



Ministry of Youth Affairs and Sports
Government of India



Ref. No. SAI/KID/RFE/EMA/2018

Request for Empanelment (RFE)

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

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Sports Authority of India (SAI)

1st Floor, SAI, HQ, JLN Stadium, Entry no 10Lodhi Road, New Delhi

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DISCLAIMER

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

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1. INTRODUCTION

1.1 The Sports Authority of India (hereafter referred as "SAI") invites proposals for Empanelment from prestigious Event Management Agencies who have conducted mega events in India. Once empanelled, only these agencies will be eligible to participate in RFP stage to bid for a limited tender enquiry stating the exact requirements for the event.

1.2 SAI organises various competitions under Khelo India Scheme including 'Khelo India Games' or may assign organisation of competitions to any NSF/State where in services of Event Management Agencies may be required. The second edition of Khelo India Games (termed as 'Khelo India Youth Games') for under-17 and 21 years age group is being proposed from 9th to 20th January 2019 and is the Main Event for this year. The second edition is likely to witness a total participation of over 7,500 including 5,500 players in 18 sports disciplines which include Athletics, Archery, Badminton, Basket Ball, Boxing, Kho Kho, Kabaddi, Judo, Gymnastics, Hockey, Football, Wrestling, Weightlifting, Shooting, Swimming, Table Tennis, Tennis and Volleyball. The event will telecast live on TV channel(s). The intention is to ensure the conduct of the event as per international standards.

SAI also organises many other sports promotion events time to time (such as marathons/runs, conferences, award functions, fitness/sports awareness program) where services of a professional event management agency may be required. To achieve these standards, SAI intends to empanel Event Management Agencies, who have excelled in management and delivery of mega sporting events. These empanelled agencies will be responsible for organization of this event as well as various other events which are to be held under the aegis of Khelo India scheme and SAI.

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

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

2. LANGUAGE OF BID

2.1 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

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English translation and, for purposes of interpretation of the Bid, the English translation shall prevail.

3. SCOPE OF WORK

The Event Management Agency shall implement the entire competition with seamless coordination between all functional areas. There should be no room for delay/glitches in terms of all functional area operations (outside specific sports conduct) of the games. The Agency shall assist in setup of field of play (FOP) as per the requirement of NSFs/broadcast partners (providing labour etc.) in coordination with stadia in charge, competition managers / federation, in-stadia branding elements and spectator services to reflect a young, colourful, premium and inspirational look & feel in line with the event logo and colours. The quality and scale of the event shall match standards on par with the international standard of the same age category. The Agency shall provide spectator engagement services to include public announcement systems, DJ's, Master of Ceremonies, games, competitions, adequate visibility on giant screens at each venue etc. The Agency shall ensure that all marketing communication and advertisements should carry Khelo India marks, all logos of government stakeholders in the event. Agency shall ensure that all event material, processes, requirements numbers shall be implemented only after proper written approvals from SAI. Decisions on all approvals or otherwise will be considered within reasonable time on submission of the request. The Agency shall implement a system to manage and record registration data, accreditation, games, events, entries, scores, and reports of the event. The Agency may be required to design Volunteer campaign and implement volunteer recruitment, training, management and operations. The office space for the Agency would be given by SAI on a need basis.

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

The broad Scope of Work for conduct of Khelo India Games is categorised into following different functions with set of activities to be performed under each head. It may be noted here that these are just indicative heads, depending on the venues and game time requirements more subcategories may be added/reduced to below stated Scope of work;

3.1 ADMINISTRATION AND EVENT OPERATIONS

a) **Accreditation and Printing of Tickets & Manuals:** Accreditation Cards/ Entry passes/Tickets are to be printed for the event. Volunteer/Games/Technical Manuals etc are also to be printed for each event.

b) **Overall Manpower and Management:** To manage the event, manpower and ground staff/crew are required. The Event Management Agency shall be responsible for complete ground management and provide adequate number of well experienced and qualified manpower at different levels to manage the overall event.

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3.2 VENUE CATERING&VIP HOSPITALITY

There shall be Hospitality / VIP / Athletes / Media Lounges at the respective venues. The VIP/Athletes and onsite guest management shall be undertaken by the Agency. The Agency shall be required to set up, manage and fulfil the catering requirements of the various stakeholders according to the approved menu at the venues on match days.

3.3 PRESS OPERATIONS & PUBLIC RELATIONS

The Agency shall manage the Public Relations (PR) activities, PR contents, interviews as well as various press conferences leading up to the Main Event. Also the Agency shall be required to generate and publish adequate number of press releases time to time to make sure the Event is gaining popularity in the masses.

3.4 PROCUREMENT OF VICTORY MEDALS, TROPHIES, CERTIFICATES AND SOUVENIRS

The winners of each sport shall be felicitated with Victory Medals and Trophies. Participation certificates are to be distributed to participants. Various dignitaries and guests shall be given Games Souvenirs. All these requirements shall be fulfilled by the Agency.

3.5 VOLUNTEERS & VOLUNTEER TRANSPORTATION

Volunteers shall be required to help and make the Event more visible and successful. The Agency shall be responsible for recruitment, training, deployment and management of the Volunteers. The remuneration to the Volunteers towards food and transport shall be distributed by the Agency.

3.6 VENUE BRANDING & OVERLAYS

(a) **Venue Branding:** The Agency shall be responsible to enhance the Look and Feel of the Event by means of various Branding elements. The Venues and the areas nearby are to be covered with appropriate Branding as desired by SAI (Banners, Hoardings, Flags, Tier Drops, Drop Downs etc.)

(b) **Overlays:** Temporary Structures are to be erected where ever required along with temporary Furniture, Fixtures and Equipment (FF&E). All these requirements such as German Hangers, Pagodas, Chairs, Tables, Gensets, Platforms etc. are to be provided by the Agency.

3.7 TECHNOLOGY

The Technology requirements of the Event viz. Laptops, Desktops, Printers, TVs etc are to be scoped and provided by the Agency.

3.8 SPECTATOR SERVICES & SPORTS PRESENTATION

The Agency shall conceptualise and execute the medal ceremonies and presentations for each sport. Arrangement of Victory podiums and backdrops according to the Sport shall be done by the Agency.

3.9 PRINTING OF COLLATERALS

The brochures, leaflets, flyers, stickers etc. for the Event are to be printed by the Agency. The requirements are to be scoped by the Agency in consultation with SAI.

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3.10 **OPENING & CLOSING CEREMONY**

There may be opening / closing ceremony for the Main Event in the line of any Mega Sporting Event held in the World. The Agency may be required to deliver the end to end services for the same.

3.11 **MISCELLANEOUS**

Any miscellaneous requirement for the Event which is not scoped initially are also to be taken care by the Agency.

Note

The actual requirement for different heads of Scope of Work under Khelo India School Games, 2018 ("KISG") as given to the Total Service Provider ("TSP") has been attached in Annexure 'VIII'. The figures in the tables serve as a reference for the Bidders.

For Khelo India Youth Games, 2019 ("KIYG"), the requirements are likely to increase by 1.5 times than in KISG. Thus, the Bidders are requested to study the given detailed Scope of work, as provided in the Annexure 'VIII' thoroughly and create an analysis accordingly.

4. TERMS OF EMPANELMENT

- 4.1 The term of Empanelment shall be for three (3) years from the execution of contract/agreement, which is extendable for another two (2) years.
- 4.2 The empanelment can be used by any division of Sports Authority of India (SAI) including Khelo India. The process of selection of agencies is elaborated in the Bid Evaluation section at clause 14 in this RFE.
- 4.3 All empanelled agencies must honour all RFE conditions and adherence to all aspects of fair trade practices in executing the purchase orders/work order placed by SAI. Failing this, SAI may stop their further participation in SAI tendering process.
- 4.4 The Empanelled Agency is free to assign any part of their scope of work to any sub-agency/third party wherein the payments shall be made by the Empanelled Agency to the sub agency directly and SAI shall bear no responsibility of the same. However, the Empanelled Agency shall be responsible to SAI for delivery/execution of the Scope of Work.
- 4.5 In the event, an Empanelled Agency or the concerned division of the Agency is taken over /bought over by another company, all the obligations and execution responsibilities under the agreement with SAI, should be passed on for compliance by the new company in the negotiation for their transfer.
- 4.6 SAI may, at any time, terminate the empanelment by giving written notice to the empanelled agency without any compensation or liability, if the empanelled Agency commits any breach of contract, has misrepresented or becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SAI.

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5. BID SCHEDULE

5.1 The Bid Schedule is as follows:

Date of Publication	25 th September 2018
Bid Document download start Date	25 th September 2018
Bid Submission start date	26 th September 2018
Last date of submission of queries for Pre-Bid Conference	4 th October 2018 (Thursday) by 5:00 p.m. At kheloindiadivision@gmail.com
Pre-Bid conference	8 st October 2018 (Monday) at 12:30 p.m. At 1 st Floor Sports Authority of India HQ, JLN Stadium Complex, Entry Gate No. 10, Lodhi Road, New Delhi – 110003
Bid submission end date and time	16 th October 2018 (Tuesday) by 5:00 p.m.
Opening of Bid	17 th October 2018 (Wednesday) at 11:00 a.m.
Presentation of Responsive Bids (as per pre-qualification criteria)	23 rd October 2018 (Tuesday) at 12:30 p.m.

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

6. ELIGIBILITY CRITERIA

6.1 Each Bidder must fulfil the following qualification criteria:

- a. **Valid Incorporation:** The Bidder must be validly incorporated under Companies Act 2013 as amended or under the relevant provisions/ Acts in India. The bidder has to be necessarily registered and existing in India;
- b. The Bidder must be rendering **Event Management** services in same name for **last three years**. Documents as mentioned in Clause 7 relating to business entity should be furnished;
- c. **Consortium is not allowed.**
- d. **Turnover:** The Bidder must have a **minimum average turnover of INR 25crores (Twenty five crores) in last three years.**
- e. **Solvency:** The Bidder should be solvent;
- f. **Technical abilities:**

The bidders must have undertaken and delivered at least 5 Event Management Projects of National or International repute of 5 crores or more (in terms of payments received) in last three years. Please note, relevant projects of National or International repute to be considered for evaluation of event management are as follows:

- Sports Events
- Award Ceremonies
- Business Summits / Conferences / Seminars
- Youth Services Events
- Cultural Events

Note: Social Events like private parties, marriages, etc. shall NOT be considered for evaluation

g. None of the full-time Directors of the bidders should have any relative (a person connected by blood or marriage) working in MYAS/SAI. An undertaking in this regard is to be given by the Bidder; A person shall be deemed to be a relative of another if, and only, if,

- (a) They are members of a Hindu Undivided Family; or
- (b) They are husband and wife; or
- (c) The one is related to the other in the manner indicated below:-

- i. Father
- ii. Mother (including step-mother)
- iii. Son (including step-son)
- iv. Son's wife
- v. Daughter (including step-daughter)
- vi. Father's father
- vii. Father's mother
- viii. Mother's mother
- ix. Mother's father
- x. Son's son
- xi. Son's son's wife
- xii. Son's daughter
- xiii. Son's daughter's husband
- xiv. Daughter's husband
- xv. Daughter's son
- xvi. Daughter's son's wife
- xvii. Daughter's daughter
- xviii. Daughter's daughter's husband
- xix. Brother (including step-brother)
- xx. Brother's wife
- xxi. Sister (including step-sister)
- xxii. Sister's husband

h. **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 in this clause 6.1 (h):

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- financial integrity of the Bidder;
- ability of the Bidder to undertake all obligations set out under the in this RFE;
- absence of convictions or civil liabilities against the Bidder;
- absence of any previous debarment of the Bidder, in accordance with the General Financial Rules, 2017, provided such debarment is still existing;
- absence of any disqualification as specified below:
 - Conviction of the Bidder or any of its respective directors, partners, executives or key managerial personnel by any judicial body for any offence involving moral turpitude, economic offence, securities laws or fraud or any offence under the Prevention of Corruption Act, 1988 or the Indian Penal Code, or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract;
 - Admission of an application for winding up or liquidation under the Insolvency and Bankruptcy Code (IBC) or any Applicable Laws against the Bidder or any of its or their respective directors and partners;
 - Any action or proceeding being initiated under the Insolvency and Bankruptcy Laws under the Applicable Law, including but not limited to declaration of Insolvency or Bankruptcy, disqualification or de-recognition by any professional body being initiated against the Bidder;
 - Current or previous banning of the Bidder or its respective directors, partners, executives or key managerial personnel by the governing body of any sport from involvement in the administration of or any form of participation in such sport, for any reason;
 - Default by The Bidder or any of its or their respective directors and of any of its obligations to a financial institution or has defaulted on any of its obligations to a financial institution in the last 3 (three) financial years;
 - Black listing of the Bidder by any government or semi-government body.

6.2 Documentary evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with the references as required in the Eligibility Criteria given above in Clause 6.1.

6.3 If the bids are not accompanied by all the requisite supporting documents as mentioned in Clause 7, the same would be rejected.

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

7. DOCUMENTS TO BE SUBMITTED

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

7.2 The following documents are to be submitted with the RFE. Upload online the scanned copies as per the instructions mention in Annexure VII.

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PRE QUALIFICATION		
S. No.	Criteria	Document to be submitted online
1	Incorporation and Experience of Event Management	Scanned copy of Certificate of Incorporation / Registration Certificate / Articles and Memorandum of Association or aims/objectives of the bidder organization of Bidding entity. SAI
2	PAN Card No.	Scanned copy of PAN Card
3	TAN No.	Scanned copy of TAN No
4	GST Reg. Certificate	Scanned copy of GST Registration
5	Bid Submission Form	Scanned copy of Signed and Stamped Bid Submission Form as per Annexure I.
6	Authorised Signatory	Scanned copy of Power of Attorney in favour of Authorised signatory of Bidding Documents. OR Signed and scanned copy of Board's resolution(s) in favour of Authorized signatory of the bidder. (Sample Attached at Annexure I)
7	RFE Documents	Signed and Scanned copy of RFE, corrigendum and clarification issued by SAI to this RFE, if any, duly signed and stamped on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of this RFE.
8	Financial Status	Signed and scanned copy of Certificate from a Chartered accountant stating the following:- a. The bidder is abiding by all statutory laws / rules / regulations / guidelines as applicable from time to time including submission of Income tax return, etc. b. Turnover during the year 2015-16 and or 2016-17 and or 2017-18 in support of eligibility criteria at clause 6 above. (Annexure III) c. Solvency certificate in support of eligibility at clause 6 above from the bidder's bank. Solvency Certificate for the bidder should not be dated more than one (1) month old from the last date of submission of bid. d. Signed and scanned copy of audited statement of Accounts of the bidding organization and annual report for the years 2015-16, 2016-17 and 2017-18. In case audit of the firm is pending for the FY 2017-18, provisional accounts certified by CA may be considered. Audited accounts and Report prior to 2015-16 will not be accepted. e. Scanned copy of Income Tax Return of last 03 years ending March 2018.
9	Technical Ability	Technical Ability Certificate issued by CA certifying that the Company has undertaken and delivered at least Five Event Management Projects of National or International Level of INR 5 Crores or more in last three years. (Annexure IV).

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DOCUMENTS FOR EVALUATION		
10	Financial Strength	a. Average Turnover of the Agency in last three years - Annexure III b. Average Turnover from Sports Event Management in last three years – Annexure V
11	Technical Strength	a. Number of Relevant National/International Events conducted in last three years – Annexure II along with documents related to these project along with scope of work should be submitted as part of the eligible projects. (Please attach separate copies for each event) b. Magnitude of largest Relevant National/International Event (in terms of payments received) conducted in last three years – Annexure IV
12	CV of respective Key Officials of the Agency (Required as per Technical Evaluation at clause 14 of this RFE)	To be submitted in prescribed Performa according to Annexure VI

Note:

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

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

7.3 Amendments to Bidding Documents:

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

7.4 Clarification of Bidding Documents:

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

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

8. EARNEST MONEY DEPOSIT (EMD)

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

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

9. BIDDERS' QUERIES AND RESPONSES THERE TO

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

To, Regional Director, Khelo India Sports Authority of India, New Delhi.			
BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone, fax and email points of contact & contact details of local office as well
			Tel:
			Fax:
			Email:
Sl. No.	Bidding Document Reference(s) (Clause number/page)	Content of RFE requiring clarification	Points of Clarification required.
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9.2 All enquiries should be sent to SAI only through email only. SAI shall not be responsible for ensuring that Bidders' enquiries have been received by them. SAI shall endeavour to provide a complete, accurate, and timely response to all questions to all the Bidders. However, SAI makes no representation or warranty as to the completeness or accuracy of any response, nor does SAI undertake to answer all the queries that have been posed by the Bidders. All responses given by SAI will be distributed to all the Bidders.

9.3 SAI will host a Pre-Bid Conference, scheduled as per the details in the Bid Schedule mentioned in Clause 5 of the RFE. The representatives of the interested Bidders may attend the pre-bid conference at their own cost. The purpose of the conference is to provide Bidders with information regarding the RFE and discuss bidder's queries, together with proposed solutions. SAI shall provide each Bidder with an opportunity to seek clarifications regarding any aspect of the RFE during the pre-bid conference.

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

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

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

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

10. BID VALIDITY

10.1 The Bid shall remain valid for acceptance for a period of 90 days (ninety) 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.

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- 10.2 In exceptional cases, the Bidders may be requested by SAI to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid.
- 10.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for SAI, the Bid validity shall automatically be extended up to the next working day.

11. SIGNING OF BID

- 11.1 The Bidders shall submit their Bids as per the instructions contained in the RFE.
- 11.2 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the Bidder to the contract and upload in PDF format.
- 11.3 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting. The letter of authorization shall be by a written Power Of Attorney/Board Resolution, which shall also be furnished along with the Bid.

12. SUBMISSION OF BIDS

- 12.1 Online bids have been invited and bidder should submit their bid as per instructions given for on-line submission in Annexure VII of the RFE.

13. BID OPENING

- 13.1 SAI will open (online) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 13.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for SAI, the Bids will be opened at the appointed time and place on the next working day.
- 13.3 Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them Letters Of Authority from the corresponding Bidders' acknowledgement letter of bid submission at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- 13.4 The Technical Bid are to be opened at the prescribed time and date as indicated in RFE Bid schedule. During the Technical Bid opening, the Bid opening official(s) will 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).
- 13.5 Late Bids: Bids received after the specified date and time of receipt of the Bid as mentioned in the Bid schedule mentioned in Clause 5 of the RFE shall not be considered.

14. BID EVALUATION

- 14.1 The bid evaluation shall be done according to the following criteria;

As per

S. NO.	PARAMETERS	MAXIMUM MARKS
1	Financial Strength	30
1.1	Average Turnover of the Agency in last three years 25 crores to less than 30crores – 5 Marks 30crores to less than 35crores – 10 Marks Above 35crores – 15 Marks	15
1.2	Average Turnover from Sports Event Management in last three years Less than 3 crores – 0 Marks 3 Crores to less than 5 crores – 2 Marks 5 crores to less than 10 crores – 5 Marks 10 crores to less than 15 crores – 10 Marks Above 15 crores – 15 Marks	15
2	Technical Strength	25
2.1	Number of Relevant National/International Events conducted in last three years Up-to 5 Projects, 1 marks for each project(Max 5Marks) Additional 2.5Marks for each similar Project (max. up to a total of 15 Marks)	15
2.2	Magnitude of largest Relevant National/International Event (in terms of payments received) conducted in last three years Less than 5 crores – 0 Marks 5 crores to less than 10 crores – 4 Marks 10 crores to less than 20 crores – 7 Marks Above 20 crores – 10 Marks	10
3	Relevant experience of the key Employees	25
3.1	Chairman/Managing Director/Director – At least 15 years of experience 15years of experience – 2 points More than 15 years of experience – max 5 (1 point for each year of additional experience)	5
3.2	Operations Head – At least 10 years of relevant experience 10 years of experience–2points More than 10 years of experience –Upto max 4 points (1 point for each year of additional experience)	4
3.3	Production Head - At least 10 years of relevant experience 10 years of relevant experience–2points More than 10 years of relevant experience –Upto max 4 points (1 point for each year of additional experience)	4
3.4	Creative Head – At least 10 years of relevant experience 10 years of relevant experience–2points More than 10 years of relevant experience –Upto max 4 points (1 point for each year of additional experience)	4

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3.5	Communication, Branding, Publicity & Marketing Head- At least 10 years of relevant experience 10 years of relevant experience–2points More than 10 years of relevant experience –Upto max 4 points (1 point for each year of additional experience)	4
3.6	F&B Manager- At least 10 years of relevant experience 10 years of relevant experience–2points More than 10 years of relevant experience –Upto max 4 points (1 point for each year of additional experience)	4
4	Presentation (of responsive bids as per pre-qualification criteria) on Approach and methodology for the assignment including the assessment of the relevant skills and experience of the team for the assignment.	20
4.1	Event management plan and Innovation/Creativity/best practises in delivery of the event	10
4.2	General approach & methodology and quality of deployment of manpower	10
	TOTAL	100 Marks

14.2 Supporting documents for bid evaluation shall also be verified during presentation. The bidders are advised to make their presentation strictly according to the evaluation criteria based on the credentials submitted above.

14.3 **Bidders scoring 75 marks or above shall be considered for further processing.** However SAI reserves the right to reject the bids for justified reasons, even if the score is 75 marks or above.

14.4 After evaluation, all the successful bidders shall be ranked according to the following method:

Highest scorer : Rank 1
Second highest scorer : Rank 2
Third highest scorer : Rank 3
Fourth highest scorer : Rank 4 and so on...

14.5 Rank 1 to 4 bidders shall be empanelled as per the provisions detailed in this RFE.

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

15 QUALIFICATION CRITERIA

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

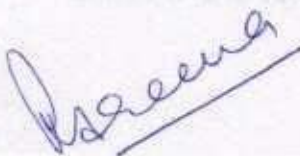
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16 COMPARISON OF BIDS AND AWARD CRITERIA

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

17 RESERVED RIGHTS

- 17.1 SAI reserves the right to:
- a) Accept/reject any of the RFE clause in full or part without assigning any reason thereof.
 - b) Revise the requirement at a later stage as and when required.
 - c) Amend, modify, relax or waive any of the conditions stipulated in the RFE where ever deemed necessary.
- 17.2 No Liability clause:
- a) 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 RFE or at any later stage, or in the event of any contravention by the Bidder of any condition or criterion stipulated, SAI shall terminate or cancel the appointment / engagement of the Bidder, and nothing shall be payable or be paid by SAI to the Bidder as compensation/damages or penalty;
 - b) SAI will not be liable for any costs, damages or losses incurred by any Bidder participating in this RFE, if SAI decides to cancel the RFE process or for any reason whatsoever.
 - c) The Bidder shall be responsible for all costs incurred in connection with participation in the RFE 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.
 - d) The submission of a response to this RFE by any Bidder confirms the Bidder's acceptance of all terms and conditions of this RFE 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 RFE;
 - examined all information relevant to the risks, contingencies and other circumstances that could affect the RFE; and
 - satisfied itself as to the correctness and sufficiency of the RFE.
- Bidders to this RFE 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 RFE. Any clarifications and all information will be via e-mail only. No queries shall be entertained by SAI after scheduled date and time mentioned in Bid schedule of the RFE.



18 PERFORMANCE BANK GUARANTEE

18.1 Once empaneled, the selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall be required to give Performance Bank Guarantee ("PBG") for the amount equivalent to 10% of the PO value. PBG will be in the form of Bank Guarantee (BG) of any Nationalized / Scheduled / Centralized Bank drawn in the name of "KHELO INDIA" payable at New Delhi to be deposited in the office of Khelo India, 1st Floor, SAI Headquarters, JLN Stadium Complex, Entry Gate No 10, Lodhi Road, New Delhi.

18.2 SAI will have the right to invoke the PBG without assigning any reasons if the selected Agency defaults or deemed to have defaulted or in the case of non-acceptance of the purchase orders/work order and empanelment will be cancelled.

- a. Empanelled agencies shall be required to give PBG within 15 days of issuance of PO by SAI. In the event of default in submission of PBG within the stipulated time, the Agency shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the PO value per day delay. In addition to this, SAI shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.
- b. The PBG should remain valid for an additional period of 90 (ninety) days beyond the timelines mentioned in the PO. For example, if the timelines mentioned to complete a deliverable in the PO is for 3 months, the PBG shall be valid till 3 months + 90 days from the date of project initiation.
- c. In the event wherein a PO is released by SAI for project renewal or a fresh PO is released, the bidder shall ensure extension / submission of PBG with 15 days of issuance of the PO. Penalty as per clause 18.2 (a) shall be applicable in the event of default in timely submission of PBG.

18.3 PBG has to be made in form of Bank Guarantee equal to 10% of PO value.

Validity	Valid for the period of PO / extended PO plus (+) 90 days. <ul style="list-style-type: none">• The PBG will be released (without any accrued interest) after the completion of all tasks (deliverables) as assigned in the PO subject to any costs, expenses, dues damages, penalty payable by the Agency.
Instrument	One single deposit in the form of Bank Guarantee.
Amount	Equal to 10% of PO value

19 AWARD OF WORK

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

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20 PENALTY CALCULATION PROCESS

Time shall be essence of the contract.

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

- 20.1 The empanelled agencies shall render the services strictly adhering to the timeline mentioned in the Work order. Any delay by the Agency, in the performance of its obligations, error percentage greater than 5%, shall attract Penalty at the rate of 0.5% of the total value of the Purchase / Work Order per day of delay subject to a maximum of 15% of the work order value. Beyond 30 days (or 15% penalty), SAI will have the option of getting the work done through alternate sources at the cost and risk of the defaulting Agency.
- 20.2 The empanelled Agency shall not refuse to accept SAI work order under any pretext. The work order can be collected from SAI office or if convenient to the Agency, it can be mailed to them. The Agency shall start the work within 7 days of the date of the work order.
- 20.3 For three recurrences of default in the discharge of service obligations, SAI would be free to revoke the defaulting Agency's bank guarantees (including the ones submitted for other Work Orders) and/or termination of the Contract.
- 20.4 If at any time during performance of the work order, the Agency's encounter conditions impeding timely performance of the ordered services, the Agency shall promptly notify SAI in writing of the fact of the delay, its likely duration and its cause(s).

21 PAYMENT PROCESS

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

22 CORRUPT OR FRAUDULENT PRACTICES

22.1 It is required by all concerned namely the Bidders/Successful Bidders etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, SAI: -

- a) 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;

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- b) will declare a firm ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by SAI if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices or gross/deliberate negligence in competing for, or in executing the contract.

22.2 "SAI reserves the right not to conclude the Contract and in case contract has been issued, terminate the same, if, found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. 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."

23 CONFIDENTIALITY

23.1 The Bidder agrees and acknowledges that this RFE is confidential and the Bidder, by downloading the RFE document, agrees and undertakes that nothing contained in this RFE 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 RFE and any information disclosed to them in relation thereto.

23.2 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.

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

24 GENERAL TERMS AND CONDITIONS

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

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- 24.2 SAI reserves the right to modify and amend any of the stipulated condition/criterion given in this RFE, depending upon project priorities vis-à-vis urgent commitments. SAI also reserves the right to accept/reject a bid, to cancel/abort RFE process and/or reject all bids at any time prior to award of empanelment, without thereby incurring any liability to the affected agencies on the grounds of such action taken by SAI.
- 24.3 SAI may not award any work to the Empanelled Agencies at its own discretion without assigning any reason thereof.
- 24.4 Any default by the bidders in respect of RFE terms & conditions will lead to rejection of the bid.
- 24.5 The decision of SAI arrived during the various stages of the evaluation of the bids is final & binding on all Agencies. Any representation towards these shall not be entertained by SAI. Reasons for rejecting a bid will be disclosed only when an enquiry is made by the concerned bidder.
- 24.6 In case the empanelled Agency / bidder is found in-breach of any condition(s) of RFE or supply order, at any stage during the course of project deployment period, the legal action as per rules/laws will be taken.
- 24.7 Any attempt by empanelled Agency / bidder to bring pressure towards SAI's decision making process, such Agencies shall be disqualified for participation in the present RFE and those Agency may be liable to be debarred from bidding for SAI tenders in future for a period of three years.
- 24.8 Printed/written conditions mentioned in the RFE bids submitted by Agencies will disqualify them and will not be binding on SAI.
- 24.9 Upon verification, evaluation/assessment, if in case any information furnished by the Agency is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 24.10 SAI will not be responsible for any misinterpretation or wrong assumption by the Agency, while responding to this RFE.
- 24.11 Only those bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFE document, shall be short-listed for further evaluation.
- 24.12 SAI reserves the right to award similar contract/assignment to any other event management agency for any specific event other than the empanelled agencies without assigning any reason thereof.
- 24.13 This empanelment shall not confer any right to the empanelled agencies to claim the award of work during their term of empanelment.
- 24.14 SAI reserves the right to issue separate tenders for part Scope of Work like Opening Ceremony, Venue Catering etc. for any event organised by SAI.
- 24.15 Owing to the special requirement, SAI may issue separate tender/RFP rather than restricting to only Empanelled Agencies. The special requirement shall include, along with other reasons, unreasonable/inflated rates quoted by the Empanelled Agencies.
- 24.16 In case separate tenders/RFPs are floated by SAI, the Empanelled Agencies can also participate in the bidding process.
- 24.17 It is urged through this RFE that mis-representation of facts shall be dealt with seriously, and may lead to barring of the bidder from all Sports Authority of India tenders/RFPs for a period of 2 (two) years.
- 24.18 Bidders are requested to share information which is true and based some tangible proofs.

24.19 SAI reserve the right to add/remove Agencies in the list of Empanelled Event Management Agencies.

24.20 SAI reserves right to add second tier for the work below specified monetary limit. The already Empanelled Agencies will qualify to apply for those work as well.

25 REPRESENTATIONS AND WARRANTIES

25.1 SAI, along with its employees, representatives, advisers, make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFE or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFE and any assessment, assumption, statement or information contained therein or deemed to form part of this RFE or arising in any way in this Selection Process.

25.2 SAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFE.

25.3 The Bidder represents that all the information provided are 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 / blacklisting etc. without incurring any liability to the affected bidder(s) on the ground of SAI/SAI/MYAS's action.

25.4 The Bidder represents that no effort has been used by the Bidder to influence the Bid comparison / evaluation / work award decision by way of overt / covert canvassing. Such an effort shall result in non-consideration / rejection of its Bid.

26 INDEMNIFICATIONS AND LIABILITIES

26.1 The bidder shall fully indemnify, hold harmless and defend MYAS/ SAI/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, which arise out of or relate to:

- a) any breach of any representation or warranty of the bidder contained in the RFE,
- b) any breach or violation of any covenant or other obligation or duty of the bidder under this RFE.

26.2 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 RFE.

26.3 SAI reserves the right to accept or reject any or all proposal (s) or to annul the RFE process in to and reject all proposals at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder (s) on the ground of SAI action.

26.4 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

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- by SAI or any other costs incurred in connection with or relating to its Bids. All such costs and expenses will remain with the Bidder and SAI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bids, regardless of the conduct or outcome of the Selection Process.
- 26.5 Each party shall, at all times, indemnify and keep indemnified the other party, against all claims / damages for any infringement of any intellectual property rights by it of the other party.
- 26.6 The Successful Bidder shall at all times indemnify and keep indemnified SAI against all claims/damages etc. for any Intellectual Property Rights (IPR) while providing its services under the Project.
- 26.7 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 or injury sustained or suffered by its (the Successful Bidder's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Successful Bidder.
- 26.8 The Successful Bidder shall at all times indemnify and keep indemnified SAI against and any claims by Employees in respect of wages, salaries, remuneration, compensation or the like.
- 26.9 All claims regarding indemnity shall survive the termination or expiry of the Contract.

27 TERMINATION

27.1 Termination for Insolvency

SAI may at any time terminate the Contract by giving a written notice of One (01) month to the Successful bidder, if the Successful bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful 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.

27.2 Termination for default

- a) SAI, New Delhi, without prejudice to any other contractual rights and remedies available to it, may by written notice to the Successful Bidder, terminate the contract in whole or in part, if the Successful Bidder fails to deliver any or all services required or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by SAI, New Delhi.
- b) Unless otherwise instructed by SAI, New Delhi, the Successful Bidder shall continue to perform the contract to the extent not terminated.

27.2 Termination for convenience

- a) SAI, New Delhi reserves the right to terminate the contract, in whole or in part for its (SAI's) convenience, by serving written notice to the Successful Bidder at any time during the pendency of the contract. The notice shall specify that the termination is for the convenience of SAI, New Delhi. The notice shall also indicate inter alia, the extent to which the Successful Bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- b) The goods and services which are complete and ready in accordance with terms of the contract for delivery and performance shall be accepted by SAI, New Delhi within 30

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(thirty) days of the receipt of the notice of termination by the Successful Bidder in accordance with the contract terms, conditions and prices. For the remaining goods and services, SAI, New Delhi may decide:

- To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
- To cancel the remaining portion of the goods and services and compensate the Successful Bidder by paying an agreed amount for the cost incurred by the Successful Bidder towards the remaining portion of the goods and services.

28 FORCE MAJEURE

28.1 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Successful bidder and not involving the Successful bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts done in sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. The Successful Bidder shall not be liable for imposition of any such sanction so long the delay and/or failure of the Successful Bidder in fulfilling its obligations under the contract is the result of an event of Force Majeure.

28.2 If a Force Majeure situation arises, the Successful Bidder shall promptly notify SAI, New Delhi in writing of such conditions and the cause thereof within 7 (seven) days of occurrence of such event. Unless otherwise directed by SAI, New Delhi in writing, the Successful Bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

28.3 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 (sixty) days, SAI may at its option terminate the contract without any financial repercussion on either side.

28.4 In case due to a Force Majeure event SAI, New Delhi is unable to fulfil its contractual commitment and responsibility, SAI, New Delhi will notify the Successful Bidder accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

29 DISPUTE SETTLEMENT MECHANISM

29.1 All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof should be settled by bilateral discussions. SAI and the Successful bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

29.2 If the parties fail to resolve their dispute or difference by such mutual consultation within 30 (thirty) days of its occurrence, then, either SAI, New Delhi or the Successful Bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof and the award of such Arbitration Tribunal shall be enforceable in Indian courts only. In the case of a dispute or difference arising between SAI, New Delhi/ SAI and a Successful Bidder relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration, appointed to be the arbitrator by the Director General (Sports Authority of India). The award of the arbitrator will be final and binding on the



parties to the Contract. The fees and the procedure of the Arbitration proceeding shall be in accordance with the prevailing policies of SAI.

- 29.3 Venue of Arbitration: The sole Arbitrator shall have its seat in Delhi.
- 29.4 The arbitration will be in English Language and at Delhi.
- 29.5 Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.
- 29.6 The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of SAI's arbitration proceedings.
- 29.7 All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of High Court at Delhi/ New Delhi.

30 APPLICABLE LAW

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

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ANNEXURE 'I' | BID SUBMISSION FORM

To,

RD, Khelo India
Sports Authority of India HQ,
JLN Stadium Complex, Entry Gate No 10,
Lodhi Road, New Delhi - 110003

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

Dear Sir,

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



copy of Power of Attorney may be enclosed)

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

I declare that:

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

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

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Power of Attorney (Sample)

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

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

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

For
(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized Accepted

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

Notes:

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

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ANNEXURE 'II' | ELIGIBLE PROJECTS UNDERTAKEN BY THE BIDDER

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

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

IMPORTANT:

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

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ANNEXURE 'III' | ANNUAL TURNOVER

S. NO.	FINANCIAL YEAR	ANNUAL TURNOVER (INR)
1.	2017-18	
2.	2016-17	
3.	2015-16	

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last 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 Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Applicant.
- In case audit of the firm is pending for the FY 2017-18, provisional accounts certified by CA may be considered. Audited accounts and Report prior to 2015-16 will not be accepted.

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ANNEXURE 'IV' | TECHNICAL ABILITY

YEAR	EVENT	LOCATION	PROJECT COST (INR)
1.			
2.			
3.			
4.			
5.			

Certificate from the Statutory Auditor

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

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

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

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

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ANNEXURE 'V' | AVERAGE TURNOVER FROM SPORTS EVENTS

The average turnover of the Agency from Sports Events in Last three Years

S. NO.	EVENT	LOCATION	YEAR	PROJECT COST (INR)
1.				
2.				
3.				
4.				
5.				
.				
.				
.				
.				

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective projects on account of professional fees for Sports Event Projects. And the Average Turnover of the Firm from professional fees for **Sports Events in the last three financial years** is INR _____. (In words)

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant. Also, the amount mentioned above shall be strictly from Sports Event Projects in last three Financial Years.

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ANNEXURE 'VI' | FORMAT FOR CV

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

Education:

Name of Institution	Degree Obtained	Year of Obtainment

Countries of work experience:

Employment Record

Name of Organisation	Position Held	Duration

Total Work Experience (Relevant): (in years)

Brief Write-up of overall experience:

Work Experience:

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

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	Name of Assignment: Year: Client: Project Cost: Project Details: Main project features: Position Held: Activities performed:
	Name of Assignment: Year: Client: Project Cost: Project Details: Main project features: Position Held: Activities performed:
	•
	•
	•

Certification:

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

Name of Expert

Signature

Date

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ANNEXURE 'VII' | INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

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

2. REGISTRATION

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

3. SEARCHING FOR TENDER DOCUMENTS

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

4. PREPARATION OF BIDS

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



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

5. SUBMISSION OF BIDS

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

6. ASSISTANCE TO BIDDERS

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





ANNEXURE 'VIII' | BOQ FOR 1st KHELO INDIA SCHOOL GAMES

1. The bidders are advised to study the following **Head Wise**'Line item requirements' and 'actual expenditures' of Khelo India School Games which were held in New Delhi in January 2018.
2. The Scope of Work (along with the tentative Budget as per the final bills received from the Total Service Provider for Khelo India School Games 2017-18) is categorised into following different functions with a set of activities to be performed under each head:

i. ADMINISTRATION AND EVENT OPERATIONS

Accreditation and Printing of Tickets & Manuals:

- Accreditation list was prepared as pre-approved by CEO, KISG

Technical Specification of Lanyards

- 20 mm wide thickness.
- Rotating metal C. Hook. Lanyard Fabric (Satin)
- Printed lanyard (Dye Sub Printing). Custom printing logo, event details.

Technical Specification of Lamination Pouch

- Material: PET+EVA. Thickness: 225 microns
- Melting Point: 110 degrees Celsius. Lamination Temperature: 110-140 degree Celsius
- Size: 180mmX114mm with rounder corners.
- UV resistant

Technical Specification of High Security Hologram

- Tamper evident type 30 composition
- Microns 36 thickness
- Low haze polyester film of consistent optical density for brighter Hologram.
- Affixed with 90 GSM release paper with superior high tack pressure sensitive adhesive for better grip and higher release property to ensure easy peel off hologram from release paper, made with Laser technique
- The design provided shall be embossed on each Hologram.

Technical Specification of Accreditation Cards/Passes Paper:

- 120 GSM
- Watermark with Khelo India School Games Logo
- Size: 175 mmX110 mm / A5 (Approx.)
- Design and logo will be provided once tender is awarded

Emergency/Day Passes:

There were access passes which were issued to various service providers on "need basis". They were controlled by the respective Venue Managers. These were called Bump-In/Bump-Out passes.

Printing of Tickets & Manuals:

The Total Service Provider ensured the printing requirements for the event, viz., Game Tickets, Day Passes for Guests, Technical Manuals, etc. were printed as per the need basis of the event and any additional requirements essential for the successful execution of the event.

Functional Area: <u>Accreditation + Printing of Tickets + Manual</u>		
S. No.	Particulars	Qty. Nos. as per RFP
1	Software cost for the Data entry into the online accreditation system for real time access	1
2	Printing of cards	11,150
3	Generic pre-printed day passes	745
4	Cost of setting of 25 additional systems	1

Overall Manpower and Management

- The Total Service Provider ensured the following parameters regarding the event operations team for the event:
- Provided the OC with an organization chart of TSP' operations team;
- Provided the OC with all contact details of all vertical heads within the TSP' operations team
- Ensured that 'Daily Running Sheet' (DRS) to be finalised by 5 PM previous day. Format of Daily Running Sheet will be provided by OC.
- Ensured that daily post-event de-briefing of operations as well as broadcast team is done;
- Overall manpower requirement as follows;
- All the overlays arrangements requisite for the proper planning, management and execution of the Games.
- Food & Beverages provisions required during the Game-days.

Functional Area: <u>Overall Manpower and Management</u>		
S. No.	Particulars	Qty.
1	Service Contract of professionals	136 Professionals
2	Overlays arrangements:	
	Office Tables	55
	Office Chairs	55
	Coffee Table	1
	Executive Chairs	8
	LED TVs with TATA Sky installations	3
	Coffee Machines	2
	Water dispensers with fridge	2
	3-in Printers	2
	Sofa Sets	6
	Pre-Mix Coffee, Pre-Mix Tea, Soup	140 Kgs.
	Water (20 Ltrs.)	96 Jars
	Paper Rims	8

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	Housekeeping & Pantry Manpower	8 manpower	
3	Food & Beverages (From 15th Jan'18 to 08th Feb'18)		

ii. **Venue Catering, Accommodation & Transport Management**

- The Bidder had to ensure that the following constituent groups are provided sufficient food, beverages and water throughout the duration of the events at the stadiums only:
 - Athletes & Technical Officials
 - Workforce & Volunteers
 - VIP's & Dignitaries
- The arrival date for participants was 1/2 day(s) prior to the opening ceremony, with such participants to depart 1 day after their respective teams had been knocked out of such game (with the exception of participants who were also participating in other subsisting individual or team games).
- The TSP was responsible for the effective and efficient management and execution of accommodation, catering and transport of athletes & technical officials, workforce and volunteers, media persons and various VIPs and other dignitaries. Protocol for the same was determined by OC.

Functional Area: Venue Catering + Accommodation & Transport Management			
S. No.	Particulars	Qty.	
1	Meal Boxes:		
	Breakfast	2,892 boxes	
	Lunch	4,384 boxes	
	Evening Snacks	4,384 boxes	
2	Buffet for VIPs and Media Persons		
3	Buffet for VIPs and Media Persons (For Opening Ceremony)		
4	Athletes Lounge	Approx. 6000 (±10%)	
5	Management of Accommodation, Catering & Transport		

iii. **Opening Ceremony**

- The Bidder was responsible for monitoring the day to day operations for the ceremonies, logistics and production planning for the ceremonies, ensuring adherence to all the policies related to the Risk Management, Manpower Management, etc. and liaison with concerned authorities for effective venue management planning, coordination and execution.
- All activities were conducted in relation to the Opening Ceremony were created, planned and managed as part of the Ceremony responsibilities, included but not limited to VIP welcome, interacted with the cultural departments, coordinating time for arrival, departure and marshalling of the athletes and officials for Opening Ceremony including managing and coordinating the Athlete's parade in the Opening Ceremony, catering services for the forecast crew and performers for rehearsals and the Opening Ceremony.
- The successful Bidder ensured, through high quality communication and reporting (in writing), that OC, was kept informed of issue(s), if any, that arose and necessitated changes in the scope, variation or delays.

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- The successful Bidder ensured smooth execution, production and delivery of the Ceremonies in accordance with the requirements of the OC.
- The core elements were as under:

<ul style="list-style-type: none"> ▪ VVIP Dias (With Back Drop) ▪ Flags (big & small to be used in multiple segments) ▪ Stage Set-up ▪ Army Bands & buglers ▪ Trussing structure ▪ Gen-sets/power back up ▪ Cranes ▪ Lights (intelligent lighting, moving lights, conventional lights, moving head, colour changers, gobos, etc.) ▪ Video ▪ Mascots (at multiple location & ceremony sequence) ▪ Animation (animated films, animated mascots etc.) ▪ Torch with panel ▪ Laser Show ▪ Acoustics ▪ Cabling 	<ul style="list-style-type: none"> ▪ Theme Song (Vocal & instrumental versions) ▪ Theme Song Video ▪ Battery Operated Carts ▪ High Definition Projectors ▪ Projector Screen (Multiple Panoramic Screens covering approximately 30% of the stadium) ▪ Rigging ▪ Music <ul style="list-style-type: none"> ○ Composition ○ Recording ○ Lyrics ○ Theme Song ▪ Décor ▪ VVIP Stage ▪ Cold Pyros ▪ Insurance ▪ Local communication and transportation. 	<ul style="list-style-type: none"> ▪ Sound (360 degree, with latest technology system complete with all aspects). ▪ AV Equipment ▪ Interactive Kits for spectators ▪ Special lighting effects ▪ Laser projection ▪ Creative Consultant ▪ Artiste (from different States, Mascots, dance troupes, Child prodigies, modern dancers etc.) ▪ Choreographer ▪ Props ▪ Costumes ▪ Boarding, lodging & F&B and local transport for performers ▪ Rehearsals ▪ Podium
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Functional Area: Opening Ceremony			
S. No.	Particulars	Qty.	
1	VVIP Dias (With Back Drop)	Job	
2	Flags (big & small to be used in multiple segments)	Job	
3	Stage Set-up (Entire stage)	Job	

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4	Trussing structure	3560RFT
5	Cranes	Job
6	Lights (intelligent lighting, moving lights, conventional lights, moving head, colour changers, gobos, etc.)	Job
7	Video (include camera, server, laptop, switcher, splitter, cabling, etc.)	Job
8	Mascots (at multiple location & ceremony sequence)	4
9	Animation (animated films, animated mascots etc.)	Job
10	Torch with panel	Job
11	Laser Show	Job
12	Theme Song (Vocal & instrumental versions) (Audio Track, overlays, underlays and studio)	1
13	Theme Song Video	1
14	Battery Operated Carts	20
15	High Definition Projectors	39
16	Projector Screen (Multiple Panoramic Screens covering)	6
17	Rigging	Job
18	Music	Job
19	Composition	Job
20	Recording	Job
21	Lyrics	Job
22	Theme Song (Voice over, Studio recording etc.)	1
23	Décor	Job
24	VVIP Stage (Guru Shishya)	Job
25	Sound (360 degree, with latest technology system complete with all aspects)	Job
26	AV Equipment	Job
27	Interactive Kits for spectators (LED Band, Pledge copy)	7000
28	Special lighting effects	Job
29	Creative Consultant	1
30	Artiste (from different states, Mascots, dance troupes, Child prodigies, modern dancers etc.)	600
31	Choreographer	1
32	Props (LED Batten, orange and green cloth etc.)	Job
33	Costumes (Track suit, dress)	Job
34	Boarding, lodging & F&B and local transport for performers	Job
35	Rehearsals	Job
36	Podium	2
37	Acoustics	Job
38	Cabling	Job
39	Insurance	Job
40	Local communication and transportation	Job

iv. **Press Operations & Public Relations**

- appointed a press coordinator within three days from award of work to integrate all stakeholder press & PR initiatives,
- ensured that the Government's "Khelo India mark" is the focus of all coverage disseminating around the event,
- created and disseminated sub-events, exclusive news worthy interviews, "hero

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building", social impact reports

- ensured leadership in creating an excellent public opinion around the event,
- ensured any and all negative areas (if any) are identified and notified to all stakeholders at the earliest,
- ensured any and all negative press reports are handled swiftly with corrective action reports
- ensured daily press releases to maximize event coverage in national & regional dailies, magazines and digital media,
- Press briefing was done by OC. The TSP made arrangements for press conferences and all necessary material (media Kits, souvenirs etc.) covering.
 - Launch event
 - Opening ceremony
 - Post-match press conferences for all broadcast sports (semi-final onwards)
 - Special cases
- Ensured that sufficient media space was allocated to include editorial, advertorial and advertisement content for the event. The intent was to cover the event vision, its build-up by leveraging the quality of action and highlighting the heroes/ records of various disciplines.

Functional Area: Public Relations		
S.N.	Particulars	Qty.
1	Resource	14 manpower
2	Regional team to disseminate press releases and generate pan-India visibility	10 manpower
3	Print Media monitoring	3 manpower
4	Electronic Media monitoring	3 manpower
5	Compilation of press docketts	
6	Agency charges	

v. **Procurement of Victory Medals, Trophies, Certificates and Souvenirs**

The TSP:

- Provided the OC with a sample of each medal, certificate, trophy and souvenir for quality confirmation,
- Ensured that the correct spelling of winner names is reflected on all certificates issued for all medal winners,
- Ensured that special trophies for best player, best referee, best competition manager, fair play award for athletes & teams, best managed state contingent etc. are provisioned.

Functional Area: Procurement of Victory Medals, Trophies, Certificates and Souvenirs		
S.N.	Particulars	Qty.
1	Souvenirs - Label Pins	8000
2	Medal & Trophies:	
	Gold Medal 3" with Box	400
	Silver Medal 3" with Box	400
	Bronze Medal 3" with Box	595
	Overall Champion Trophy	1

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	Overall 1st Runner-up Trophy	1	
	Overall 2nd Runner-up Trophy	1	
	Trophy First Prize	16	
	Trophy Second Prize	16	
	Trophy Third Prize	16	
	Trophy Special Prize	19	
3	Souvenirs (Mementoes) - Commemorative Medals	3000	
4	Souvenirs (Mementoes) - A4 Wooden Plaque (in place of Soft Toys)	500	
5	Souvenirs (Mementoes) - A5 Wooden Plaque (in place of display shields)	1500	
6	Additional Trophies	32	

vi. **Volunteers & Volunteer Transportation**

- OC provided a list of volunteers;
- Bidder mobilised, conducted volunteer training program, orientation & deployment of volunteers.
- Bidder ensured distribution of kits and transport allowance.
- OC shared and supervised the volunteer deployment plan.
- Released /issued of transport allowance, the Bidder helped in doing so at each venue.

Functional Area: Volunteers			
S. No.	Functional Area	No. of volunteer days for the event	
1	Accommodation	580	
2	Accreditation	243	
3	Volunteer	375	
4	Administration	82	
5	Broadcasting	130	
6	Catering (VIP Lounge)	311	
7	Communications, Media	216	
8	Housekeeping	224	
9	Marketing & Branding	107	
10	Medical	296	
11	Dope Control	246	
12	Opening Ceremony	59	
13	Protocols	106	
14	Security	662	
15	Sports & Sports Presentation	322	
16	Technology - ICT	47	
17	Transport (Games Time)	472	
18	TSR (Time, Scoring & Results)	124	
19	Venues Development, Overlays & Operations	82	
20	Venus Operation Centre (VOC)	122	
21	SSV's	2666	

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	Total	7472			
		(+ 20% Contingency			

vii. **Venue Branding & Overlays**

Venue Branding:

- 3 options of indoor stadium FOP and layout design options to be submitted for approval to OC
- 3 options of outdoor stadium FOP design options to be submitted for approval to OC
- Post final approvals of the branding elements, the same needs to be in the program manual for usage by all partners of OC.
- All branding elements including sponsors' logo placement suggested by OC. Creative template and designs are to be approved in advance by OC- KIYG.
- All branding elements such as standees, arches, backdrops, banners, hoardings etc. should have mention of all partners of OC.
- Venue directional signage should start from 1Km radius (all approach roads) to the venue. However, this may be discussed and mutually agreed upon with the Bidder.
- The venue entry and exit gate/arch should be placed at all venues (all sports);
- All entry points to the stadium should have adequate branding for the events, seating arrangements and other specific areas e.g. Police post, medical room, press conference area, hospitality lounges, playing arena, mixed zones etc.
- All players' room, gym, coaches' rooms, stores etc. and any other specified area/room thereon should be adequately branded.
- The player entry and exit gate/arch should be placed at all venues (all sports); one for each team/ one per venue/one per sport.
- The venue/player entry should be aesthetically and thematically designed with colour theme and palette approved by the OC.
- Each structure should only be branded with Khelo India marks. Event logo to appear with the host broadcaster credit and event /sponsors logos as a standard template. The creative designs for such structures was approved by OC.
- All FOPs should have 3d infield/FOP branding/Mat like other international sports event of cricket tournaments.
- All collaterals, merchandise and stationary to be designed as per the approved event designs shall be developed by the Agency.
- Branding of Victory Podiums done by Agency.
- All designs and creative options were presented for approval of OC well in time.
- LED Runner-boards branding (perimeter boards) were used in FOP.

Overlays:

The Agency arranged necessary temporary infrastructure with all amenities and Furniture Fixtures and Equipment (FF&E) at the venues for kiosks, merchandise stalls, food courts etc. The sample requirements in terms of line items is illustrated below.

<ul style="list-style-type: none"> ▪ TABLE 6 FEET X 2.5 FEET ▪ TABLE ▪ OFFICE CHAIR ▪ PADDED CHAIR 	<ul style="list-style-type: none"> ▪ LECTURE STAND ▪ PARTITION MAIN HALL 150 FEET X 15 FEET ▪ SPOTLIGHT ▪ DOS STAND 	<ul style="list-style-type: none"> ▪ TENSILE BARRIER ▪ VICTORY STAND ▪ HOSPITAL BED ▪ OCTONORM ▪ CHEMICAL TOILET
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<ul style="list-style-type: none"> ▪ CABINET 2 DOOR ▪ CABINET 4 DRAWER ▪ SOFA 1 SEATER ▪ SOFA 2 SEATER ▪ COOLER BOX ▪ FRIDGE ▪ MASSAGE TABLE ▪ POWER POINT /EXTENSION CORD ▪ STAGE (4M BY 4M) ▪ SECURITY PAGODA 5M X 5M 	<ul style="list-style-type: none"> ▪ LED 150 WATT ▪ TENT HANGER (10MX10M) ▪ PAGODA 5M X 5M ▪ PATIO UMBRELLA ▪ ICE BATH ▪ WHITE BOARD ▪ CARPET ▪ MOJO BARRICADE ▪ CAMERA PLATFORM (2MX2MX2 TO 5M) 	<ul style="list-style-type: none"> ▪ BUFFET TABLE ▪ COFFEE TABLE ▪ OFFICE BIN ▪ GREEN ROOM ▪ OCTONORM ROOM 4FEET X 4FEET ▪ MIRRORS(4X2.5FEET) ▪ IRONING TABLE WITH IRONS ▪ HANGER 60MX 25M ▪ HANGER 20MX20M
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Functional Area: Venue Branding & Overlays		
S. No.	Particulars	Qty.
1	Flex & Frame – Inside Bowl	90,000sft
2	Flex & Frame – Concourse	2,60,000sft
3	Vinyl	20,000sft
4	Vinyl with Sun board	5000sft
5	Backdrops	3500sft
6	Champions Board (20'x3')	16nos.
7	Main Gate Arch	15000sft
8	Directional Signage's	85000sft
9	LED Boards for Kabaddi & Badminton	
10	Table 6 Feet x 2.5 feet	261
11	Table	1100
12	Office Chair	312
13	PADDED CHAIR	1242
14	Plastic chairs	3981
15	Cabinet 2 Door	33
16	Cabinet 4 Drawer	15
17	Sofa 1 Seater	5
18	Sofa 2 Seater	138
19	Cooler Box	2
20	Fridge	12
21	Massage Table	4
22	Power Point /Extension Cord	846
23	Tensile Barrier	124
24	VICTORY STAND	5
25	Hospital Bed	11
26	Octonorm	300
27	Chemical Toilet	43
28	Buffet Table	118
29	Coffee Table	73
30	Office Bin	170
31	GREEN ROOM OCTONORM ROOM 4FEET X 4FEET	30

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32	MIRRORS(4x2.5FEET)	20
33	Ironing Table with Irons	20
34	Hanger 60m x 25m	1
35	Hanger 20 m x 20m (BCR)	1
36	Hangar 15m x 15m (Players' Lounge)	1
37	Stage (4m by 4m)	1
38	Tiered Seating, Full Safety Railing & New Carpeting	1
39	Security Pagoda 5m x 5m	16
40	Partition Main Hall 150 feet x 15 feet	1
41	Spotlight	100
42	DOS STAND	1
43	Led 150 watt	40
44	Tent Hanger (10MX10M)	1
45	Pagoda 5m x 5m	18
46	Pagoda 6m x 6m	3
47	Patio Umbrella	6
48	Ice Bath	4
49	White Board	16
50	Carpet	17900
51	Mojo Barricade	500
52	Mojo Barricading for Entire Duration + for two days (opening ceremony)	323
53	Mojo Barricades of 6' each for Opening Ceremony	456
54	Camera Platform [2MX2MX(2-5) M]	35
55	Platforming Additional	10

viii. **Technology**

- Computers
- Laptops
- A3/A4 Multifunctional Printers and Photocopiers
- Projectors
- LCD Televisions with active set-top box connections
- Walkie-Talkie (Short Range and Long Range)
- Networking Equipment
- DFMD
- HHMD
- Standard size as well as Large Baggage Scanners
- CCTV Systems with night vision
- Other Security and Technology related items as per needs
- Internet at venues

Functional Area: Technology & Hardware Support		
S.N.	Particulars	Qty.
1	Desktop - Internet enabled	115
2	Laptop - Internet Enabled	80
3	Printer MFP A4 (Black)	105
4	Printer MFP Color A3	15

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5	Projector 3500 Lumens	1
6	Projector 3500 Lumens (Volunteer Orientation - 1 day)	1
7	Cartridges	NA
8	Flat Screen LED Television	75
9	Printer Colour A4	51
10	Short range Walkie-Talkie	320
11	Long range Walkie-Talkies (one for each Transport vehicle)	80
12	Door Framed Metal Detectors (DFMD)	40
13	CCTV with Night Vision	100
Internet Facilities:		
1	At 16 Fops spread across all the 05 venues of the games	
2	At 5 other administrative locations across all the 05 venues of the games	

ix. **Spectator Services & Sports Presentation**

- Merchandise availability at in-stadia kiosk and; Merchandise including clappers, horns, banners etc. were sold to the audience,
- Included spectator engagement activities including DJ, games, clappers, gifts, apparel, lucky draws, competitions, quizzes etc. to maximize spectator interest for the event,
- Ensured experienced MC for each of indoor and outdoor stadium; should have conducted event commensurate to audience size; should be part of practice days; should have knowledge of the sport (basic rules and regulations),
- Experienced DJ for each of indoor and outdoor stadium,
- Ensured 3 youth focused activities per day in half time/ breaks between games for audience engagement,
- Ensured 1 Interaction between audience and athletes/ brand ambassadors per day in half time/ breaks between games,
- Provided sufficient and appropriate food, beverage and refreshments through food courts, vending machines, live counters, mobile carts etc. to the audience on chargeable basis.
- Ensured clear and operational directional signage's
- Ensured parking facility for the spectators at the stadium
- Ensured hygiene and sanitization
- Ensured Fan Zone at the concourse
- Replay screens were strategically located keeping the audience seating in mind. However, wherever available, existing screens/equipment were used as is basis. The AGENCY undertook all repairs to the pre-installed equipment before hand over.
- Music was curated as per the regional likes
- Ensured important announcement are made periodically and in multiple language.
- Adequate arrangements were ensured for 'Specially Abled' and Senior citizens of society.

Functional Area: Spectator Services & Sports Presentations			
S.N.	Particulars	Days	Qty.
1	DJ	10	8
2	MC	10	10
3	Sound - Big Set up	10	2

4	Sound - Small Set up	10	16
5	Hostesses with Costumes	10	24
6	Make Up Artist	10	5
7	Event Specific Announcer	10	16
8	Trays with Covers for Ceremonies	1	24
9	Bouquets	1	1,200
10	Replay Led Screens (Size - 12ft x 10 ft)	10	3
11	Calligraphy Artist for certificates	10	10
12	Ceremonies Manager	10	10
13	Merchandising Stalls Cost	10	5
14	Fan Zone Set up	10	5
15	Fan Merchandise	1	5,000

x. **Printing of Collaterals**

- Invitations for Opening Ceremony (VVIP, VIP, Media and General Passes)
- Daily Tickets / Passes (VVIP, VIP, Media and General Passes)
- Fixture Booklet, Brochures, Accreditation manuals, Hospitality coupons, Note Pads, etc.
- Car Parking Stickers (VVIP, VIP, Media and General)
- Athlete Information/Feedback forms
- Certificates (Merit, Participants, Volunteers), Certificates with Serial numbers, Names, of Achievements – Daily and Overall).
- VVIP Games Day Invites.
- Press Docket
- Presentation Booklet (spiral bound) – Chef-de-Missions of every participating State/UT.
- Any additional requirement as needed for the effective and efficient execution of the Event.

Functional Area: Printing of Collaterals		
S.N.	Particulars	Qty.
1	Invitations for Opening Ceremony	
	VVIP - Docket + Big Envelopes + Schedule	1600
	VVIP - Docket + Big Envelopes + Schedule	1500
	Media - Docket + Big Envelopes + Schedule	500
	General - Docket + Big Envelopes + Schedule	7500
2	Tickets / Passes	
	VVIP - Docket + Big Envelopes + Schedule	1600
	VVIP - Docket + Big Envelopes + Schedule	1500
	Media - Docket + Big Envelopes + Schedule	500
	General - Docket + Big Envelopes + Schedule	7500
3	Fixture Booklet	1000
4	Brochures	1000
5	Accreditation Manuals	200
6	Hospitality Coupons	36000 - Volunteers
		20250 - VIP
7	Note Pads	1000
8	VVIP Car Parking Stickers	1000
9	Certificates	1500 – Merit
		4500 – Participants

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		2000 – Volunteers
10	Athlete Information Form	4700
11	VVIP Car Parking Sticker	200
12	VVIP Opening Ceremony Invite	200
13	Presentations Booklet (Spiral binding) - Chef-de-Mission	100
14	VVIP Stickers	500
15	General Entry Pass	3000
16	Vehicle Access Parking Permit Stickers	1000 T1 – Gold
		1000 T2 – Silver
		350 T3 – Green
		100 T4 – Blue
		100 T4 – Yellow
		350 T4 – Brown
		1000 T4- Black
17	Press Docket	500
18	Vehicle Access Parking Permit Stickers	200 T2 – Gold
		200 T4 – Gold
		200 T1 – Silver
		200 T1 – Purple
19	Certificates with Serial Numbers	1500
20	Certificates with Names	6500
21	Certificate of Achievements (Overall Winners)	25
22	Certificate of Achievements (Daily Winners)	100
23	VVIP Games Invite	1000

xi. **Contingency / Miscellaneous**

- Distribution of Stationary for meetings held during the Games days
- Any additional overlays required during the Event
- Local conveyances
- Any Food & Beverages during meetings held on Games-days.

Contingency		
S. No.	Particulars	Quantity
1	Installation of Baggage Scanners and Big Scanners for the provision of security services at the stadium venues	06 Baggage Scanners + 02 Big Scanners
2	Distribution of Bags, Pens & Notepads to delegates of Chef-de-Mission meeting	
3	Metal Ramp at IG Stadium in Opening Ceremony	
4	CBFC application fees for clearance certificate for titled song "Hum Anthem" for KISG	
5	Tender related expenses	
6	Tour & Travel expenses	
7	Local Conveyance	

