



**Ref. No. 18-5/SAI/FI/MINI MARATHON/2021**

**REQUEST FOR PROPOSAL (LIMITED)**

**HIRING OF EVENT MANAGEMENT(EMA)**

**FOR**

**FIT INDIA MINI-MARATHON**

Date of Release: 9<sup>th</sup>Feb 2021

Last date of Submission: 17<sup>th</sup>February 2021

**FIT INDIA DIVISION**

**SPORTS AUTHORITY OF INDIA (SAI)**

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

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## DISCLAIMER

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

## FIT INDIA MINI-MARATHON

### 1. BRIEF OF EVENT

The Fit India Movement was launched by the Hon'ble Prime Minister in August 2019 with a vision of encouraging every Indian citizen to adopt a physically active lifestyle. In a bid to increase awareness about the importance of physical fitness in our daily lives, the Fit India Mission has conceptualised and conducted multiple events and campaigns since its inception. To further propagate the message of fitness, Fit India Mission is organizing mini marathons in 200 districts and 5 cities (New Delhi, Lucknow, Kolkata, Gandhinagar and Bengaluru) as part of the 125th birth year Celebrations of Netaji Subhash Chandra Bose in 2021.

The main flag off event will be conducted in New Delhi with 1,000 participants, tentatively scheduled on 27<sup>th</sup> February 2021. The objective of the RFP is to onboard the Event Management Agency (EMA) to organise and manage the main event in Delhi.

### 2. SCOPE OF SERVICES

S. No.	Particulars	SCOPE OF WORK FOR THE BIDDER
Overall event management: Planning, organizing and execution of mini marathon(5 KM) in Delhi which will feature 1,000 participants and broadly covers the following elements <b>Venue/Route- 5 km route to be planned. E.g.JLN stadium -Major Dhyanchand Stadium - JLN stadium, New Delhi</b>		
1	Branding	<ul style="list-style-type: none"> <li>• Venue branding which includes one arch gate, stage backdrop, banners and standees</li> <li>• Directional signages at the event area and along the route</li> </ul>
2	Zoning & Numbering	<ul style="list-style-type: none"> <li>• Zoning of different areas to manage movement of VIP, spectators, participants, media and other personnel during the event</li> <li>• Generic pre-printed access pass for workforce (staff and volunteers)</li> </ul>
3	Stage setup	<ul style="list-style-type: none"> <li>• Main Stage with appropriate spacing for accommodating VIPs</li> <li>• Backdrop with appropriate branding</li> <li>• Appropriate lighting &amp; sound system</li> <li>• Furniture (tables and chairs)</li> <li>• One Stage for Zumba session/other activities (spectator engagement)</li> </ul>
4	Merchandise	<ul style="list-style-type: none"> <li>• T-shirts for 1000 participants</li> </ul>
5.	Food & Beverages (F&B)	<ul style="list-style-type: none"> <li>• Breakfast for VVIPs, VIPs and other dignitaries</li> <li>• A separate holding area to serve F&amp;B to VVIPs, VIPs</li> <li>• Water station &amp; lemonade for participants</li> <li>• F&amp;B stalls for participants (paid)</li> </ul>
6.	Security	<ul style="list-style-type: none"> <li>• Ensure adequate security arrangements are made which includes walkie talkies, HHMDs, DFMDs, security guard setc</li> </ul>
7.	Medical	<ul style="list-style-type: none"> <li>• Ensure adequate ambulances and medical points are in place</li> </ul>

8	Water stations	<ul style="list-style-type: none"> <li>Ensure adequate water stations are available along the route and start and finish points</li> </ul>
9	Permissions	<ul style="list-style-type: none"> <li>Ensuring adherence to all the policies such as fire, safety, disaster, risk, labour etc. as outlined by the government.</li> <li>Liaison with concerned authorities for effective venue management planning, coordination and execution of the event such as Delhi Police, Traffic Dept, Fire Dept, Archaeological Dept, Electrical Dept, PPL &amp; IPRS etc.</li> </ul>
10.	Miscellaneous	<ul style="list-style-type: none"> <li>All activities to be conducted in relation to the Mini-Marathon are to be created, planned and managed as part of the Mini-marathon Event responsibilities, included but not limited to VIP welcome, coordinating time for arrival and departure of participants and officials including catering services for the event.</li> <li><b>VIP Management:</b> Co-ordinate invitations sent out &amp; list of VIPs &amp; dignitaries in attendance for the event. VIP Management to also include “host &amp; usher services” to ensure appropriate service levels to the honoured guests. VIP lounge area for hosting dignitaries</li> <li><b>Vehicle Movement:</b> Identification of parking facilities for VIPs, Media, Staff, vendors and participants and ensure smooth and continuous vehicle movement at the venue.</li> <li><b>Crowd Management:</b> To plan &amp; manage the entry/exit points, other access control points, the participants and other staff at the venue during the event and discipline is always maintained.</li> <li><b>Records Management:</b> Consisting of Delivery receipts, Inventory Records, Movement of equipment and any other item for the successful delivery of the event, to record all operations and activities with relevant photo/documentary evidence to ensure smooth payments.</li> <li>Photographers &amp; Videographers to provide FIT INDIA Mission office with a complete record of the event. This will be the sole property of SAI. (includes HQ edited photos)</li> <li>The bidder must ensure that all intellectual property including but not limited to Fit India logo, Creatives, any work, brand name, trade name, service mark, trademark etc., related to Fit India Mission Office shall belong to SAI. Under no circumstance, shall the bidder, either directly or indirectly, register, file or attempt to register or file any intellectual property in its own name.</li> <li>Submit the daily reports with documented proof about work in progress till the end of the contract.</li> <li>All planning by agency is subject to approval of Fit India /SAI.</li> <li>Any other ancillary activity/work as may be assigned by SAI.</li> </ul>

NOTE: - The above activities are only indicative in nature and the bidder will need to be flexible to include appropriate changes and suggestions from Fit India

## 2. BID SCHEDULE

The Bid Schedule is as follows:

Date of Release	9 <sup>th</sup> Feb 2021
Last date for queries /clarifications	12 <sup>th</sup> February 2021 at 12 PM
Pre-Bid Meeting (Virtual)	12 <sup>th</sup> February 2021 at 3 PM
Response to Pre-bid queries	13 <sup>th</sup> February 2021

Bid submission end date and time	16 <sup>th</sup> February 2021at 12 pm
Opening of Technical Bid	17 <sup>th</sup> February 2021 at 11 am
Presentation	17 <sup>th</sup> February 2021
Opening of Financial Bid	18 <sup>th</sup> February 2021
Bid Validity period	90 days from the Bid Submission Date and time

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

### 3. PERIOD OF CONTRACT

Period of contract shall be until successful completion of event and upon satisfactory completion of all obligations of the bidder.

### 4. ELIGIBILITY CRITERIA

This is a limited RFP floated for the participation of only following Event Management Agencies that have been Empanelled by SAI:

- (i) M/s Cine Yug
- (ii) M/s Deepali Designs and Exhibits Pvt. Ltd.
- (iii) M/s DNA Entertainment Networks Pvt. Ltd.
- (iv) M/s E Factor Entertainment Pvt Ltd.
- (v) M/s Encompass Events Pvt. Ltd.
- (vi) M/s Ferris Wheel Entertainment Pvt. Ltd.
- (vii) M/s Fountainhead Entertainment Pvt Ltd.
- (viii) M/s ITW Consulting Pvt. Ltd.
- (ix) M/s Max Publicity and Communications Pvt. Ltd
- (x) M/s Meraki Communications Pvt Ltd.
- (xi) M/s Percept Ltd.
- (xii) M/s Showtime Events India Pvt. Ltd.
- (xiii) M/s Sports For All
- (xiv) M/s Sporty Trip Experience Pvt. Ltd.
- (xv) M/s SV Edusports Pvt Ltd.
- (xvi) M/s Thomas Cook (India) Pvt Ltd
- (xvii) M/s Twenty First Century Media Pvt Ltd.
- (xviii) M/s White Copper Pvt Ltd.
- (xix) M/s M/s Wizcraft International Entertainment Pvt. Ltd.

### 6. BID VALIDITY

6.1 The Bid shall remain valid for acceptance for a period of 90 days (ninety) days from the Bid Due date and Time as prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

6.2 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.

6.3 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.

## **7. SIGNING OF BID**

7.1 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duty authorized (as mentioned in RFE for Empanelment of Event Management Agencies) to bind the Bidder to the contract.

7.2 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.

## **8. CLARIFICATION OF BID**

8.1 Bidders requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with during the virtual Pre bid meeting or Dy. Director, SAI, Fit India at [contact@fitindia.gov.in](mailto:contact@fitindia.gov.in). SAI will respond through mail to such request provided the same is received by SAI latest by 12 PM on 12<sup>th</sup> February 2021. No query/clarifications will be considered after aforementioned date and time.

8.2 Any clarification issued by SAI in response to query(ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clauses(s) of the bid document.

## **9. SUBMISSION OF BIDS**

9.1 The Bids from the Applicant should be in English and should consist of the requisite documents and are to be submitted in password protected compressed folders (Technical and Financial bids separately) at [contact@fitindia.gov.in](mailto:contact@fitindia.gov.in). The password of the bids shall not be mentioned anywhere in the email. The password shall be required on the date of opening of Proposal.

### **Documents to be submitted along with Technical Bid:**

- Work Deployment Plan as per **Annexure I** duly signed
- Letter of proposal as per the prescribed format in **Annexure II** (Bid Submission Form)
- A declaration regarding acceptance of all terms and conditions of this RFP and subsequent amendments/corrigendum duly signed
- Bid securing declaration form as per **Annexure III** to be submitted instead of EMD
- Detailed approach and activity plan for the execution, sample promotional exhibits, Manpower details and deployment plan
- Documents required for Technical Bid evaluation

### **Documents to be submitted along with Financial Bid:**

- Proposal consisting of bidder's financial offer for the project in the price bid format set out in **Annexure IV** of this RFP duly signed by the bidder. The financial proposal shall be quoted as lumpsum inclusive of all taxes, levies, charges etc. excluding GST
- The financial proposal shall be inclusive of all out of pocket expenses incurred towards Local site

office, site visits, travel, documentation and communication etc., taxes, royalties, fees, taxes and charges, as applicable except those as prescribed in this RFP.

- The Authority reserves the right to reject any Financial Proposal which is conditional and non-responsive.
- If the financial proposal is attached along with the Technical File/Folder, the bid will be considered non-responsive.

## 10. BID OPENING

10.1 SAI will open the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule. Bid opening may also take place virtually as may be decided by SAI

10.2 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.

10.3 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.

## 11. BID EVALUATION

11.1 The bid evaluation shall be done in two parts with following weightage;

- Technical Evaluation – shall carry 30% of overall evaluation
- Financial Evaluation – shall carry 70% of overall evaluation

### 11.2 Technical Score

The technical evaluation of the bids shall be carried out by the internal team of the Fit India on the basis of submitted documents and creative presentation. The bidders are expected to prepare a creative presentation incorporating the fields mentioned in the below table. Technical Evaluation shall be carried out based on the following;

S.No.	Particulars	Documents to be submitted/Instructions	Maximum Marks
1	Prior experience of hosting marathons or similar events involving more than 1000 participants in last 5 years	Work order/Project Completion certificate 1- 3 events (15 marks) More than 3 (30 marks)	30
2	Understanding of scope of services - (operational plan with timelines)	Elaborated workplan in accordance to the activities planned for the execution	40
3	CVs of the manpower to be deployed	CVs for the following resources: a. Project lead (10+ yrs relevant experience) – 15 marks b. Venue operations lead (7+ yrs experience) – 15 marks	30
<b>Total</b>			<b>100</b>

### 11.3 Financial Score



The total all-inclusive consideration towards Management Fees, Production fees and Technology fees including all other expenses related to the Event shall not exceed the estimated value of RFP i.e., **INR 10,00,000 (INR Ten Lakhs) inclusive of taxes.**

The Bidder is required to submit the Financial Bid incorporating the following two heads:

- i. Management Fee: Management Fees in Rupees (lump sum amount) to cover all administrative expenses, agency fees etc. for providing expertise and supporting the management of the Event.
- ii. Event Fees in Rupees (lump sum amount) to cover all expenses related to the event fulfilling the BOQ
- iii. The Price Bids (*format placed at Annexure IV*) shall be opened and evaluated in second stage, where marks shall be assigned to the competing bidders according to the following;
  - a) L1 shall be given Maximum Marks (i.e. 100 Marks).
  - b) Other bidders shall be assigned marks in comparison to the L1 as per to the following formula;

$$\text{Financial Score} = (\text{Lowest Bid} / \text{Bid Under Consideration}) \times 100$$

#### 11.4 **Final Score**

The final score shall be calculated as per the following formula;

$$\text{Final Score} = \text{Technical Score} * 0.3 + \text{Financial Score} * 0.7$$

### 12. COMPARISON OF BIDS AND AWARD CRITERIA

12.1 Bids shall be evaluated based on final score obtained as per clause 11.

12.2 The bidder who has obtained highest Final Score will be awarded the Bid, subject to other terms and conditions of the tender documents.

### 13. RIGHT TO VARY SCOPE OF WORK

13.1 SAI may at any time of RFP process or even after award of the contract, by a written order given to the bidder, make changes/additions/deletions within the general scope of the Work. The Bid shall accordingly be amended.

### 14. AWARD OF CONTRACT

14.1 SAI reserves the right to accept/reject a bid, to cancel/abort the RFP process and/or reject all bids at any time prior to award of contract, without thereby incurring any liability to the empanelled agencies on the grounds of such actions taken by SAI.

14.2 SAI shall award Contract to the highest scoring bidder for providing services of conceptualizing, planning, designing, coordinating and managing the Event in accordance with the scope of work mentioned in the RFP.

### 15. PERFORMANCE BANK GUARANTEE

15.1 The selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall give Performance Bank Guarantee ("**PBG**") for the amount equivalent to 3% of the PO value inclusive of tax. PBG will be in the form of Bank Guarantee (BG) of any Commercial Bank drawn in the name of "**SECRETARY (SAI), KHELO**

**INDIA** payable at New Delhi to be deposited in the office of Khelo India, 1<sup>st</sup> Floor, SAI Headquarters, JLN Stadium Complex, Entry Gate No 10, Lodhi Road, New Delhi.

15.2 SAI will have the right to invoke the PBG without assigning any reasons if the selected Bidder defaults or deemed to have defaulted or in the case of non-acceptance of the purchase orders/work order/scope of work and/or default in any terms and condition of the tender documents and empanelment will be cancelled.

- a. Successful bidder shall be required to give PBG within 14 days of issuance of PO by SAI. In the event of default in submission of PBG within the stipulated time, the Bidder shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the PO value per day of delay subject to a maximum delay of 7 (seven) days. If delay continues beyond 7 (seven) days, SAI shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.
- b. The PBG shall be immediately replenished by the Bidder in the event PBG is invoked by SAI.
- c. 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.
- d. 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 13.2 (a) shall be applicable in the event of default in timely submission of PBG.

## 16. TERMS OF PAYMENT

16.1 The payments shall be made in instalments as under:

- a) **Phase I** – Advance Payment amounting to 20% of the contract value will be made after signing of the contract against submission of Bank Guarantee of the equivalent amount.
- b) **Phase II** - Upto 90% of the total contract amount will be released as part payment (after adjusting 20% advance released as Phase I), according to FA wise Invoices/bills raised (as per actual) subject to verification of successful completion (in terms of quantity, quality and timelines) from designated officers and FA Heads. Please note that the 20% advance payment made earlier will be adjusted while releasing part payment.
- c) **Phase III** – Final Payment: 10% of the contract value will be made after verification and final acceptance of all documentation and reports of the Event.

**Note:** In case of cancellation of event post the award of contract, the winning bidder will be reimbursed an amount equal to 1% of contract value

16.2 EMA/Successful Bidder to submit Bank Guarantee of equal amount for release of advance payment as per standards mentioned in General Financial Rules 2017 (GFR) issued by Ministry of Finance. This Bank Guarantee shall be returned after the whole amount is adjusted after settlement of Invoices.

16.3 Final Billing will be done on actual orders placed.

16.4 EMA/Successful Bidder has to ensure that any additional work done by the EMA has to be approved by the Fit India Mission/SAI in writing, otherwise it will not be considered for payments.

16.5 All billed items are to be signed off by respective FA Head from SAI/ Designated officer/Committee regarding quantity, quality and successful completion as per agreed timelines. These need to be backed up by relevant evidence (Photographs, Videos, Lists etc. signed off by Competent Authority).

## 17. INTELLECTUAL PROPERTY

The EMA/Successful Bidder must ensure that all intellectual property including but not limited to Fit India logo, creatives any work, brand name, trade name, service mark, trademark etc., related to Fit India shall belong to SAI. In no event, the EMA shall, either directly or indirectly, register, file or attempt to register or file any intellectual property in its own name. Any work created and/or developed pursuant to the scope of work by the Bidder shall stand vested in SAI/Fit India for all purposes whatsoever. Any work created by the EMA/Successful Bidder in pursuance of the Tender Documents shall stand vested in SAI for all purposes in perpetuity and the EMA shall have no claim over the same. The EMA shall be solely responsible for any violation or infringement of any Intellectual Property Rights including trademark, trade name, copyright, patent of any person, firm or company, personal right of privacy, religious beliefs and/or any other right of any other person including for adherence of regulations, administrative and judicial orders etc.

All exploitation rights including without limitation promotion / sponsorships / distribution / marketing / telecast etc. shall vest with SAI in perpetuity for global territory and EMA shall not claim or have rights including any right to sell/market the said event to any party.

The relationship between the parties hereto shall be on a Principal to Principal basis and shall not be deemed to be a joint venture, partnership or agency of any nature whatsoever between them.

EMA undertakes and confirms that it shall comply with all requisites, laws and regulations, necessary insurances, that are required to be complied with for conducting the event and the creation, as well as exclusive assignment of all rights in favour of SAI, EMA shall keep SAI indemnified and hold SAI harmless from any and all claims including claims for infringement of Intellectual property rights/third party claims, losses, demands, damages, costs, charges, expenses that may prejudice SAI's interests and benefits, in any way whatsoever.

SAI shall not be responsible in any way for any unfulfilled obligations and/or liabilities of EMA its Affiliates/Associations etc. and/or its agents towards any person, party, company, organization in connection with pending obligations, the finance, employment of other contractual and non-contractual.

Agreements/arrangements of whatsoever nature, whether or not in relation to the event and EMA shall continue to be solely responsible for the same

## **18. PENALTY CLAUSE**

18.1 During the term of the Contract, SAI, at its sole discretion, will assess the EMA's performance periodically regarding fulfilment of its obligations. It is contemplated that this assessment of the EMA's performance shall be based on the following factors:

- i. Timely delivery of the Services;
- ii. Standard of quality of Services;
- iii. Quantity of the services as per the RFP.

18.2 If, upon assessment by SAI, performance of the Agency is not found satisfactory on above mentioned factors, the following penalty shall be levied upon the EMA.

- i. If the EMA, having been notified, fails to timely deliver goods/services in accordance with the delivery schedule, SAI may proceed to take such remedial action(s) including award of work to any other Agency, as deemed fit by SAI, at the risk and expense of the EMA and without prejudice to other contractual rights and remedies which SAI may have against the EMA. Any delay by the bidder in the performance of its obligation, shall attract penalty at the rate of 3% of the value of particular work per day to a maximum of 30% of the value of relevant portion of Work Order. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.
- ii. In case the default in quality of goods/services is found, the designated committee of SAI will assess the actual value of the goods/services supplied and payments will be made based on this assessment. Over and above, SAI reserves the right to levy penalty ranging from 10% to 30% of relevant portion of Work Order for the particular work, as decided by the designated committee of SAI. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.

- iii. If quantity of promised goods/services is found less than specified in Work Order, payments will be made on actual basis. Over and above, SAI reserves the right to levy penalty ranging from 10% to 30% of relevant portion of Work Order for the particular work, as decided by the designated committee of SAI. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.

18.3 Any failure by EMA in maintaining its contractual obligations shall render EMA liable to any or all of the following sanctions:

- i. Imposition of Penalty as per Clause 18.2 above,
- ii. Forfeiture of its Performance Security
- iii. Termination of the Contract for default and
- iv. Termination of Empanelment

18.4 SAI shall be entitled to terminate this contract immediately upon a written notice, in case EMA is in breach and/or fail to fulfill its obligations as promised under this agreement provided EMA fails to remedy such breach immediately upon notification of the breach and /or if services of EMA are not upto the mark

18.5 In case the event is cancelled, terminated or postponed due to default, breach and/or reasons owing to the EMA. SAI shall be entitled to seek immediate refund of the total amount paid to EMA till the date of termination with reasonable interest thereupon besides damages.

18.6 Any dispute or difference arising between EMA and SAI shall be mutually resolved through amicable discussions failing which a sole arbitrator as mutually appointed by both the parties, arbitration proceedings would be held under the provisions of Arbitration and Conciliation Act, 1996 as amended. The procedure and fee of the Arbitrator shall be in accordance with prevailing policies and procedures of SAI. Any dispute/differences not being the subject matter of such arbitration shall be subject to the jurisdiction of the Courts of Law at Delhi only, as per governing laws.

## **19. CONFIDENTIALITY**

19.1 The Bidder agrees and acknowledges that nothing contained in this RFP shall be disclosed in any manner whatsoever, except to the financial and legal advisors of such Bidder. The undue use by any Bidder of confidential information related to the Bid process may, at the sole discretion of SAI, result in the rejection of its Bid. The Bidder shall further ensure that such financial and legal advisors or any other employees, representatives of the Bidder maintain confidentiality of the RFP, and any information disclosed to them in relation thereto.

19.2 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.

19.3 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.

19.4 Timely performance of obligations shall be of essence of the contract.

ANNEXURE I | DEPLOYMENT PLAN

		<b>QUANTITY</b>  Phase-wise no. of Personnel Deployed	<b>QUALITY</b>  Relevant Work Experience of Resource	<b>WHEN</b>  Date of Deployment	<b>WHERE</b>  Place of Deployment
<b>S No</b>	<b>Position</b>				
1					

- The Human Resource as indicated in the table above may be allocated to multiple Functions depending upon their ability to multi-task.

To,

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

**Sub:** Proposal by EMA for conduct of Fit India Mini-Mini-marathon - RFP

Dear Sir,

1. With reference to the RFP 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 by EMA for conduct of Fit India Mini-marathons per terms mentioned in this RFP.
2. I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders
3. If our bid is accepted, we commit to obtain a performance security in accordance with terms defined in RFP Clause 15.
4. 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.
5. This statement is made for the express purpose of this RFP and for associating with SAI for the aforesaid Project.
6. I shall make available to SAI, New Delhi any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
7. 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.
8. I agree to keep our Bid valid for acceptance for 90 (Ninety) days from the Bid Due date/time 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.
9. 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.

10. 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.

The undersigned is authorized to sign the documents being submitted through this RFP.

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

I declare that:

- a. I 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 SAI or any other public sector enterprise or any government, Central or State; and
- c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. None of our full-time Directors is engaged in providing services or is directly related to any employee of Sports Authority of India/ Ministry of Youth Affairs and Sports.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)



ANNEXURE III | BID SECURING DECLARATION FORM

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

Tender No. \_\_\_\_\_

To

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

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions as below:

- a) withdraws/modifies/amends the submitted bid against this tender, impairs or derogates from the tender, during the period of bid validity specified in this tender.; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse to execute the contract, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the terms of this tender document.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder or upon

- (i) the receipt of your notification of the name of the successful Bidder and submission of required Performance Security, in accordance with the terms of this tender document;  
or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Dated on \_\_\_\_\_ day of (insert date of signing)

Corporate Seal (where appropriate)

## ANNEXURE IV: PRICE BID

**Name of Work:** Proposal for Event Management Agency for Fit India Mini-Marathon Delhi

### Price Bid

The below mentioned numbers in terms of quantity are estimated requirements and shall be used to ascertain L1. SAI reserves the right to add or delete line-items as indicated in the table below while placing the Work Order. Per Unit rate as quoted by the bidder shall remain valid for the term of contract

S. No.	Particulars	Specifications	Unit/Remarks	Estimated Quantity Required	Rate - Unit Price (in INR) excluding taxes	Total Amount (in INR) Excluding taxes
I	II	III	IV	V	VI	VII (V X VI)
<b>1</b>	<b>ZONING &amp; NUMBERING</b>					
	Generic pre-printed day passes	Standard for staff & volunteers	Nos	100		
<b>2</b>	<b>SPECTATOR ENGAGEMENT</b>					
	MC	1 day	Nos.	1		
<b>3</b>	<b>VENUE BRANDING &amp; DESIGN</b>					
	Gate Arch, Main Stage backdrop, directional signages and other branding	MS Pipe Frame with Star Flex (black back)	sq ft	2500 sq ft		
		Vinyl Pasted on Sunboard		100 sq ft		
		Vinyl Pasting		100 sq ft		
<b>4</b>	<b>VENUE OVERLAYS</b>					
	Main Stage Setup (including carpeting, lighting, sound system, 2 tables, 6 chairs and podium for dias)	24 ft*10 ft *12ft	sqft	1		
	Pagoda Tent	To store water, lemonade/glucose drink and medical equipment for participants (3ft x 3ft)	Nos.	5		

S. No.	Particulars	Specifications	Unit/Remarks	Estimated Quantity Required	Rate - Unit Price (in INR) excluding taxes	Total Amount (in INR) Excluding taxes
	Stage	For spectator engagement –12 ft * 12 ft	Sqft	1		
	Chemical Toilet	Port-a-loo Including Cleaning, Manpower for Maintenance and Suction on All Event days	Nos.	10		
	Office Bin	30 Litre Office Bin	Nos.	10		
	Mojo Barricade	Portable hard Barricades of size 8 ft x 4 ft	Running Ft. May vary as per route	2000		
	Camera Platform	Platforming with carpeting (at main stage)(4mx2mx0.5m)	Nos.	1		
	Pagoda Tent	Separate lounges/enclosures to serve F&B to VVIP and VIP( 50pax in each enclosure)	Nos.	2		
<b>5</b>	<b>OPERATIONS</b>					
	Photographers	Per Day to cover the event	Nos.	3		
	Videographers	Per Day to cover the event	Nos.	2		
	Permissions	Cost incurred to secure all necessary permission (with break-up)	Overall cost			
	F&B	Buffet for VVIPs + VIPs South Indian breakfast including beverages (tea/coffee/water)	Nos.	150		
		Food Boxes (1 fruit, 1 sandwich, 1 fruit juice tetra pack, 1 muffin) for staff & volunteers	Nos.	200		
		Water and Lemonade/Glucose Drink arrangements for participants and manpower	Nos.	1200		
	Security	Guards at VIP area, route, entry / exit points etc	Nos	20		
		DFMD	Nos	5		
		HHMD	Nos	10		
<b>6</b>	<b>MERCHANDISE</b>					

S. No.	Particulars	Specifications	Unit/Remarks	Estimated Quantity Required	Rate - Unit Price (in INR) excluding taxes	Total Amount (in INR) Excluding taxes
	T-shirts for participants	Round neck (design will be provided–print on front side)		1000		
7	Agency fees& other admin expenses					
<b>TOTAL (1+2+3+4+5+6+7)</b>						

**Grand Total = ..... (in words.....)**

- **The bidders are required to mandatorily submit detailed element wise cost breakup of all the components mentioned above undertwo heads in the financial bid**
  - a) Management fee**
  - b) Eventfee**

Also, bidders must ensure that the costs are exclusive of the services available with SAI.
- All work should be carried out in consultation with designated committee of SAI.

**Note:**

- a. GST as applicable on date shall be paid extra by SAI on submission of documentary proof at the time of submission of invoices.
- b. No conditions should be attached to the price proposal.
- c. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.

Signature of the Agency:

Address:

Date: