



सत्यमेव जयते  
Ministry of Youth Affairs and Sports  
Government of India



Ref. No. 3/VII/RFP/Event Mgt. Co./KIYG/KI/2018-19

**REQUEST FOR PROPOSAL (LIMITED)**

OPENING CEREMONY

FOR

KHELO INDIA YOUTH GAMES 2019

Date of Release: 22 November 2018

Last date of Submission: 29 November 2018 by 05:00 PM

**KHELO 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 the Representative(s) to any party other than the entities, who are qualified to submit their Proposal (“Bid”). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for SAI Representatives to consider the investment objectives, financial situation and 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. The Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP Document.
4. The Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

## KHELO INDIA YOUTH GAMES

### 1. INTRODUCTION

The Ministry of Youth Affairs and Sports (MYAS) and Sports Authority of India (SAI), under the 'Khelo India' initiative, intends to conduct annual edition of 'Khelo India Youth Games' ("KIYG"). The Event is scheduled to be held in Shree Chhatrapati Shivaji Sports Complex, Balewadi, Pune from 09th January 2019 – 20th January 2019 (few games may be conducted before 9<sup>th</sup> January 2019) and will be conducted in the U-21 and U-17 age group across 29 (twenty-nine) states and 7 (seven) Union Territories of India. The dates mentioned here are tentative and change (if any) in the same will be communicated to the bidders immediately. This will be a multi-day, multi-sport event including but not limited to the following 18 sporting disciplines:

- |               |                   |
|---------------|-------------------|
| 1. Athletics  | 10. Weightlifting |
| 2. Football   | 11. Judo          |
| 3. Badminton  | 12. Table Tennis  |
| 4. Kabaddi    | 13. Basketball    |
| 5. Volleyball | 14. Gymnastics    |
| 6. Archery    | 15. Hockey        |
| 7. Kho Kho    | 16. Shooting      |
| 8. Boxing     | 17. Swimming      |
| 9. Wrestling  | 18. Tennis        |

The number of sporting disciplines mentioned above are tentative and changes (if any) will be communicated to the bidders immediately. This Event will be a culmination of the various national competitions, with participation from the winners and top performers in competition such as, the School Games Federation of India, tournaments conducted by the National Sports Federations, AIU . The aim of organizing the Games is to encourage greater participation of youth in sporting activities in order to discover talent for higher level & international competitions at an early stage.

Within the above ambit, it is the objective of KIYG to engage the Event Management Agency (EMA), who can conduct a **Grand Opening Ceremony** for the Games. The support/services to be provided by Sports Authority of India is clearly mentioned in Annexure – I. Event Management Agency should undertake the conceptualisation, planning and execution of the Opening Ceremony Khelo India Youth Games Event to make this event of international level for participants. Scale and stature are the key deliverables of the Event – the Opening Ceremony should be conducted at par with International multi-sport events with an aim to be a bench mark for Youth Games in the country. The ceremony will be telecast live on TV on leading Sports Channel(s).

It is hereby clarified that for the purpose of this RFP, **Khelo India Division** will be the organisation representing the Sports Authority of India for the purpose of enforcing the rights under this RFP and "SAI" shall mean Sports Authority of India (SAI)/ Department Project Approval Committee (DPAC) or any other Committee/Sub-committee/Officer as designated by SAI.

## 2. SCOPE OF SERVICES

S. No.	Particulars	Scope of Services
1	Ceremony Management	<p>The EMA will organize, manage, fabricate and execute the Opening Ceremony for KHELO INDIA YOUTH GAMES on 09<sup>th</sup> January 2019 (as per the Scope mentioned below). The proposed venue will be at the “<b>Shree Shivchhatrapati Sports Complex, Mahalunge Balewadi, Pune</b>”. Major Scope Elements are listed below;</p> <ol style="list-style-type: none"> <li>1. The Opening Ceremony will be Conceptualized, Planned, Designed, Organized, Produced, Coordinated, Directed, Managed, Executed and Delivered within a period of 1 hour (60 minutes) in which core cultural program would be of 30 minutes befitting to the cultural/social background of the sports as well as the country.</li> <li>2. Sourcing, appointing, directing and managing of performers and other creative elements of the ceremonies in tandem with SAI.</li> <li>3. Monitoring the day to day operations for the ceremonies.</li> <li>4. Logistics and production planning for the ceremonies.</li> <li>5. Ensuring adherence to all the policies related to the Risk Management, Manpower Management, etc.</li> <li>6. Liaison with concerned authorities for effective venue management planning, coordination and execution.</li> <li>7. All activities to be conducted in relation to the Opening Ceremony are to be created, planned and managed as part of the Ceremony responsibilities, included but not limited to VIP welcome, to interact with the cultural departments, coordinating time for arrival, departure and marshalling of the athletes and officials for Opening Ceremony including catering services for the crew and performers for rehearsals and the Opening Ceremony.</li> <li>8. The successful Bidder shall ensure, through high quality communication and reporting (in writing), that SAI, is kept informed of issue(s), if any, that may arise and necessitate changes in the scope, variation or delays.</li> <li>9. Ensure smooth execution production and delivery of the Ceremonies in accordance with the requirements of the KIYG.</li> <li>10. Ceremony venue seating layout and planning</li> <li>11. Sourcing, Accommodation, Catering &amp; Transportation of Artistes.</li> <li>12. <b>VIP Management:</b> Co-ordination with the Event Management Agency hired for KIYG 2019 (hereafter called <b>EMA KIYG 2019</b>) with regard to Invitations sent out &amp; list of VIPs &amp; dignitaries in attendance for the Opening Ceremony. VIP Management to also include “host &amp; usher services” to ensure appropriate service levels to the honoured guests.</li> <li>13. <b>Press Operations:</b> Co-ordination with the EMA KIYG 2019 to ensure that the Media Personnel and Press Operations function are effectively incorporated into the Opening Ceremony.</li> <li>14. <b>Security Verification:</b> Co-ordination with the EMA KIYG 2019, State Govt. Police &amp; SPG to ensure the relevant police verification has been conducted for smooth conduct of the Opening Ceremony.</li> <li>15. <b>Broadcast Partner:</b> Co-ordination with Broadcast partner to ensure that all parameters for broadcast of the event have been</li> </ol>

		<p>covered.</p> <p>16. <b>Vehicle Movement:</b> Identification of parking facilities for VIPs, Media, Officials, Athletes &amp; General Spectators. Also, planning, co-ordination, deployment &amp; management of workforce to ensure smooth and continuous vehicle movement at the venue.</p> <p>17. <b>Venue Signage:</b> Co-ordinate with the EMA KIYG 2019 to ensure that the direction signage to the venue are deployed and installed in time clearly marking the routes to and from the venue. Also to ensure installation of in-venue signage for the Opening Ceremony.</p> <p>18. <b>Crowd Management:</b> To plan &amp; manage the entry/exit points, other access control points, the spectators at the venue during the event and during the catering to ensure discipline is maintained at all times.</p> <p>19. <b>Records Management:</b> Consisting of Delivery Receipts, Inventory Records, Movement of equipment, FFE, 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.</p> <p>20. Reporting is an important aspect of Event Management. The Agency is expected to create &amp; maintain detailed reports for the Opening Ceremony. This includes but is not limited to Production reports, Overlays Reporting, Branding Reports, Inventory reports, Variance Analysis, Work-force (Artiste) Planning &amp; Deployment &amp; Legacy Reports, Photo- Book of the event.</p> <p>21. Photographers &amp; Videographers to provide SAI with a complete record of the event. This will be the sole property of SAI.</p> <p>22. The Agency has to ensure that all intellectual property including but not limited to Khelo India logo, Official Mascot, Creatives, any work, brand name, trade name, service mark, trademark etc., related to Khelo India Youth Games 2019 shall belong to SAI. Under no circumstance, shall the Event Management Agency, either directly or indirectly, register, file or attempt to register or file any intellectual property in it's own name.</p> <p>23. Submit the daily reports with documented proof about work in progress till the end of the contract.</p> <p>24. All planning by Agency is subject to approval of SAI.</p>
2	Core Production Elements	<ul style="list-style-type: none"> <li>(i) VVIP Dias (With Back Drop)</li> <li>(ii) Flags (big &amp; small to be used in multiple segments)</li> <li>(iii) Main Stage Set-up</li> <li>(iv) Ceremonial bands</li> <li>(v) Trussing structures as required</li> <li>(vi) Gensets /power back up</li> <li>(vii) Mechanical equipment as required for structures and production</li> <li>(viii) Lights (intelligent lighting, moving lights, conventional lights, moving head, color changers, gobos, etc.)</li> <li>(ix) High end audio video reproduction equipment (high definition projection systems, acoustics, surround sound system)</li> <li>(x) Mobilisation of Mascots (ceremony sequence)</li> <li>(xi) Audio Visual content complimenting the overall theme and concept</li> <li>(xii) Games Torch</li> </ul>

		(xiii) World class light display / show (xiv) Theme Song (Vocal & instrumental versions) (xv) Theme video (xvi) Rigging (xvii) Composition (xviii) Recording (xix) Lyrics (xx) Theme Song (xxi) Overall ceremony venue Decor (xxii) Pyrotechnics/Fireworks (xxiii) Interactive Kits for spectators Job (xxiv) Creative Consultant (xxv) Artists (Mass cast, dance troupes, singers, performers etc.) (xxvi) Choreographer (xxvii) Props (xxviii) Costumes (xxix) Rehearsals (xxx) Podium (xxxi) Acoustics (xxxii) Cabling (xxxiii) Insurance (xxxiv) Local communication and transportation.
		Note: The aforesaid list is indicative & not exhaustive in nature. The Bidder is free to add any other necessary arrangements that may be required for production and implementation of the Ceremony.

- Overall scope of services for Event Management of KIYG 2019 is not included in the Scope of Work of this RFP. There shall be a separate RFP for the same. The successful bidder of this RFP shall cooperate with the Event Management Agency hired for conduct of KIYG 2019.
- The EMA has to ensure that all intellectual property including but not limited to Khelo India logo, Official Mascot, Creatives, any work, brand name, trade name, service mark, trademark etc., related to Khelo India Youth Games 2019 shall belong to SAI. In no event, the Event Management Agency shall, either directly or indirectly, register, file or attempt to register or file any intellectual property in it's own name.
- To enable the Event Management Agency to render the services, SAI will provide support to the EMA, as set out in Annexure - I.

### 3. BID SCHEDULE

The Bid Schedule is as follows:

Date of Release	<b>22 November 2018</b>
Bid Submission start date	<b>23 November 2018</b>
Pre-Bid conference	<b>24 November 2018 at 2:30 PM</b>
Bid submission end date and time	<b>29 November 2018 by 5:00 PM</b>
Opening of Bid	<b>30 November 2018 at 5:05 PM</b>
Presentation	<b>1 December 2018 at 11:30 AM onwards</b>
Opening of Financial Bid	<b>Will be intimated later</b>

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

#### 4. ELIGIBILITY CRITERIA

This is a limited RFP floated for the participation of following Event Management Agencies that have been Empanelled by SAI as on 1<sup>st</sup> Nov 2018;

- (i) M/s DNA Entertainment Networks Pvt. Ltd.
- (ii) M/s Encompass Events Pvt. Ltd.
- (iii) M/s Fountainhead Entertainment Pvt. Ltd.
- (iv) M/s SV Edusports Pvt. Ltd.
- (v) M/s Wizcraft International Entertainment Pvt. Ltd.

#### 5. BID SECURITY /EARNEST MONEY DEPOSIT (EMD)

5.1 The Bidder shall furnish along with its Bid, Bid Security (restricted to 2 – 5 % of estimated tender value) for an amount of **INR 15,00,000/- (INR Fifteen Lakhs)** only.

5.2 The Bid Security is required to protect SAI against the risk of the Bidder's unwarranted conduct. Non-submission of bid security will be considered as major deviation. Bid for the event without Bid Security will not be considered.

5.3 Bid security must be submitted to SAI before bid submission end date and time as mentioned in the Bid Schedule in clause 3 above.

5.4 In case as per Notification of Government of India, if the Bidder falls in the category of exemption of Bid Security, Bidder should furnish the relevant Notification along with required documents like valid Registration Certificate along with all other relevant documents. If no such notification or Registration Certificate along with relevant documents is furnished along with the bid, bid shall be treated as un-responsive and shall be summarily ignored without any further reference.

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

- a. Account Payee Demand Draft
- b. Banker's cheque
- c. Fixed Deposit (FDR)
- d. Bank Guarantee from any of the Commercial Banks
- e. Any online acceptable method (NEFT/RTGS) as per the following details (the bidder has to submit a copy of UTR No. in case the transaction is done by this method);

A/C NAME : KHELO INDIA  
A/C NO. : 108510100037232  
BANK NAME : ANDHRA BANK  
BANK BRANCH : J L N STADIUM, SPORTS AUTHORITY OF INDIA BUILDING  
CGO COMPLEX, NEW DELHI  
BRANCH CODE : 1085  
IFSC CODE : ANDB0001085

5.6 Demand Draft/Bankers Cheque/FDR/BG from scheduled commercial bank drawn in favour of "KHELO INDIA" payable at New Delhi are deposited in the office of KHELO INDIA, 1st Floor, SAI Headquarters, JLN Stadium Complex, Entry Gate No 10, Lodhi Road on or before scheduled date given in this RFP.

5.7 The Bid Security shall be valid for a period of 45 days (forty five days) days beyond the validity period of the Bid. As validity period of Bid as per clause 10 of this RFP is 90 days, the Bid Security shall be valid for 135 days from the date of opening of Technical Bid.

- 5.8 Bid Security of unsuccessful Bidders will be returned to them without any interest, after expiry of the Bid validity period, but not later than 30 (thirty) days after conclusion of the resultant Contract. Successful Bidder's Bid Security will be returned without any interest, after receipt of Security Deposit from that Bidder.
- 5.9 The EMD can be forfeited if an agency:
- f. Withdraws or amends or impairs or derogates its bid during the period of bid validity.
  - g. Fails to accept orders issued in its favour for execution, and / or violates the terms and conditions of the contract after submission of the bid.
  - h. Successfully gets selected, but fails to sign the contract within the stipulated time.
  - i. Without prejudice to other rights of SAI, if it fails to furnish the required Performance Security within the specified period.

## **7. BID VALIDITY**

- 7.1 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.
- 7.2 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.
- 7.3 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.

## **8. SIGNING OF BID**

- 8.1 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized (as mentioned in RFE for Empanelment of Event Management Agencies) to bind the Bidder to the contract.
- 8.2 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.

## **9. CLARIFICATION OF BID**

- 9.1 **Bidders** requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with Regional Director, SAI and Jt. CEO, Khelo India at [kheloindiadivision@gmail.com](mailto:kheloindiadivision@gmail.com). SAI will respond through mail to such request provided the same is received by SAI not later than 4 (four) days prior to the prescribed original date of submission of bid;
- 9.2 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.

## **10. SUBMISSION OF BIDS**

- 10.1 The bids are to be submitted in two parts (Technical and Commercial) online only as per the instructions mentioned in the RFE for Empanelment of Event Management Agencies.

## **11. BID OPENING**

- 11.1 SAI will open the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 11.2 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.

11.3 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.

**12. BID EVALUATION**

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

- a. Technical Evaluation – shall carry 70% of overall evaluation
- b. Commercial Evaluation – shall carry 30% of overall evaluation

**12.2 Technical Evaluation**

A designated committee will evaluate the technical bids on the basis of submitted documents and creative presentation. The bidder will be required to make a presentation on the details of the proposed theme **(depending upon the concept note at ANNEXURE – V)** along with a brief overview of cultural items of 60 minutes duration, a proposed management model, and quality of elements. Technical Evaluation shall be carried out on the basis of the following;

S. No.	Bid Component	Max Marks
1	<b>Evaluation of Workforce</b> Experience in managing and planning Opening Ceremonies of “International/National repute/Sports Event” of the following key personnel (Marking Scheme: 1 Marks each for every event of International Repute and 0.5 Mark for each every event of National Repute/Sports Event); a. Creative Head – Max. 5 Marks b. Production Head – 5 Marks c. Technical Designer (Sound) – 5 Marks d. Technical Designer (Light) – 5 Marks e. Choreographer – 5 Marks	25
2	Evaluation of Creative theme	15
3	Evaluation of Innovation	15
4	Proposed management model to deliver scope of work	15
5	Quality and no. of artists, MC, performers, etc.,	15
6	Quality of décor, props, fireworks, lighting, sound, staging, acoustics, etc.,	15
	TOTAL	100

Note : Panel of experts shall decide on this aspect

To assist their presentations, the Bidder will also be expected to give detailed technical specifications of the proposed elements in the following format:

S. No.	Elements	Technical Specifications
A	Stage Setup	

B	Music	
	i) Composition	
	ii) Recording	
	iii) Lyrics	
	iv) Theme Songs	
C	Décor	
	i) Stage	
	ii) Stadium (if required as per the creative theme)	
D	Fireworks	
E	Sound	
F	AV Equipment	
G	Interactive Kits	
H	Special Lighting effects (as required)	
	i) Laser	
	ii) Xenon Projection	
	iii) Water Screen	
I	Artists/Performers	
J	Choreographer	
K	Costumes	
	i) Designing	
	ii) Material	
	iii) Stitching	
L	Podium	
M	Torch	
	i) Design	
	ii) Production	
N	Acoustics	
O	Master of Ceremony	
P	Convoy (including open vehicle) for Torch Relay	
Q	Minimum 5 each of Photographers & Videographers	
R	** Any Other necessary arrangements that may be required for the production of the ceremonies as per creative theme.	

\*\* The aforesaid list is indicative & not exhaustive in pre nature.

The bidders scoring 60 Marks or above shall qualify for opening of financial bids.

### 12.3 Commercial Score

The total all -inclusive consideration towards Ceremonies Management Fees and Cost of Production including all direct or indirect taxes or other expenses related to the Opening Ceremony event shall not exceed the estimated value of RFP i.e., **INR 7,00,00,000/- (Rupees Seven Crores Only)**.

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

- i. Ceremonies Management Fee
  - a) Ceremonies Management Fees in Rupees (lump sum amount) to cover all administrative expenses for providing expertise and support in the event management of the Opening Ceremony.
  - b) The cost indicated by the applicant should be inclusive of all taxes. The applicant, however, may indicate the tax element in a separate column for clarity.
  
- ii. Production Cost
  - a) Production Cost for material, equipment and accessories; hiring charges for material and equipment, including light and sound; charges for engaging professionals, artists, human resource; procurement of material and equipment; transportation / conveyance charges for the events; dress, dress designing, costumes, make up; laser and other special lighting effects, fireworks; screens for display, projectors; stage set-up, trussing structure, décor; gen sets; cranes; video and cabling; composition, theme song, recording and lyrics of Music; interactive kits; podium; design and production of torch, convoy, MC and all associated levies /charges, which will have to be incurred for the events required for Opening Ceremony.
  - b) Procurement, purchase and hiring of resources by the bidder will be according to the technical specifications as required by the bidder to execute the event finalized by the Creative Consultant, Creative Core Group and SAI and subject to approval by SAI in terms of quality and price/charges/cost in writing.
  
- iii. The Price Bids 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;
 
$$\text{Commercial Score} = (\text{Lowest Bid} / \text{Bid Under Consideration}) \times 100$$

#### 12.4 Final Score

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

$$\text{Final Score} = (0.7 \times \text{Technical Score}) + (0.3 \times \text{Commercial Score})$$

### 13. COMPARISON OF BIDS AND AWARD CRITERIA

13.1 Bids shall be evaluated on the basis of final score obtained as per clause 11.

13.2 The bidder who has obtained highest Final Score shall be awarded the Bid.

### 14. RIGHT TO VARY SCOPE OF WORK

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

### 15. PERIOD OF CONTRACT

15.1 SAI shall award Contract to the highest scoring bidder for providing services of conceptualizing, planning, designing, coordinating and managing Khelo India Youth Games, 2019 in accordance with the scope of work mentioned in the RFP.

## 16. PERFORMANCE BANK GUARANTEE

- 16.1 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 Commercial Bank drawn in the name of “**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.
- 16.2 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. Successful bidder 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 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 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 13.2 (a) shall be applicable in the event of default in timely submission of PBG.
- 16.3 PBG has to be made in form of Bank Guarantee equal to 10% of PO value.

## 17. TERMS OF PAYMENT

- 17.1 The payments shall be made in installments as under:
- a) **Phase I – Advance Payment : 20% of the contract value** will be made within 10 days after signing of the contract subject to condition mentioned in clause 16.2. This Advance Payment shall be adjusted against the FA wise Invoices/bills raised by the successful Bidder.
  - b) **Phase II – 70% payment** against work shall be made after adjustment of 20% advance payment, according to the invoices/bills raised (as per actuals) subject to verification of Successful Completion (in terms of quantity, quality and timeline) from designated officers and FA Head.
  - c) **Phase III – Final Payment: 10% of the contract value** will be made after acceptance of all documentation and reports of the Event.
- 17.2 EMA 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.
- 17.3 Final Billing will be done on actual orders placed.
- 17.4 EMA has to ensure that any additional work done by the EMA has to be approved by the Khelo India Secretariat in writing, otherwise it will not be considered for payments.
- 17.5 All billed items are to be signed off by respective FA Head from SAI/ State regarding quantity, quality and successful completion as per agreed timelines. These need to be backed up by relevant evidence (Photographs, Videos, Lists signed off by Competent Authority).

## **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 items as per the RFP.

18.2 If, upon assessment by SAI, the 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 Damages as per Clause 18.2 above,
- ii. Forfeiture of its Performance Security
- iii. Termination of the Contract for default and
- iv. Termination of Empanelment.

## Annexure I | SUPPORT TO BE PROVIDED BY SAI

SAI will provide the following support to the EMA at no additional cost:

- SAI/State Govt. will be responsible for procuring the venue for the Event. SAI/ State Govt. shall provide the access to the venue as may be required by the EMA for performing its services.
- SAI/State Govt. will procure all necessary governmental and/or regulatory approvals and licenses for the conduct and implementation of the Event will extend assistance to the EMA to procure all licenses required to perform services.
- SAI shall set-up a dedicated team of 4 (four) individuals, who shall liaise with the successful Bidder in relation to the Event.

Any approvals sought by the EMA in the course of its services shall not be unreasonably withheld or delayed, and any grant or rejection of such request for approval shall be communicated in writing forthwith to the EMA with reasons thereof.

Annexure II | PRICE BID

**Name of Work:** Proposal for Event Management Agency for conduct of Opening Ceremony for Khelo India Youth Games 2019

**Price Bid**

S. No.	Element	Cost in Rupees	Taxes (if any)	Total
1	Ceremony Management Fee	xxx	Xxx	xxx
2	Production Cost	xxx	Xxx	xxx
<b>GRAND TOTAL</b>				xxx

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

- All work should be carried out in consultation with designated committee of SAI.
- The bidders are advised to conduct physical visits to the venue(s) for proper assessment of cost of items.

**Note:**

- a. Applicable taxes 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:

Annexure III | SUGGESTED DEADLINES

<b>SUGGESTED DEADLINES RELATED TO CONDUCT OF EVENT</b>			
<b>S. No.</b>	<b>Functional Area</b>	<b>Work to be ensured</b>	<b>Deadline</b>
1	Opening Ceremony	Conceptualisation	20 <sup>th</sup> December, 2018
		Confirmation of cast, Choreographer, Artists, Costumes, Props	25 <sup>th</sup> December, 2018
		Full Rehearsal	6 <sup>th</sup> & 7 <sup>th</sup> January, 2019
		Conduct of Ceremony	8 <sup>th</sup> January, 2019

- The above timelines is subject to change in view of unavoidable circumstances.
- Any deviation from the suggested deadline and the reasons thereof is to be documented and submitted to SAI along with the bid submission. Bidders are to explain deviation from timeline during presentation if required.
- The main emphasis will be on quality & timely delivery of goods & services.

Annexure IV | DEPLOYMENT PLAN

<b>Sr. No</b>	<b>Functional Area</b>	<b><u>QUANTITY</u> Phase-wise no. of Personnel Deployed</b>	<b><u>QUALITY</u> Relevant Work Experience of Resource</b>	<b><u>WHEN</u> Date of Deployment</b>	<b><u>WHERE</u> Place of Deployment</b>
1	Opening Ceremony				

- The Human Resource as indicated in the table above may be allocated to multiple Functions depending upon their ability to multi-task.
- The Deployment Plan will be discussed in detail during the Presentation.

The Opening Ceremony will be Conceptualized, Planned, Designed, Organized, Produced, Coordinated, Directed, Managed, Executed and Delivered within a period of 60 minutes. (does not include any protocols or speeches by PM or Sports Minister)

This ceremony marks the launch of the second edition of Khelo India Annual Games – an initiative to identify talent and promote sports among the youth of India. An event of this magnitude is brought together only with the support and collaboration of multiple stakeholders. This time, Maharashtra is the ‘**Host State**’ for Khelo India Youth Games and the **Opening Ceremony must dedicate 5 to 7 minutes of the opening ceremony celebrating Maharashtra**, its history, the culture and the people (this element has to be included within the scope of the ceremony, irrespective of the selected idea).

The bidders may use below mentioned indicative concepts or include any other new concept for their presentation. However, after award of work, Creative Committee as designated by SAI will discuss the concept in detail to invigorate and finalise the program.;

i. **Indicative Concept 1: Journey of KI Athletes:**

- From basic facilities, moving onto world class facilities
- From local coaches to established National & international coaches
- Training point of view, vision & regime improved and increased towards international goals
- Exposure to media to enhance the reach of sports.
- Creation of icons to inspire the youth to adopt sports into their lifestyle
- Making sports a lucrative career option.

ii. **Indicative Concept 2: Lighting the flame of Sport:**

- The LED Torch was introduced in the Opening Ceremony of the 1<sup>st</sup> Edition of KI.
- Showcase the journey of this torch since the KISG
- Going to various villages & interiors of the nation to light the flame of sports
- Inspire the youth and create fire in the belly of talent to perform at an international level for the nation.
- Create an emotional connect with the audience by showcasing rural sports & sporting heroes of the past.

iii. **Indicative Concept 3: Celebration of Diversity of India & the Spirit of Unity through Sport**

- Depiction of diversity of our nation through different physical features of our landmass & the climate
- Different physical features of our people that have adapted due to the physical features & climatic conditions.
- Different languages & dialects as we move along the length & breadth of the country
- Indigenous sports being an critical part of the heritage of our country right from the time of documented civilisation – Indus Valley moving to India in 2018
- Sports like Kabaddi, Chess, Polo, Tent-pegging, wrestling, archery, martial arts, all of which have originated in or have the earliest documentation of, in India and have been adopted as language of sport across the world.
- The ceremony should aim to depict & celebrate this diversity in people, sports, language and culture.

iv. **Indicative Concept 4: Evolution of Sport in India**

- Sports has always been given importance in India – during ancient times, it was a separate field of study to create excellence

- After the British rule, focus was given to education and excellence in sports became a forgotten art.
  - There were still a few passionate heroes who pursued their passion carried that flame jumping over the hurdles they met (metaphor).
  - In the last 100 years, India saw the results of a decreased focus on sports in the results we displayed on the international field
  - Now, the focus has shifted and the results already reflect the advances and refocus on sporting excellence.
- v. **Indicative Concept 5: Character-building through Sport**
- Sports adds character to an individual
  - Character traits that are the basis of achieving sporting excellence include, honesty, integrity, dedication, relentless perseverance, unwavering focus, discipline, drive and commitment.
  - It is intended to take a dive into Indian history to showcase instances of these traits. This is an extension of the Guru-Shishya Parampara which was showcased in first edition of KI
- vi. **Indicative Concept 6: Sapno ki Udaan**
- Showcase dreams of successful sporting careers taking launch and soaring in the skies
  - Showcasing the current Indian medallists and the junior medallists as youth Icons for the young & aspiring sportspeople.