iii. Design to be vibrant, colorful, and inspirational in visual design reflecting event color scheme.</li> <li>iv. The Agency shall formulate and implement Creative Strategy for National audience &amp; assist in developing all communication to be disseminated to media/stakeholders/publics.</li> </ul>

		<ul style="list-style-type: none"> <li>v. Designing of creatives for print, digital and electronic media and facilitating the designing of panels, display boards, signage, tableau, mobile exhibition units etc.</li> <li>vi. Designing and preparation of brochures, promotional materials, booklets, seminar kits, press backdrop and standees, newsletters etc. under supervision of SAI.</li> <li>vii. Designing content (text/images/videos/infographics) about various achievements/new initiatives/highlighting activities.</li> <li>viii. The Agency will be required to deliver the creatives at short notice and delivery schedule fixed by SAI would be final.</li> <li>ix. To ensure that all marketing communication including social media, adverts, collateral &amp; templates will carry MYAS, SAI, all logos of government stakeholders in the event. Approval on the positioning of each logo of all the stakeholders will be given by SAI.</li> <li>x. <b>Indicative list is as follows:</b> <ul style="list-style-type: none"> <li>o Invitations</li> <li>o Stationery</li> <li>o Collaterals</li> <li>o Lanyard</li> <li>o Posters</li> <li>o Hoardings</li> <li>o Flyers</li> <li>o Leaflets</li> <li>o Newspaper advertisements</li> <li>o Banners/Infographics</li> <li>o Interactive banners/GIFs</li> <li>o Interstitial Banners</li> <li>o Accreditation template</li> <li>o In-stadia Branding</li> <li>o Vehicle Passes</li> <li>o Balloon Brandings</li> <li>o Drop-downs</li> <li>o Building Brandings</li> <li>o Vehicle Branding</li> <li>o Equipment Branding</li> <li>o Running Board Branding</li> <li>o Broadcaster Branding</li> <li>o LED Branding content</li> <li>o TSR Templates</li> <li>o E-Fixtures</li> <li>o Helpdesk</li> <li>o Sports Presentation Backdrop</li> <li>o Victory Stand Branding</li> <li>o Medals, certificates, plaque, souvenirs &amp; trophy design.</li> <li>o Food Coupons</li> <li>o Hand Bands</li> <li>o Score Boards – Games Specific</li> </ul> </li> <li>xi. Open files in respect of all of the above must be shared with SAI.</li> <li>xii. To make sure it's original work (no "tracing" either – nothing that infringes copyright).</li> <li>xiii. The Agency shall prepare advertisements creative for release in newspaper and/or other publications with</li> </ul>
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		<p>the ability to be adapted for use in other media such as outdoor, online and others. (One advertisement of any size would be treated as one creative). These would largely relate to events, initiatives &amp; achievements of the Ministry and for specific requirements on case-to-case basis. etc. This would include procurement of images wherever required, copywriting, designing and all other costs involved.</p> <p>xiv. Agency shall provide one page or multi-page advertorials and each advertorial would comprise of images and text matter to be presented with an attractive lay-out. These would be for promotion of products.</p> <p>xv. The Agency shall use the creatives (print and digital) would be either be used from the existing stock of images with SAI or would be procured. If the images used in the creatives are to be procured from photographers / photo banks, copyright of the images would preferably rest with the office for all time / perpetuity and if not available for all time use, then as per the terms and conditions applicable for procurement of the images.</p> <p>xvi. Preparing and maintaining an inventory and catalogue of all the creative material belonging to SAI and its supply as per the requirement during the period of contract. This includes to take over all the previous inventory images, creative, design, etc. Maintain proper catalogue of all inventories and add new creative material produced by the Ministry to this inventory from time to time.</p> <p>xvii. Supply of the creative material in the required format to the concerned media / organizations / associations etc. as per the directions of SAI.</p> <p>xviii. Agency to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.</p> <p><b>Note: All designs are to be approved by the SAI.</b></p>
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## ANNEXURE 'II' | DOCUMENTS TO BE SUBMITTED

The following documents are to be submitted with the RFP. Upload online the scanned copies as per the instructions mentioned in [Annexure X](#).

Sl. No.	Criteria	Document to be submitted online
<b>I. General Documents</b>		
1.	<b>Bid Security</b>	Required Documents for EMD and Bid security as per clause 10 of RFP.
2.	<b>Bid Submission Form</b>	Scanned copy of Signed and Stamped Bid Submission Form as per <a href="#">Annexure IV</a> .
3.	<b>Authorized Signatory</b>	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 <a href="#">Annexure VI</a> )
4.	<b>Declaration of Acceptance</b>	A declaration confirming Acceptance of all terms and Conditions of the RFP and its subsequent amendments without any deviation.
<b>II. Pre-Qualification Documents: Criteria as Mentioned in Clause 1 of <a href="#">Annexure III</a>.</b>		
5.	<b>Legal Entity</b>	Copy of Incorporation Certificate, Partnership Deed etc. + Copy of Registration Certificates with the GST & IT (PAN) Authorities
6.	<b>Bidder's Credential</b>	Annexure VII along with Work Order + Completion Certificates/ payment proof of client / certification from CA certifying receipt of payment to the extent of the project <b>shall be submitted</b>
7.	<b>Turnover</b>	Certificate by Statutory Auditor/ Chartered Accountant stating turnover in required financial years as per Annexure VIII.
8.	<b>FIT and Proper Person</b>	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.
9.	<b>Declaration for Blacklisting</b>	Self-certificate and/or Letter of Undertaking to this effect on Bidder's letter head signed by Bidder' authorized signatory
10.	<b>Declaration of Local content</b>	Self-certificate and/or Letter of Undertaking to this effect on Bidder's letter head signed by Bidder' authorized signatory
11.	<b>Declaration for GFR 144xi)</b>	Self-certificate and/or Letter of Undertaking to this effect on Bidder's letter head signed by Bidder' authorized signatory
<b>III. Technical Evaluation Documents</b>		
12.	<b>Experience</b>	Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying the claim required for each project
13.	<b>Presentation</b>	The presentation should be submitted along with the proposal in pdf format and if necessary and if the situation permits the service provider shall be asked to formally present the same through online medium or in person.
14.	<b>CV of Proposed key resources</b>	As per Format given at Annexure XIII
<b>IV. Financial Bid</b>		
15.	<b>Financial Bid</b>	<b>As per format at Annexure IX, Price Bid Format. To be uploaded only in the Price Bid Section of CPP Portal.</b>

**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**. 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 Bid amount/Performance security at the discretion of SAI.

## ANNEXURE 'III' | ELIGIBILITY & EVALUATION CRITERIA

### 1. ELIGIBILITY CRITERIA

S. No.	Parameter	Criteria
1	Legal Entity	Bidder should be a registered legal entity recognised under the legal statute of the country including any Company, Partnership firms/LLP/ proprietorship for last 3 years on the date of bid submission. Registered with the Income Tax (PAN) and GST (GSTN) Authorities in India with active status
2	EMD/ Bid Security	EMD/ Bid Security of Rs. 2,45,000. Scanned Copy of Proof of submission of EMD.
3	Bidder's Credential	The Bidder should have experience of providing Event Management services including the scope of Opening or closing Ceremony or overlays design or ACT Management to any Central/State Department/PSU/ National Sports Society/ National Sports Federation in India within the last 3 years ending on 31 <sup>st</sup> March 2023 with minimum contract value as mentioned below- One project of minimum Rs 97 lakhs OR Two projects of minimum Rs 61 lakhs OR Three projects of minimum Rs 49 lakhs
4	Turnover	The bidder should have an average annual turnover of at least <b>INR 121 Lakhs</b> over last three financial years ending 31 <sup>st</sup> March 2023.
5	FIT and Proper Person	Bidder should be Fit and Proper person as per the criteria defined in this RFP document.
6	Declaration for Blacklisting	Bidder should not stand debarred/blacklisted by any Central/State Government sector/ Public Sector Units/ Autonomous bodies/ Public Sector Banks/ Statutory bodies due to corrupt, fraudulent or any other unethical business practices as on date of bid submission. Even if the matter against the blacklisting/ debarment is under litigation and outcome of the litigation is not final, such bidder shall not be eligible.
7	DECLARATION As per GFR Clause 144 (xi)	DECLARATION As per GFR Clause 144 (xi) added vide DoE order dated 23.07.2020: Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. All terms as mentioned in the Department of Expenditure order dated 23.07.2020 and subsequent amendment thereto will be applicable.
8	Declaration for Local content	Bidder should be Class I Local Supplier or Class II Local Supplier will be eligible to bid in this IFB.(As per 3 (b) of DPIIT order dated 16.09.2020). Class I Local Supplier means a supplier or service provider whose goods, services or works offered has local content equal to or more than 50% & Class II Local Supplier means a supplier or service provider whose goods, services or works offered has local content more than 20% but less than 50%. As per 9 (a) of the above order, bidders are required to submit a declaration indicating percentage of local content and provide self-certification that the item offered meets the local content requirement for Class I/II local supplier as the case may be.

**Note: MSMEs (under relevant category) and verified Startups (under relevant field) will be given exemption only for criteria as mentioned at S. No. 2 above, upon submission of the relevant notification(s) along with required documents.**

**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.
  - o 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.
  - o 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.
  - o 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.
  - o 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.
  - o 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.

## 2. EVALUATION CRITERIA

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

S. NO.	CRITERIA	MAX. MARKS	DOCUMENT/EVIDENCE REQUIRED
1.	<p>Experience of Agency in undertaking similar events* (International/National) in the last 5 Years to any Central/State Department/PSU/ National Sports Society/ National Sports Federation in India:</p> <ul style="list-style-type: none"> <li>• Upto 3 events - 5 marks</li> <li>• 4 to 8 events - 10 marks</li> <li>• Above 8 events- 15 marks</li> </ul> <p>Similar events shall means experience in the following events:</p> <ul style="list-style-type: none"> <li>• Sports</li> <li>• Awards function</li> <li>• Business summit</li> </ul> <p><b>Note: Social events like private parties, marriages, etc shall NOT be considered for evaluation.</b></p>	15	Work Order/ LOA & Completion Certificate or certificate from Statutory Auditor. (Contract value & scope of work to be mentioned)
2.	<p>Minimum average annual turnover during the last three financial years ending on 31<sup>st</sup> March 2023 of value as mentioned below-</p> <ul style="list-style-type: none"> <li>• Rs 1.21 crore to less than Rs 2.5 Crore- 6 Marks</li> <li>• Rs 2.5 crore to less than Rs 5 crore- 8 Marks</li> </ul>	15	Signed and scanned copy of Certificate from a Chartered accountant

	<ul style="list-style-type: none"> <li>Rs 5 crore to less than Rs. 10 Crore- 10 Marks</li> <li>Rs 10 crore to less than Rs. 15 Crore-12 Marks</li> <li>Rs. 15 Crore and above- 15 marks</li> </ul>		
3	<p>Relevant similar experience of the following Agency Personnel.</p> <ul style="list-style-type: none"> <li>➤ <b>Project Head</b>- Minimum 10 years of work experience in the relevant domain or equivalent in managing events such as ceremonies or overlays design or venue operations etc., <b>(1 mark each for every event of International Repute /National repute event)</b> 2marks for matching the criteria + up to 3 additional marks for relevant event experience. <b>(Total 5 marks)</b></li> <li>➤ <b>ACT Management &amp; Coordination Head</b> Must be a Postgraduate in the field of management with minimum 8 years of experience in managing and planning Accommodation, Catering &amp; Transportation services  2.5 marks for meeting the criteria <b>(Total 2.5 marks)</b></li> </ul>	7.5	CV as per Annexure XIII
4	<p>Experience in assisting State Governments/ Central Governments/ Sports Federations for hosting International / National level Sports Events in the last 5 years as on bid submission date in providing venue planning/ overlays planning/ACT Management</p> <ul style="list-style-type: none"> <li>5 marks per international sports event</li> <li>2.5 marks per national sports event</li> </ul> <b>(Max. 7.5 Marks only)</b>	7.5	Work Order and Completion Certificate or certificate from Chartered Accountant for receipt of payment (Contract value & scope of work to be mentioned)
5	<p>Relevant Experience of the Bidder as an Event Management Agency for Sporting Events (International &amp; National) in last 5 years as on bid submission date.</p> <ul style="list-style-type: none"> <li>Multisport &amp; Multivenue – 10 Marks per event</li> <li>International Single Sport – 7.5 Marks per event</li> <li>National Single Sport - 5 Marks per event</li> </ul> <b>Maximum 4 assignment shall be submitted, however</b>	20	Work Order and Completion Certificate or certificate from Chartered Accountant for receipt of payment (Contract value & scope of work to be mentioned)
6	<p><b>Technical Presentation:</b></p> <ul style="list-style-type: none"> <li>Understanding of Objectives, Terms of Reference “ToR” and understanding of the assignment and Providing presentation on Project <b>(7.5 Marks)</b>.</li> <li>Approach and Methodology for overall scope of work, work Plan, Activity Schedule, Strength of Key Resources and management strategy for the event <b>(7.5 Marks)</b>.</li> <li>The agency shall elaborate upon approach towards key aspects of the project related to <b>(20 Marks)</b>: <ul style="list-style-type: none"> <li>- Opening and Closing Ceremonies</li> <li>- ACT Management</li> <li>- Overlays Design etc.</li> </ul> </li> </ul> <p><b>Note: The Bidders are required to submit the presentation as part of the Technical Bid only for evaluation by SAI. However, SAI reserves the right to call the bidders for presentation physically/Virtually.</b></p>	35	<b>Copy of the presentation must be submitted with the Technical Bid</b>
<b>TOTAL</b>		<b>100</b>	
<b>QUALIFYING MARKS</b>			<b>60</b>

## ANNEXURE 'IV' | BID SUBMISSION FORM

To,  
Sports Authority of India.

**Sub: Engagement of an Event Management Agency for BIMSTEC Youth Water Sports 2024**

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 of an Event Management Agency for BIMSTEC Youth Water Sports 2024 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 75 (Seventy Five) 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 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.
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.
- d. It is certified that the bidder is not directly 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)

**ANNEXURE 'V' | BANK GUARANTEE FORM FOR BID SECURITY**

Whereas \_\_\_\_\_ (hereinafter called the "Bidder") has submitted its quotation dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the "Bid") against the purchaser's Bid Reference No. \_\_\_\_\_ Know all persons by these presents that we \_\_\_\_\_ of \_\_\_\_\_ (Hereinafter called the "Bank") having our registered office at \_\_\_\_\_ are bound unto Sports Authority of India, New Delhi 110003 (hereinafter called the "Purchaser) in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. The conditions of this obligation are:

- (1) If the Bidder withdraws or amends, breaches the terms and conditions of the tender document, impairs or derogates from the Bid in any respect within the period of validity of this Bid.
  
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of its validity: -
  - a) Fails or refuses to furnish the performance security for the due Performance of the contract.
  - or
  - b) Fails or refuses to accept/execute the Rate Contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of Bid validity of \_\_\_\_\_ days i.e., for \_\_\_\_\_ days (\_\_\_\_\_ days + 45 days) from the date of Bid Opening and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature of the authorised officer of the Bank)

\_\_\_\_\_  
Name and designation of the officer

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

**ANNEXURE 'VI' | 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 of .....as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for 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 PRINCIPALHAVEEXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 2024.

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 100 (Hundred) and duly notarized by a notary public.*

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

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 stated as a single entity.

(i)	Assignment Name	
(ii)	Type of Project	
(iii)	Name, Contact No. & email of the Purchaser Representative:	
(iv)	Year in which Project took place	
(v)	Location of Project	
(vi)	Contract Value	
(vii)	Payment received	
(viii)	Narrative Description of the Scope of work of the assignment	
(IX)	Status of the assignment	

### IMPORTANT:

1. Use separate sheet for each Eligible Project. Please mark each sheet as Annexure II(a), Annexure II(b), Annexure II(c)... for each different project.
2. Please provide proof of eligible projects undertaken with a copy of Successful Completion Certificate attached from the 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.

**ANNEXURE 'VIII' | ANNUAL TURNOVER**

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

**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.

**ANNEXURE 'IX' |PRICE BID FORMAT**

(To be Submitted only in the Financial Bid Section of CPP Portal. Not to be submitted as a part of Technical Bid, Submission as a part of Technical bid may result in disqualification of the bidder

The quantity as indicated is tentative and the requirements may evolve over time, SAI reserves the right to increase or decrease the quantity/work as per the requirement without any change in the unit price and other terms & conditions quoted by the bidder during the period of contract subject to a variation of 25% of the total cost of the tender.

<b>PRICE BID Summary Sheet Event Management</b>		
<b>S. No</b>	<b>Element</b>	<b>Total in INR</b>
1	Ceremonies	-
2	ACT Management	-
3	Accreditation	-
4	Invitations, Stationary & Collaterals	-
5	Design Agency, Audio/Visual	-
6	Sports Presentation	-
7	Branding	-
8	Overlay, ICT, Hardware	-
9	Workforce	-
	<b>Total</b>	-
	<b>GST</b>	-
	<b>Grand Total</b>	-

*Note: Total cost of the detailed break up should match with lumpsum cost.*

**1. BOQ for Ceremonies**

<b>S. No.</b>	<b>Particulars</b>	<b>Specifications</b>	<b>Unit/Remarks</b>	<b>Quantity Required</b>
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
1	Opening Ceremony	End to end organization and execution of Opening Ceremony	Overall Cost	1
2	Closing Ceremony	End to end organization and execution of Closing Ceremony	Overall Cost	1

## 2. BOQ for ACT Management

ACT Management						
S.No	Particulars	Unit/ Remarks	Qty Reqd	Days/ Duration	Rate – Unit Price in INR	Total Price
1	ACT Management & Coordination Head	Nos	1	1		
2	Coordinator (One each for Accommodation, Transportation and Catering)	Nos	3	6		
3.	Help Desk manpower (rotational shift)		6	7		

## 3. BOQ for Accreditation

BOQ FOR EMA - ACCREDITATION FUNCTIONAL AREA							
Sr. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Days/ Duration	Unit Price (in INR)	Amount
I	II	III	IV	V	VI	VII	VIII (V x VI x VII)

1	Accreditation Cards along with Lanyards	<p>Standard size of PVC card (with different card types/ different colors)</p> <p><b>Technical Specification of Accreditation Card</b>  Material: PVC Thermal ID  Thickness: 0.75mm/750 microns  Size: (88 mm x 130 mm or 3.4 x 5.11 inches). Design options must be provided by EMA. Logo will be provided once tender is awarded.</p> <p><b>Technical Specification of Lanyards</b>  16 mm wide thickness. 36 inch length Rotating metal C. Hook. Lanyard Fabric (Satin) Printed lanyard (Dye Sub Printing). Custom printing logo, event details. Approval of Sample to be taken from SAI Standard smaller in size with different colour as per the category</p>	Nos.	600	1	-	
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2	Generic pre-printed day passes along with Lamination Pouch and Lanyards	<b>Technical Specification of Lamination Pouch for Emergency Day Pass</b> Material: PET+EVA. Thickness: 0.30mm/300 microns Melting Point: 110 degrees Celsius. Lamination Temperature: 110-140 degree Celsius Size: (88 mm x 130 mm or 3.4 x 5.11 inches) paper passes <b>Technical Specification of Accreditation Cards/Passes</b> Paper.120 GSM Size: A6 <b>Technical Specification of Lanyards</b> 16 mm wide thickness. 36 mm length Rotating metal C. Hook. Lanyard Fabric (Satin) Printed lanyard (Dye Sub Printing). Custom printing logo, event details. Approval of Sample to be taken from SAI.	Nos.	300	1		-
3	Media / Photographer Bibs	Media and Photographer with Digital Printing on bibs.	Nos.	10	1		-
<b>Sub Total Accreditation</b>							-

#### 4. BOQ for Invitations, Stationery and Collaterals

<b>BOQ FOR EMA - INVITATIONS, STATIONERY &amp; COLLATERALS FUNCTIONAL AREA</b>							
S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Days/ Duration	Unit Price (in INR)	Total Amount (in INR)
I	II	III	IV	V	VI	VII	VIII (V x VI x VII)
<b>A</b>	<b>Invitations for Ceremonies</b>						
1	VVIP - Invite + Envelopes	For Ministers, Dignitaries etc. A4 size, envelope to contain leaflets for Games invitation, fixtures, schedule, car pass, etc. Leaflets for Launch / Opening / Closing Ceremony to be inserted on need basis.	Nos.	50	1		-
2	VIP - Invite + Envelopes	For Media, School & College Principals, etc. A4 size, separate invites for Opening Ceremony & the Games. The envelope to contain leaflets for Games invitation, fixtures, schedule, car pass, etc. Leaflets for Launch / Opening / Closing Ceremony to be inserted on need basis.	Nos.	100	1		-
3	General - Invite + Envelopes + Schedule	General Invite A4 size, envelope to include invite & fixtures. Leaflets for Launch / Opening / Closing Ceremony to be inserted on need basis.	Nos.	100	1		-

<b>B</b>	<b>Collaterals</b>						
4	Brochures	A5 with 4 pages	Nos.	50	1		-
5	Game specific fixtures	A5 with 2 pages	Nos.	100	1		-
6	Posters	Standard size - A3	Nos.	50	1		-
7	Note pad	A5 with 20 pages	Nos.	300	1		-
8	Certificate (participation/merit)	A4 Size 300 GSM, Golden Metallic Sheet	Nos.	600	1		-
9	Certificate Courier Envelopes	A3 Size Polynet Cloth lined Envelope Courier Cover Self-Seal Document Pouch for Certificate.	Nos.	20	1		-
10	Vehicle access parking Permit Stickers	A5 size	Nos.	20	1		-
<b>C</b>	<b>Stationery</b>						
11	Scissors	Stainless steel with non-slip grip for extra safety	Nos.	20	1		-
12	Clipboards	A4 with strong plain base with strong metal clip with attached non slip material on the edges	Nos.	30	1		-
13	Stationery Kit	Pencil - 5 nos. Pens - 2 nos. each (Blue, Red, Black) Rubber / Sharpener - 2nos. each Marker - 3nos. Stapler No. 10 - 2 nos. Stapler Pins No. 10 - 5box. Highlighter - 4nos. Whitener - 1no. Paper Punching - 1no. Paper Marking - 2nos. Paper Files - 4nos. (for keeping A4 size papers) Glue Stick - 1no. any others	Nos.	20	1		-

**Sub Total Invitations, Stationery & Collaterals**

-

**5. DESIGN, AUDIO AND VISUALS**

**BOQ FOR DESIGN, AUDIO AND VISUALS**

S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Days/ Duration	Rate - Unit Price (in INR)	Total Amount (in INR)
I	II	III	IV	V	VI	VII	VIII (V X VI X VII)
<b>A</b>	<b>Design Agency</b>						
<b>1</b>	Designing and creation of content for Invitations, Stationery, Collaterals, Accreditation, Lanyard, T-shirts and other apparel, Booklets, Banners/Infographics, Interactive banners/GIFs, Interstitial Banners, Accreditation template, In-stadia Branding, Vehicle Passes, Press Backdrop, Standees, Drop-downs, Building Brandings, Vehicle Branding, Equipment Branding, Running Board Branding, Broadcaster Branding, LED Branding content, TSR Templates, E-Fixtures, Helpdesk, Sports Presentation Backdrop, Victory Stand Branding, Medals, certificates, plaque, souvenirs & trophy design, Food Coupons, Hand Bands, Score Boards – Games Specific, Advertisement Creative for release in newspaper and other publications. Print file as	-	Overall cost/ Lumpsum	1	1		-

	per the fabrication dimensions to be incorporated and shared with the team. (As per the scope of work)						
<b>B</b>	<b>AUDIO AND VISUALS</b>						
<b>1</b>	4K HD Photography and Videography including Manpower and Deliverables (As per the scope of work)	-	Overall cost/ Lumpsum	1	1		-
<b>Sub Total Design, Audio &amp; Visuals</b>							-

### 6. BOQ for Sports Presentation

<b>BOQ FOR EMA - SPORTS PRESENTATION FUNCTIONAL AREA</b>							
<b>S. No.</b>	<b>Particulars</b>	<b>Specifications</b>	<b>Unit/ Remarks</b>	<b>Quantity Required</b>	<b>Days/ Duration</b>	<b>Unit Price (in INR)</b>	<b>Total Amount (in INR)</b>
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII (V x VI x VII)</b>
	<b>Medals</b>						
1	Gold painted medal with lanyard & medal box	3'' size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by us with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	85	1		-

2	Silver painted medal with lanyard & medal box	3'' size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by us with 1'' Lanyard and Engraved Wooden Box inside velvet base.	Nos.	85	1		-
3	Bronze painted medal with lanyard & medal box	3'' size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by us with 1'' Lanyard and Engraved Wooden Box inside velvet base.	Nos.	85	1		-
<b>Trophies</b>							
4	Team champions trophy (Water Polo) – 1 Men & 1 Women	Total height 22'' includes 6'' height double wooden stand	Nos.	2	1		-
5	Team Champions trophy (Diving) – 1 Men & 1 Women	Total height 22'' includes 6'' height double wooden stand	Nos.	2	1		-
6	Overall champions trophy (Swimming)	Total height 26'' includes 6'' height double wooden stand	Nos.	1	1		-
7	Team Champions trophy (Swimming) – 1 Men & 1 Women	Total height 22'' includes 6'' height double wooden stand	Nos.	2	1		-

8	Best Swimmer - 1 Men & 1 Women	Trophy 14.75" height includes 4" wooden stand with glossy polish	Nos.	2	1		-
	<b>Souvenirs</b>						
10	Souvenir	Category of value upto INR 500, following options to be considered: 1. Limited edition wooden plaques for dignitaries 2. Acrylic shields 3. Small tabletop replicas of Games torch 4. Ceramic memento plates displaying local culture 5. Any other souvenir idea suggested	Nos.	450	1		-
11	Lapel Pin	Approx 1" X 2"	Nos.	600	1		-
13	DJ (Sports Presentation / FOP / Cultural Evening and any other)	Man days spread across the entire duration of the event	Nos.	2	4		-
14	MC (Sports Presentation / FOP / Cultural Evening and any other)	Man days spread across the entire duration of the event	Nos.	2	4		-
16	PA Sound system of upto 5000 watts - Big Set up covering a big FOP (including Cordless Mics, Podium Mic, DJ Console, and sound monitor/console)	Cost per day per system	Nos.	1	4		-

17	PA Sound System of upto 2000 watts - Small Set up covering a small FOP (including Cordless Mics, Podium Mic, DJ Console, and sound monitor/console)	Cost per day per system	Nos.	3	3	-
18	Presentation ceremony setup (for all 3 sports)	Cost to include hostesses, ushers, trays, backdrop, confetti blast, stage, carpet, and other necessary requirements as needed by the bidder	Lumpsum	1	3	-
<b>Sub Total Sports Presentation</b>						-

### 7. BOQ for Branding

<b>BOQ FOR BRANDING FUNCTIONAL AREA</b>							
S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration	Rate - Unit Price (in INR)	Total Amount (in INR)
I	II	III	IV	V	VI	VII	VIII (V X VI X VII)
<b>BRANDING</b>							
1	Flex/Fabric & Frame / Inside & Outside	MS Pipe Frame with 320 GSM Blackback Star Flex (Backdrops, Venue Branding, Main Gate Arch, Champions Board, A Boards, Signages at Venue, FOP Zoning, Box Branding, Standees,	sq ft	18000	1	-	-

		Directional Totem, and any others) as per the specific dimensions to be identified for different Venues.					
2	Vinyl Branding	Vinyl Printing and Pasting	sq ft	600	1		-
3	Vinyl on Sunboard Branding	Vinyl Printing and Pasting on 3mm Sunboard with Matte Lamination	sq ft	300	1		-
4	Vinyl on Sunboard Branding	Vinyl Printing and Pasting on 5mm Sunboard with Matte Lamination	sq ft	300	1		-
5	One way Vision	Vinyl Printing and Pasting	sq ft	100	1		-
6	Roll up Standees	3ft x 6ft with 320 GSM Blackback Star Flex	Nos	15	1		-
7	Box Branding	MS Pipe Frame with 320 GSM Blockout Star Flex in box Shape	sq ft	1500	1		-
8	Stickers	Printing and Pasting Branding requirement	sq ft	500	1		-
9	Teardrop Banners Knitted Polyester (stands/poles/base to be provided). To be placed across the stadium concourse	Small (Upto 8.5 feet)	Nos	4	1		-
10		Medium (Upto 10.5 feet)	Nos	4	1		-
11		Large (Upto 14 feet)	Nos	4	1		-
12	Drop Down Flex	320 GSM Blackback Star Flex as per the specific dimensions identified for the different buildings	sq ft	1500	1		-
13	Drop Down Flex/Fabric	Mesh Fabric. Media to be held in its position either with the help of existing horizontal pipes.	sq ft	1500	1		-
14	Flags	3' x 2' ft.	Nos	16	1		-

<b>Sub Total Branding</b>	-
<b>Note:</b> Shifting of any elements and fixing it again is to be borne by EMA. EMA to give proper support for venue branding and other elements wherever required.	

### 8. BOQ for Overlays, ICT and Hardware

#	Particulars	Specifications	Description	Units	Quantity	Days/ Duration	Unit Rate /Day	Total
I	II	III	IV	V	VI	VII	VIII	IX
<b>Platforms</b>								
1	Wooden Platforms		19 mm 2 layered BWP with hardwood framing of minimum 4 inch.	Sq ft	1000	4		₹ 0
2	Stage	1' Height	Stage of wooden platform with 4' wide x 6" high wooden risers on 2 sides. Stage size may vary as per the design.	Sq ft	600	4		₹ 0
3		3' Height		Sq ft	600	4		₹ 0
4	Steps	1' / 3' Ht	Steps as per the stage and riser requirements	Nos.	10	4		₹ 0
5	Victory Stand	7.5M * 1M	Tiered victory stands dimensions: 1x1m of separate boxes total 3nos (1set) and height should be as per SAI (Team Sports and Individual sports to be made as per dimensions)		1	4		₹ 0
6	Victory Stand	32M * 1M			1	2		₹ 0
<b>Furniture, Fixtures &amp; Equipment</b>								
7	Executive Table	5'X2'	Wooden Table	Nos.	5	5		₹ 0
8	Table	4'X2'	Wooden Tables/ Plastic Tables with cloth & Frills	Nos.	50	5		₹ 0
9	Buffet Table	6'X19'6"	Wooden Tables/ Plastic Tables with cloth as per requirement	Nos.	10	5		₹ 0
10	Round Table	6' Dia	Wooden Tables/ Plastic Tables with cloth as per requirement	Nos.	8	5		₹ 0

11	Executive chair	Height: 38.75"-41.75"   98-106 cm Width: 23"   58 cm Depth: 23"   58 cm Seat Height 18.25"-21.5"   46-55 cm Arm Height 24.5"-27.5"   62-70 cm overall	Wheeled Chair with Leatherette. Upholstery with Back Support and Side Arms  Materials Polished or powder-coated aluminum base and frame; leather upholstery	N os.	10	5		₹ 0
12	Metal Chair with cushion	59.9D x 69.6W x 90.9H Centimeters	Chair with Leatherette Upholstery with Back Support and Side Arms	N os.	10	3		₹ 0
13	Banquet Chair	Width 415 mm Height 830 mm Length 410 mm	chair with cover (white)	N os.	200	4		₹ 0
14	Folding Stools	Height - 1ft	canvas seating with iron frame	N os.	10	4		₹ 0
15	Benches for Players Seating	6' X 3' X 1.5'H	Wooden Benches for Players to sit (Dugouts, holding area, changing rooms, substitutes, etc)	N os.	20	5		₹ 0
16	Sofa	2 seater	Seamless design of plush seating in quality leather	N os.	10	3		₹ 0
17	Coffee Tables	1.2M W X 0.6M L	Wooden Polished Centre table	N os.	8	3		₹ 0

		X 0.4M H						
18	Massage tables	28" W X 72" L X 23" H	2" Thick Cushion of Multi-Layer Foam, Oil & Waterproof. Portable & Foldable.	N os.	6	5		₹ 0
19	Towel baskets	12" x 9.5" x 4.5" (L*B* H)	Jute or composite material	N os.	40	5		₹ 0
20	Almirah	52"H X 15"W X 26.5"D	Precision steel ball-bearings. High-side drawers accept letter size hanging file folders. Core-removable lock. Aluminium handles and label holders.	N os.	3	5		₹ 0
21	White Boards	4' X 2'	White Board With Stand	N os.	5	5		₹ 0
22	Fridge	185 Ltr	Fridge should be branded and Capacity of 185 ltr	N os.	2	5		₹ 0
23	Extension cords		Copper Wire required at various points for extending the power requirement to desired locations.	N os.	20	5		₹ 0
<b>Barricading</b>								
24	Mojo Barricading	4' Height	a vertical part that locks into a horizontal floor plate with two braces at the back.	Rf t	40	5		₹ 0
25	Queue Manager	Set of 2nos.	Set Of Two Pieces Stainless Steel-Retractable Belt Stanchions	N os.	75	5		₹ 0
<b>Others</b>								
26	Walkie-Talkie		Make of reputed Brand like Motorola/ Yashica or equivalent, VHF Devices	N os.	15	5		₹ 0
27	Ice		Ice made with RO water in small polybags of sizes ranging from 5kg to 10 kg. SAI will intimate the day-wise requirement of ice from as per the match schedule.	K G	100	4		₹ 0
28	Ice Box		Capacity - 10 L • Lightweight portable Chiller Ice Box with high performance insulation to keep contents chilled for up to 12h. • Very robust cool box with strong handle for assured durability	N os.	10	4		₹ 0

			and easy one-hand portability. The lid reverses to become a serving tray • The cool box interior is BPA free Ice Box Dimensions					
29	Green Carpets /Mats		Carpet 3mm with Laying and Installation 3m / 2m width - each roll	R M T	4000	1		₹ 0
30	Red Carpets		Carpet 3mm with Laying and Installation 3m / 2m width - each roll	R M T	2000	1		
31	LED Screen	12'X8'	All equipment related to live screening viz. genset, cabling, stage, super structure, truss, set top box etc. are included in the scope of work.	N os.	2	3		₹ 0
32	Dustbins	30 L	Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately).	N os.	20	5		₹ 0
33		5 L	Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately).	N os.	10	5		₹ 0
<b>Broadcasting Requirements</b>								
34	Camera Platform	8' L X 8' W X 8' H	Black Masking and Ladder as per the platform height	N os.	2	4		₹ 0
35		12' L X 8' W X 16' H	Providing and fixing double scaffolding system (cup lock type) made with 40 mm dia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube chollies, M.S. clamps and M.S. staircase system in the scaffolding for working platform etc. Height as per broadcasting requirement upto 5 meter.	N os.	2	4		₹ 0
36	Camera Raiser	8' L X 8' W X 8' H	Providing and fixing double scaffolding system (cup lock type) made with 40 mm dia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube chollies, M.S. clamps and M.S. staircase system in the scaffolding for working platform etc. Height as per broadcasting requirement upto 5 meter.	N os.	2	4		₹ 0
37		12' L X 8' W X 16' H	Providing and fixing double scaffolding system (cup lock type) made with 40 mm dia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube chollies, M.S. clamps and M.S. staircase system in the scaffolding for working platform etc. Height as per broadcasting requirement upto 5 meter.	N os.	2	4		₹ 0
38	Scaffolding		Providing and fixing double scaffolding system (cup lock type) made with 40 mm dia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube chollies, M.S. clamps and M.S. staircase system in the scaffolding for working platform etc. Height as per broadcasting requirement upto 5 meter.	N os.	6	4		₹ 0

39	Wire Manager	Length : 1m	Material: NR/SBR Rubber • Hardness: 80 ShA • Density: 1.9 g/cm <sup>3</sup> Wire managers to bear the load of heavy vehicular and pedestrian traffic with a high-visibility, anti-slip yellow cover	Nos.	15	5		₹ 0
<b>Internet &amp; Other Requirements</b>								
40	Dedicated Leased Lines 200 MBPS	TSR (200 Mbps)	WiFi Enabled High speed internet with LAN at all venues and FOPs along with routers, repeaters, switches, and other hardware.	Nos	1	5		₹ 0
41	Dedicated Leased Lines 300 MBPS	Media (100 Mbps) & Broadcast (200 Mbps)		Nos	1	5		₹ 0
42	CCTV Surveillance Camera System	Services, Installation & Commissioning	Consisting of at least three camera, lens, monitor and recorder, a CCTV system can be scaled up or down depending on the size of area surveillance. CCTV works by the camera or cameras taking a constant sequence of images that are then transmitted by cable or wirelessly to the recording device and then on to the display monitor, which enables an individual to see the sequence of images as video footage. Depending on the type of cameras used, they may also have the ability to zoom in and out and rotate 360 degrees.	Nos	30	5		₹ 0
43	Tata Sky Connection			Nos.	2	4		₹ 0
44	Plasma TV with Stand	55 inch	with stand and HDMI Cable	Nos.	4	4		₹ 0
45	Laptop		i5 processor	Nos.	8	5		₹ 0

46	Printers		All in one Color Printer with Scanner	Nos.	2	5		₹ 0
47	Spare Toner		for black & white and color	Nos	3	1		₹ 0
48	HDMI Cable		25 mtr each	Nos	1	1		₹ 0
49	Lockers		Provision of 200 lockers in Rack Cave MS Storage type or similar	Nos	200	6		
<b>Sub Total Overlays, ICT and Hardware</b>								<b>₹ 0</b>

### 9. BOQ for Workforce

<b>BOQ FOR EMA - WORKFORCE FUNCTIONAL AREA</b>							
S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration	Unit Price (in INR)	Total Amount (in INR)
I	II	III	IV	V	VI	VII	VIII (V x VI x VII)
1	Sports Equipment Labour	Manpower to lift & move sports equipment as an when requested by GTCC / Venue Manager / Technical Officials.	Nos.	10	5		-
2	Manpower	Distribution of sports Kit, registration and other event related works	Nos.	4	7		
<b>Sub Total Workforce</b>							<b>-</b>

**Note:**

The manpower deployment day-wise has to be discussed with Venue Mangers/SAI before deploying on-site.

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

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

## ANNEXURE 'X' |- 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 take into account corrigendum/amendment/modification published on the tender document before submitting their bids.
- (ii). Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii). Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (iv). To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **5. SUBMISSION OF BIDS**

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

## **6. ASSISTANCE TO BIDDERS**

- (i) Any query relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any query relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contact number for the helpdesk is 0120-4001 002; 0120-4001 005 and 0120-6277 787

**ANNEXURE 'XI' | - DRAFT CONTRACT AGREEMENT FORMAT**

Contract No \_\_\_\_\_ dated \_\_\_\_\_

**This is in continuation to this office's Notification of Award No. \_\_\_\_\_ dated \_\_\_\_\_**

1. Name & address of the Contractor: \_\_\_\_\_
2. SAI's Bidding Document/RFP No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the SAI.
3. Contractor's Bid No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the Contractor and the SAI in connection with this Bid.
4. In addition to this Contract Agreement Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:
  - (i) General Terms and Conditions of Contract as mentioned in above RFP
  - (ii) Scope of Services as mentioned in Terms of Reference of the RFP
  - (iii) Other Terms and Conditions of the RFP and Bid;
  - (iv) Bid Form furnished by the Contractor
  - (v) Price Schedule(s) furnished by the Contractor in its Bid;
  - (vi) SAI's Notification of Award
5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of services which shall be performed/ provided by the contractor are as under:

Schedule No.	Brief description of services	Total Charges	Period of contract	Total contract value

Taxes, if any \_\_\_\_\_

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

- (ii) Period of contract:
- (iii) Details of Performance Security:
- (iv) Payment terms:

\_\_\_\_\_  
**(Signature, name and address of the SAI's authorised official)**  
**For and on behalf of \_\_\_\_\_**

Received and accepted this contract

\_\_\_\_\_  
 (Signature, name and address of the contractor's executive duly authorised to sign on behalf of the contractor)  
 For and on behalf of \_\_\_\_\_  
 (Name and address of the Contractor)

\_\_\_\_\_  
 (Seal of the Contractor)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE 'XII' |- BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To

-----,

-----.

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

ANNEXURE 'XIII' |- CV Format

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

**Education:**

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

**Countries of work experience:**

**Employment Record**

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

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

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

**Work Experience:**

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

**Certification:**

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

\_\_\_\_\_  
**Name of Expert/ Personnel**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Endorsement of HR Department/Head of Academic Department/ Authorised Signatory  
to submit the bid**