



Ministry of Youth Affairs and Sports
Government of India



Ref. No. 002/RFP/EMC/KIYG/2018

REQUEST FOR PROPOSAL (LIMITED)

EVENT MANAGEMENT AGENCY (EMA)

FOR

KHELO INDIA YOUTH GAMES 2019

Date of Release: 20th November 2018

Last date of Submission: 28th November 2018 at 10:00 AM

KHELO INDIA DIVISION

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 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 9th 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 deliver end to end services 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 planning and execution of the entire 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 event 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 event 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. OBJECTIVES OF HIRING EVENT MANAGEMENT AGENCY (EMA)

- To organize the Event in a manner comparable to any other multi-sport event of an international repute.
- Delivery of the Event, in supplement to SAI's efforts.

3. SCOPE OF SERVICES

The Event Management Agency will be required to provide the following services:

S. No.	Functional Area	Scope of Services
1	Design Agency	<ul style="list-style-type: none"> • To design all collaterals and brandings in English, Hindi & Marathi for KIYG as defined by Khelo India Secretariat. • Indicative list is as follows: <ul style="list-style-type: none"> ○ Composite logo (original Khelo India Logo & previous year's designs for look n feel of the event will be provided by SAI, EMA to build upon and enhance the same) ○ Designing of Official Mascot for the Event ○ Invitations ○ Stationary ○ Posters ○ Hoardings ○ Flyers ○ Leaflets ○ Newspaper advertisements ○ Accreditation template ○ In stadia Branding ○ Drop-downs ○ Building brandings ○ Bus Branding ○ Equipment Branding ○ Running Board Branding ○ LED Branding content ○ TSR Templates ○ E-Fixtures ○ Any other design requirement related to Event • Audio Visual (AV) of duration 3 Minutes for <ul style="list-style-type: none"> ○ Volunteer Manual ○ Accreditation Manual ○ Chef de Mission Manual ○ Any other as required • To ensure that all marketing communication, adverts, collateral & Templates will carry KIYG marks, Khelo India marks, all logos of government stakeholders in the event. • Design to be vibrant, colourful and inspirational in visual design reflecting event colour scheme. • All designs to be approved by SAI. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
2	Accreditation	<ul style="list-style-type: none"> • Data entry for offline forms (approx. 2000). • Accreditation Zoning to be planned and implemented by EMA within 15 days from the award of work (to be approved by SAI) • Accreditation to be printed in High Quality Laser Print • Accreditation list to be provided by SAI • Time-bound planning of Printing, Checking, segregation, Inventory Management & distribution of Accreditations • Printing the Emergency Day Passes on a need basis • Handover of all excess, if any Accreditation to Khelo India post the Games. • Technical Specification of Lanyards <ul style="list-style-type: none"> ○ 16 mm wide thickness. ○ 36 inch length

		<ul style="list-style-type: none"> ○ Rotating metal C. Hook. ○ Lanyard Fabric (Satin) ○ Printed lanyard (Dye Sub Printing). Custom printing logo, event details. ● Technical Specification of ID <ul style="list-style-type: none"> ○ Material: PVC ID Thickness: 30mm ○ Size: A6 size (105 x 148 mm or 4.1 x 5.8 inches) ○ Design and logo will be provided once tender is awarded ● Emergency/Day Passes As per Annexure III (Sample to be provided as per below specification at the time of presentation) ● Technical Specification of Lamination Pouch for Emergency Day Pass <ul style="list-style-type: none"> ○ Material: PET+EVA. Thickness: 225 microns ○ Melting Point: 110 degrees Celsius. Lamination Temperature: 110-140 degree Celsius ○ Size: for A6 paper passes ○ Technical Specification of Accreditation Cards/Passes Paper. ○ 120 GSM ○ Size: A6 ● Design and logo will be provided to the successful bidder once the Bid is awarded ● EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ● Approximate requirement: as per Annexure II
3	Invitations	<ul style="list-style-type: none"> ● Aid & assist the Functional Area Head in creating a list of dignitaries & VIPs to be invited with addresses, their segregation as per instructions provided by SAI ● Provide the design options for approval from SAI ● Printing of Invitations for VIPs, Dignitaries, Schools, Colleges & State Delegates ● Distribution of Invitations via courier (if required). ● EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ● Approximate requirement: as per Annexure II
4	Stationary & Collaterals	<ul style="list-style-type: none"> ● Provide the design options for approval from SAI ● Printing of Stationary and Collaterals ● Inventory Management & Distribution ● Handover of all excess Stationary to SAI. ● EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ● Approximate requirement: as per Annexure II
5	Sports Presentation	<ul style="list-style-type: none"> ● Procurement of the authorized quantities of the items listed below; <ul style="list-style-type: none"> ○ Medals ○ Lanyards ○ Winners Plaque ○ Sports Trophies ○ Winner Certificates ○ Participation Certificates to all relevant stakeholders ○ Commemorative Medals ○ Limited Edition A4 & A5 Plaque for dignitaries ● Samples of each of the above items to be provided taking references from KISG 2018 (samples available with SAI for reference purpose). ● Quality Check of the Inventory ● Inventory Management ● Distribution to the specified venue ● Complete Sports Presentation Ceremonies including Medal Ceremonies (podium with proper branding, Ushers, Back drop, MC, tray etc) and Games Conclusion Ceremony (Two Stages with Backdrops, VVIP facilitation, MC, Dias, Confetti Blasts etc.) wherein distribution of the Overall Trophies will take place. ● Handover of any excess back to KIYG ● EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ● Approximate requirement: as per Annexure II

6	Spectator Engagement	<ul style="list-style-type: none"> • MC: Include spectator engagement activities including Master of Ceremonies (Emcee) as per the schedule who has the following relevant skills & experience: <ul style="list-style-type: none"> • Comfortable with conversations in English, Hindi & Marathi. • can engage with the audience through conversations, games to maximize spectator interest for the event. • Provide at least 3 options of such an emcee • Experience to include hosting 2 large scale sporting events which require mass engagement such as Marathons, Pro-Kabaddi, IPL etc. • It is required that the designated Emcee to come in and meet with OC-KIYG to discuss the plan of engagement & to discuss their relevant experience. This plan to include Youth focussed activities & interactions between athletes & audience. • DJ : Ensure experienced Disc Jockey (Deejay) as per the schedule with <ul style="list-style-type: none"> • at least 5 years of experience with mixing music & curating playlists • relevant playlist including but not limited to inspiring music, the Khelo Games anthem, the National Anthem. • Ability to play relevant music during prize distribution/ presentation ceremony • Ability to create an inspired playlist to engage with the youth and athletes during the Games. • Replay/LED screens to be strategically located keeping the audience seating in mind. However, wherever available, existing screens/equipment to be used as-is basis. The EMA will undertake all repairs to the pre-installed equipment before hand over. • Ensuring movement of 4 Mascots each day (8 on the day of Opening Ceremony) to be present in costume during match hours at the venue/on-stage & interacting with the Spectators. • Relevant PA & Sound systems to be hired, installed and made operational where required as per FOPs. • Ensure important announcements are made periodically. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
7	Hardware Support	<ul style="list-style-type: none"> • EMA shall install ICT equipment in the venue(s) for the event. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
8	Media Operations	<ul style="list-style-type: none"> • Appoint a press coordinator within seven days from award of work to integrate all stakeholder press & PR initiatives; Local tie up preferable for adequate coverage in local press, assisting accreditation of media persons. • Ensure that the government's "Khelo India Initiative" – making sport accessible to all, providing a platform for sporting excellence, creating an environment for sport to thrive in an international level, Talent acquisition & grooming" is the focus of all coverage disseminating around the event. • Cross-promotion of the Khelo India social media tags with the Press Coverage. • Sharing the Press Releases as per requirements of the Khelo India Initiative, especially sending stories of local heroes to various vernacular presses across the country (Total at least 100 such stories) before, during & immediate after the game. • Create and disseminate a timeline of sub-events effective 1st January 2019 through the games and post event coverage which includes; <ol style="list-style-type: none"> a. Exclusive news worthy interviews, b. Inspirational stories c. Behind the scenes d. People on top – their vision and thoughts e. The story so far f. Social impact reports • All content needs to be cleared with the Marketing & communications Function of Khelo India Initiative to share a focussed messaging. • Ensure any and all negative areas (if any) are identified and notified to all

		<p>stakeholders at the earliest.</p> <ul style="list-style-type: none"> • Ensure any and all negative press reports are handled swiftly with corrective action reports. • Ensure daily press releases to maximize event coverage in national & regional dailies, magazines and digital media. • Press briefing will be done by Khelo India. The TSP will make arrangements for press conferences and all necessary material (Media Kits, souvenirs etc.) covering; <ul style="list-style-type: none"> a. Launch event b. Opening ceremony c. Post-match press conferences for all broadcast sports (semi-final onwards) d. Special cases • All such events need to be notified and cleared with the Khelo India at the time of presentation. • Ensure that sufficient media space is allocated to include editorial, advertorial and advertisement content for the event. The intent is to cover the event vision, its build-up by leveraging the quality of action and highlighting the heroes/ records of various disciplines. • Collated weekly report of coverage to be provided effective 1st week of January 2019, increasing the frequency to daily reports during the games. This data should include coverage on the games until 2 months post the event as well. • EMA will be required to put in infrastructure for Press Conferences to be conducted from time to time. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
9	Venue Catering	<ul style="list-style-type: none"> • EMA has to ensure arrangements to cater to the VVIP's, VIP's & Media personnel • There will be a Central VVIP lounge and Media Lounge which will serve hot food during meals. • Every other venues (8 at peak time) in Balewadi Sports Complex excluding the Central Lounge, will have a functional In-venue VIP lounge & Media Lounge which caters to High Tea requirements through the day. • Catering will be required for the Games Conclusion Ceremony. • EMA to define and deliver the menu for High Tea (Tea, Coffee, 1 Juice, Sandwich, Muffin/ 2 Options of Finger food) • EMA to define menu for Breakfast, Lunch and Dinner (Minimum 5 star Hotel standards with serving staff in proper uniform) • Lounge Operational hours: Session 1- 0800 Hrs to 1300 Hrs; Session 2- 1300 Hrs to 1800 Hrs; Session 3 -1800 Hrs to 2100 Hrs from 09th Jan 2019 – 20th Jan 2019 • Menus will be on rotational basis each day • Expected Pax. Per Day at Central Lounge: VVIP- 150 nos & Media- 75 nos. • Expected Pax. Per Day at In-Venue Lounge: VIP- 125 nos & Media- 25 nos. • Cluster Seating Arrangements to be made at these lounges. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
10	Sports Kit Distribution	<ul style="list-style-type: none"> • SAI will procure the Sports Kits designed for Athletes, Technical Officials and other stakeholders • EMA to ensure ; <ul style="list-style-type: none"> ○ Co-ordinate with GTCC for sizes of participants & work out state wise requirement for each sport. ○ Co-ordinate procurement of the Order & Delivery with the assigned vendor ○ Confirm Quality Check of the Kits received. ○ Confirm Receipt, Inventory, segregation and Issue of these kits. ○ Co-ordinate with Accreditation FA to develop & execute Kit Distribution Timetable, plan & and Verification process (taking signoff from state representatives & other relevant stake holders (Tech officials, volunteers, other officials etc)) to validate the delivery to relevant stakeholders. ○ Hand-over of any excess to SAI by 22ndJan 2019.

		<ul style="list-style-type: none"> • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
11	Volunteers Operations	<ul style="list-style-type: none"> • Volunteers will be recruited & provided to the EMA by the State Govt. • Training venue, Logistics and Catering to the volunteers will be provided by the State Govt. • Content for Training Manuals for the Volunteers to be finalised by EMA based on previous year manuals & inputs from NSFs & other stake holders, subject to approval from SAI. • EMA to scope for their Briefing, Training, Deployment, Rostering Schedule, Distribution of Uniforms & Reporting Process. • End-to-end Management of the following functions related to Volunteers Operations: <ul style="list-style-type: none"> ○ Deployment, general command and Management Supervision. ○ Daily attendance sheets ○ Collation of bank account details and filling up of DBT forms ○ To work out and calculate total payments to each volunteer ○ To assist payment through DBT (Money to be provided by state/SAI) and confirmation from Volunteers of the receipt of payment. ○ To ensure kit distribution to Volunteers and ensure the Volunteers report for duty in the Kit provided by SAI. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
12	Venue Branding	<ul style="list-style-type: none"> • Design for indoor stadium FOP to presented at the time of presentation. • Design for outdoor stadium FOP to be presented at the time of presentation. • All creative templates and designs for branding elements are to be approved in advance by SAI. • Post final approvals of the branding elements, all approved branding structures, mockups and templates need to be collated into a program manual for usage by all partners of SAI. • Venue directional signage shall start from 1Km radius (all approach roads) to the venue. • The venue entry and exit gate/arch should be placed/branded at all sporting venues for all sport as specified by SAI • 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, Catering lounges, playing arena, mixed zones or any other area identified. • All players' room, gym, coaches' rooms, stores etc. and any other specified area/room thereon shall be adequately branded. • The player entry and exit gate/arch should be placed at all venues (all sports)as specified by SAI • The venue/player entry should be aesthetically and thematically designed with colour theme and palette approved by the SAI • Event logo to appear with the host broadcaster credit and event /sponsors logos as a standard template. The creative designs for such structures will be approved by SAI. • All FOPs should have appropriate FOP branding like other international sports event. • All collaterals and stationary as per the approved event designs shall be developed by the EMA. • The Vinyl requirements include but are not limited to branding space on buses, outside of the Stadia and any other space as maybe required. • Venue of the Games includes some FOPs outside of Balewadi Sports Complex. It includes, but is not limited to Mamurdi Sports Complex, NDA and ASI. EMA needs to provide specified Branding to the venues as per instructions of SAI. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II

13	Venue Overlays	<ul style="list-style-type: none"> • Multiple venues have overlapping events with completely different setups. It is the EMAs responsibility to ensure that the Venue setup is changed & provided as per the requirements laid out. This requires tight deadlines for venue change. Eg. Main Athletic Stadium to be used for Opening Ceremony which closes at 10:00 PM and then needs to be ready for Athletics at 7:00 AM the next day. • Venue setup to be complete three days prior to the start of the Games & removed within 48 hours from the closure of the Games. • Venue of the Games includes some FOPs outside of Balewadi Sports Complex. It includes, but is not limited to Mamurdi Sports Complex, NDA and ASI. EMA needs to provide required Overlays to the included venues. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
14	GTCC Operations (before Games)	<p>Work-force of 21 personnel to be provided to GTCC within 7 days of issue of Work Order till end of Event to facilitate the following:</p> <ul style="list-style-type: none"> • To work as Sports Specific Coordinators-18 to coordinate with each sports NSF, three for SGFI, CBSE & AIU. • Ensure Nomination of Athletes from NSFs, SGFI, AIU, CBSE as per nomination criteria. • Ensure timely entries from all States. • Ensure age verification and other documents are uploaded and are available for verification & assist eligibility verification committee. • Arrange athlete changing room and other athlete related spaces are made available for athlete. • Ensure timely start and conclusion of the event. • Ensure TSR are available as per requirement. • Ensure sports equipment and sports apparel are in place for athletes. • Proper platform for athletes to appeal and address their concerns. • Allocation of proper FOP for all the events. • Ensure medical requirements are in place before start of the games. • Any other work as allocated by Functional Area Head. • Qualities of such candidates: <ul style="list-style-type: none"> ○ Core competence in sports, communication skill & working experience of computer. • Looking after program of NSF representatives & guests • Distribution of Kits to tech officials • Management of logistics of tech officials • The location of the team & shifting to Pune will be decided by EMA in consultation with SAI. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
15	State Coordination	<p>Work-force of 20 personnel to be provided within 10 days of issue of Work Order till end of Event to facilitate the following:</p> <ul style="list-style-type: none"> • To work as State Coordinators and Liaison Officers • Ensure timely entries/ratification from all States • Responsible for end to end coordination with all states and union Territories. • Single point of contact for all issues with regards to the participating states/contingent. To act as single point of contact for each state to escalate various issues (if any). • To ensure smooth movement of the state team. • To maintain the itinerary of contingents in detail and in real time. Ensure to take travel plan & coordinate with transport & accommodation team to ensure proper arrangement. • Dissemination of all the information about match schedule(s) to all stakeholders. • To coordinate with Chef de Mission to ensure smooth operations and transition from arrival till departure. Assist in distribution of Kit.

		<ul style="list-style-type: none"> • To address and route the grievances of the contingent through proper channel. • The personnel will also take up the job of management of Accommodation, Catering and Transport (ACT) Functional Areas for the following; <ul style="list-style-type: none"> ○ Identification of ACT requirements ○ Menu Sampling ○ Allocation of ACT facilities to contingents ○ Coordination and deployment in real time ○ Setting up of help desks ○ Assist in check-in and check-out ○ Any other work as allocated by Functional Area Head • Qualities of such candidates: <ul style="list-style-type: none"> ○ Good communication skill & working experience of computer. • • The location of the team & shifting to Pune will be decided by EMA in consultation with SAI. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
16	Post-Game Operations	<ul style="list-style-type: none"> • Preparation and submission of Legacy Reports (i.e. Post Games Reports, Picture Books, Games Master Schedule, and other items as committed by the bidder in presentation) • Personnel (4 nos.) is to be shifted to the SAI HQ, New Delhi to undertake a host of post-games activities. The requirements are as follows: <ul style="list-style-type: none"> ○ Qualifications: Master's degree in relevant subject or technical qualifications like B. Tech., MBA <li style="text-align: center;">OR ○ Graduate with atleast 1 Year of experience in Sports/ Government of India ○ Age Limit: There is an upper age limit of 35 Years ○ General Qualities: <ul style="list-style-type: none"> ▪ Good Knowledge of Computer- Windows and Microsoft office application especially Ms. Excel, Ms Word. ▪ Good knowledge of Tally Accounting Package for Manager (Finance) and Manager (Accounts). ▪ Confident, self driven and a team player. ▪ Ability to read, write and speak in English and Hindi ○ These personnel are expected to aid and assist their assigned Officer/G.M/Sr. managers/ Manager in ensuring <ul style="list-style-type: none"> ▪ All vendor closures, payments ▪ Creation of Legacy Report, production of post-game presentations ▪ Any other game related activities including co-ordination with States, Colleges, Schools, Athletes, universities & other stakeholders. ○ The term of this engagement shall be for 6 months which maybe renewed for subsequent period (if required) • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
17	Operations	<ul style="list-style-type: none"> • To ensure Smooth co-ordination & execution of event, all the Functional Areas are to be assisted by Subject Matter Experts (SMEs) of the Event Management Agency. • Records Management consisting of Delivery Receipts, Inventory Records, Movement of equipment/ Stationary/FFE, and any other item under the scope of work of EMA, to record all operations and activities with relevant photo/documentary evidence to ensure smooth vendor payments. • All planning by EMA is subject to approval of SAI. • Reporting is an important aspect of Event Management. EMA is expected to create & maintain detailed reports for each functional area. This includes but is not limited to Production reports, Overlays Reporting, Branding Reports, Inventory reports,

		<p>Variance Analysis, Work-force Planning & Deployment & Legacy Reports, Photo-Books of the event.</p> <ul style="list-style-type: none"> • Preparation and implementation of Organisation Chart with work-flow & detailed time-lines for delivery (Gantt Charts). • Aid & assistance in delivering services within the scope defined under each functional area • Supervision by Senior Management of EMA for overall functions and end-to-end coordination of the following Functional Areas (collectively called ACT) in respect of the participants (taking travel plans of various stake holders, room allotment, creation of counters at Railway Station & Airport, vehicle management etc.). It is clarified that arrangements for hotel accommodation, vehicles & catering for players, tech officials & volunteers, other dignitaries will be made by the state; <ul style="list-style-type: none"> ○ Accommodation ○ Catering ○ Transport • Planning and Execution of; <ul style="list-style-type: none"> ○ VIP Management Plan –Create & Collate a list of Dignitaries, Send out the invitations, follow up on arrival confirmation & dates, Co-ordination to ensure travel & itinerary plans are accounted for, arrival, accommodation & transport as per stature of guest. Detailed VIP Movement Plan. Expected VIPs are appx. 200 for Opening Ceremony and appx. 100 during the Games. ○ Athlete & Technical Official Movement Plan: Co-ordination to ensure arrival planning, transport, accommodation & movement planning as per the Schedule. Expected persons are apprx. 800 Technical Officials & 6200 athletes, 1,800 support staff. ○ Media Management Plan – Co-ordination with the Press Operations function of SAI to ensure confirmation of the Media Plan, setup of required infrastructure for Press conference, provision of Accreditation to Press Ops function & Media movement plan through the venues ○ Venue Management Plan ○ Crowd management plan for the spectators at Balewadi Sports Complex ○ Vehicle Movement & Management Plan within Balewadi Sports Complex ○ Identify spaces for parking facilities at Balewadi Sports Complex • Co-ordination with & support to; <ul style="list-style-type: none"> ○ The Broadcast partner ○ Co-ordination with State, MYAS and other stakeholders to capture a complete overview of the Games. ○ Co-ordination with & support to the GTCC and NSF Representatives responsible for Technical Conduct of the Games. ○ Security Functional Area • House-keeping and Cleanliness Briefing, Deployment, Management & Reporting Plan- House-keeping Staff will be recruited & provided to the EMA by the State. • SAI will provide base shell space for the office premises at Balewadi, Pune & Delhi . All the basic setup including Furniture, Fixtures, Equipment, Internet connectivity or any other requirement to keep functional efficiencies shall be managed by the EMA for their own work force. • To manage the basic setup including Furniture, Fixtures, Equipment, Internet connectivity or any other requirement to keep functional efficiencies except laptop/computers/stationary for SAI workforce. • EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Annexure II
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- Opening Ceremony for the event is not included in the Scope of Work of Event Management Agency. 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 Opening Ceremony.

- Accreditation Cards shall not be considered valid for Opening Ceremony. Entry shall be strictly on invite basis.
- 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.

4. BID SCHEDULE

The Bid Schedule is as follows:

Date of Release	20th November 2018
Bid Submission start date	21st November 2018
Pre-Bid conference	22nd November 2018 at 2:30 PM
Bid submission end date and time	27th November 2018 by 3:00 PM
Opening of Bid	28th November 2018 at 3:30 PM
Presentation	29th November 2018 at 11:30 AM onwards
Opening of Financial Bid	Will be intimated at a later stage

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

5. ELIGIBILITY CRITERIA

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

- M/s DNA Entertainment Networks Pvt. Ltd.
- M/s Encompass Events Pvt. Ltd.
- M/s Fountainhead Entertainment Pvt. Ltd.
- M/s SV Edusports Pvt. Ltd.
- M/s Wizcraft International Entertainment Pvt. Ltd.

6. BID SECURITY /EARNEST MONEY DEPOSIT (EMD)

- 6.1 The Bidder shall furnish along with its Bid, Bid Security for an amount of **INR 35 Lakhs (INR Thirty Five Lakhs)** only.
- 6.2 The Bid Security is required to protect SAI against the risk of the Bidder's unwarranted conduct as amplified under sub-clause 8.8 below. Non-submission of bid security will be considered as major deviation. Bid for the event without Bid Security will not be considered.
- 6.3 Bid security must be submitted to SAI before bid submission end date and time as mentioned in the Bid Schedule in clause 4 above.
- 6.4 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.

6.5 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

6.6 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.

6.7 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.

6.8 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.

6.9 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 duty 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. 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;
- Technical Evaluation – shall carry 70% of overall evaluation
 - 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 bidders are expected to prepare a creative presentation incorporating the fields mentioned in the below table. Technical Evaluation shall be carried out on the basis of the following;

S.No.	Particulars	Documents to be submitted/Instructions	Maximum Marks
1	Work Plan and Methodology a. Innovative ideas – 5 Marks b. Methodology to be followed in execution of work – 5 marks c. Time Lines on Gantt Charts – 5 Marks d. Technology to be used – 5 Marks e. Deployment Plan of Workforce – 5 Marks	<u>PDF copies to be submitted online</u> <ul style="list-style-type: none">Power-point Presentation to be prepared elaborating the proposed Work Plan and Methodology.Presentation to include the points suggested in adjacent column.Deployment Plan (as per Annexure - IV) to clearly indicate the quality, quantity, and timelines of engagement of Workforce	30 Marks

	f. Organizational Structure (whole Workforce-time period of deployment be mentioned for each functional area) – 5 Marks	with KIYG <ul style="list-style-type: none"> Bidders are advised to take into consideration Suggested Deadlines of various functions and Schedule as mentioned in Annexure – III for proposed event plan. 	
2	Evaluation of Workforce Experience in managing and planning events of “International/National Repute/Sports Event” of the following key personnel (Marking Scheme: 2.5 Marks each for every event of International Repute and 1 Mark for each every event of National Repute/Sports Event); a. Project Director & Operation head – Max. 5 Marks b. ACT Head 5 Marks c. Publicity & Marketing Head – Max. 5 Marks	<u>PDF copies to be submitted online</u> <ul style="list-style-type: none"> CVs of key personnel (as mentioned in the adjacent column) to be deployed highlighting only the relevant experience. The capacity in which they worked(designation) in the relevant events is to be mentioned specifically. 	15 Marks
3	Branding, Communication, PR & Media Plan a. Pictorial presentation & Branding ideas/3D walkthrough & execution plan – 8 Marks b. PR& Media Plan 8 c. Official Mascot for the Games – 5 Marks d. Composite Logo for KIYG 2019 incorporating logos of “Khelo India” and “State of Maharashtra” & ideas on host city/state activation plan– 4 Marks	<u>PDF copies to be submitted online</u> <ul style="list-style-type: none"> 3D renders/pictures/graphics of proposed branding plan of Balewadi Stadium, Pune. Power-point Presentation to be prepared elaborating the proposed Branding Plan. Presentation to include the points suggested in adjacent column. 	25 Marks
4	Samples from previous events (Design and Quality) a. Medals – 2 Marks b. Souvenirs – 2 Marks c. Lapel Pins – 2 Marks d. Trophy – 2 Marks e. Display Shield – 2 Marks f. Branding elements – 2 Marks g. Various stationary items including invitation card - 3 Marks	<u>PDF copies to be submitted online</u> <ul style="list-style-type: none"> High quality pictures of Samples of each of the items from previous events carried out by the Agency. Physical Samples to be presented before the committee for evaluation at the time of Presentation. 	15 Marks
5	Quality of proposed Legacy Plan a. Proposed Post Games Report/ Games Manual – 5 Marks b. Games Master Schedule incorporating all the activities of KIYG according to designated Functional Areas & Sample – 5 Marks	<u>PDF copies to be submitted online</u> <ul style="list-style-type: none"> Concept plans mentioning only the “headings” and flow of contents (which are to be included in final report). The idea is to understand the quality and comprehension of the proposed Legacy Plan. Power-point Presentation to be prepared 	15 Marks

	c. Sample Photo Books/Coffee Table Books/ Collage/Documentary etc. – 5 Marks	elaborating the proposed Legacy Plan. Presentation to include the points suggested in adjacent column.	
	Total		100 Marks

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

12.3 **Commercial Score**

The Price Bids shall be opened and evaluated in second stage, where marks shall be assigned to the competing bidders according to the following;

- i. L1 shall be given Maximum Marks (i.e. 100 Marks).
- ii. Other bidders shall be assigned marks in comparison to the L1 as per to the following formula;
Commercial Score = (Lowest Bid/ Bid Under Consideration) X 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. PERIOD OF CONTRACT

- 14.1 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.
- 14.2 The Contract may be extended by SAI for one more year subject to changes up-to the tune of 10% of the overall cost of services, so rendered, mutually agreed by both the parties, i.e. SAI and EMA if the services provided by the selected Agency are found satisfactory. For such purposes, SAI shall review the performance of the Agency after completion of Khelo India Youth Games, before issuing the successful Completion Certificate.
- 14.3 However, if upon review, the services provided by the selected Agency is not found satisfactory during the currency of the Contract, the Contract will not be extended.

15. PERFORMANCE BANK GUARANTEE

- 15.1 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 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.

- 15.2 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.
- 15.3 PBG has to be made in form of Bank Guarantee equal to 10% of PO value.

16. TERMS OF PAYMENT

16.1 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 14.2. 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 (as mentioned in Phase I), according to the FA wise invoices/bills raised (as per actuals) subject to verification of Successful Completion (in terms of quantity, quality and timeline) from designated officers and FA Heads.
- c) **Phase III – Final Payment: 10% of the contract value** will be made after acceptance of all documentation and reports of the Event.

16.2 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.

16.3 Final Billing will be done on actual orders placed.

16.4 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.

16.5 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).

17. PENALTY CLAUSE

17.1 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.

17.2 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.

17.3 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 17.2 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 Khelo India Youth Games 2019 at Balewadi, Pune

Price Bid (Part i)

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	Quantity Required	Rate - Unit Price (in INR)	Total Amount (in INR)
I	II	III	IV	V	VI	VII (V X VI)
1	DESIGN AGENCY					
	Design Agency Fee	Overall cost of Design Agency	Overall cost	1		
	Designing of Official Mascot	Overall cost	Overall Cost	1		
	AV Fee	Videos for Accred Manual , Volunteer Training Manual, Chef-de-mission manual	Overall cost	1		
					Sub Total 1	
2	ACCREDITATION					
	Cards with Lanyards	Standard	Nos	15000		
	Generic pre-printed day passes	Standard	Nos	10000		
					Sub Total 2	
3&4	INVITATIONS, STATIONARY & COLLATERALS					
	Invitations for Opening Ceremony & Games					

	VVIP - Invite + Envelopes	For Ministers,Dignitaries etc. Separate invite for Opening Ceremony and One for the Games. Separate Car Pass)	Nos.	1600		
	VIP - Invite + Envelopes	For Media, School and College Principles etc. Separate invite for Opening Ceremony and One for the Games. Separate Car Pass)	Nos.	1500		
	General - Invite + Envelopes + Schedule	A4 Size, Envelope to include Invite & fixture, however any change shall be calculated on pro-rata basis	Nos.	7500		
Collaterals (tentative no printed pages are mentioned wherever applicable, however any change shall be calculated on pro-rata basis)						
	LetterHead	A4	Nos.	1000		
	Brochures	A5 with 4 pages	Nos.	2000		
	Game-specific Fixture	A5 with 2 pages	Nos.	12000		
	Posters	Standard Size	Nos.	200		
	Food Coupons	2" x 1"	Nos.	50000		
	Note Pads	A5 with 20 pages	Nos.	1000		
	Certificates	A4, Parchment Paper	Nos.	15000		
	Vehicle Access Parking Permit Stickers	A5, Stickers	Nos.	5000		
					Sub Total 3 & 4	
5	SPORTS PRESENTATION					
A	MEDALS					

	Gold painted medal with lanyard & medal box	3" size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi-colors and other side small logo with design provided by us with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	830		
	Silver painted medal with lanyard & medal box	3" size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi-colors and other side small logo with design provided by us with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	830		
	Bronze painted medal with lanyard & medal box	3" size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi-colors and other side small logo with design provided by us with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	1046		
	Sub Total 5A					
B	TROPHIES					
	Overall champions trophy	Total height 26" includes 6" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in brass silver or gold plated with cup/statue/star/ring/ball etc. used and shining polish.	Nos.	2		

	Over-all Runners-Up trophy	Total height 22" includes 6" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in brass silver or gold plated with cup/statue/star/ring/ball etc. used and shining polish	Nos.	2		
	Over-all Second Runners-Up trophy	Total height 18" includes 5" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in brass silver or gold plated with cup/statue/star/ring/ball etc. used and shining polish.	Nos.	2		
	Trophies for sport first	Trophy 16" height includes 5" wooden stand with glossy polish with 4 side colored name plates with proper box packing. Attractive design in brass silver or gold plated shining polish	Nos.	36		
	Trophies for sport second	Trophy 14.75" height includes 4" wooden stand with glossy polish with 4 side colored name plates with proper box packing. Attractive design in brass silver or gold plated shining polish	Nos.	36		

	Trophies for sport third	Trophy 13" height includes 3.5" wooden stand with glossy polish with 4 side colored name plates with proper box packing. Attractive design in brass silver or gold plated shining polish	Nos.	36			
Sub Total 5B							
C	SOUVENIRS						
	Mascot - Soft Toys	A pair of 12" soft toys of Jaya & Vijay (official Mascots of Khelo India)	Nos.	2600			
	Lapel Pins	Approx. 1" X 2"	Nos.	15000			
	Mementoes	<u>Commemorative Medals</u>	Nos.	4000			
		3.5" size Round Medal as per sample weight 72 gms with LOGO embossing with multi-colors and other side small logo with write up (provided by KI) with Wooden Box inside velvet base.					
		<u>Display shields</u>	Nos.				
		Size: A4 Wooden Plaque		500			
	Size: A5 Wooden Plaque	1500					
Sub Total 5C							
D	SPORTS PRESENTATION CEREMONY						
	Medal Ceremonies and Games Conclusion Ceremony	Cost to include Presentation trays, bouquets, hostesses, calligraphy artists, confetti blasts, stage setup, Dias, Backdrop, Lecture Stand etc.	Overall cost	1			
Sub Total 5D							
Sub Total 5							

6	SPECTATOR ENGAGEMENT					
	Pom-Poms			10000		
	DJ	12 days	Nos.	2		
	MC	12 days	Nos.	4		
	Sound - Big Set up covering a football stadium	12 days	Nos.	2		
	Sound - Small Set up covering a small FOP	12 days	Nos.	12		
Sub Total 6						
7	HARDWARE SUPPORT (ICT EQUIPMENT)					
	Projector	3500 Lumens	Nos.	4		
	Flat Screen LED Television	43"	Nos.	75		
	Wi-fi Enabled High Speed Internet with LAN at all FOPs along with routers, repeaters, switches and other hardware as deem necessary by the EMA	Min. 350 Mbps	Nos.	Overall		
Sub Total 7						
8	MEDIA OPERATIONS (Estimated cost for one Press Conference excluding Press Agency charges/operations)					
	Press Agency Fee	Overall fee of Media Operations	Overall cost	1		
Sub Total 8						
9	VENUE CATERING					
	Buffet for VVIPs and Media Persons	For Central Lounges (VVIP - 150 & Media - 75) per day per session requirement	Rate x Qty x 12 days	225		
	Buffet for VVIPs and Media Persons	For One-off dinner/lunch	Rate x Qty	250		

	High Tea	For small VIP lounges (VIP - 100 & Media - 25 for 8 Lounges) per day per lounge requirement	Rate x Qty x 12 days x 8 lounges	125		
	Sub Total 9					
12	VENUE BRANDING & DESIGN					
	Flex & Frame Inside & Outside	MS Pipe Frame with Star Flex	sq. ft	350000		
	Vinyl Branding	Vinyl Pasting	sq ft	30000		
	Vinyl on Sunboard Branding	Vinyl Pasted on Sunboard	sq ft	6000		
	Backdrops	MS Pipe Frame with Star Flex	sq ft	4200		
	Champions Board	MS Pipe Frame with Star Flex	sq ft	4000		
	Main Gate Arch	MS Pipe Frame with Star Flex	sq ft	18000		
	LED Panels	450 cd/m2, 60 Hz, 16 ft X 10 ft	Nos.	5		
	Standeese	6 ft by 4 ft Wooden Frame	Nos.	20		
	Branding for SAI & MYAS	Roll-ups & Office branding (Vinyl)	Sq. Ft.	2500		
	Stickers	Branding requirement on cars and buses	sq ft	5000		
	Signage to Venue	MS Pipe Frame with 320 GSM Blockout Star Flex	sq ft	100000		
	Sub Total 12					
13	VENUE OVERLAYS					
	German Hangar Players Lounge - 30m by 30m (3) Technical Officials Lounge - 20m by 20m (3) Volunteer Lounge - 15m by 20m (3) Star Sports Area - 15m by 20m Mamurdi Players Lounge -15m by 15m (2) Mamurdi Officials Lounge - 10m by 10m (1) Hockey Players Lounge - 15m by 15m (2) Hockey Officials Lounge - 10m by 10m (1)	"Floor : Wooden platform Electrical / Technology: - Minimum lighting levels of 200 lux - Adequate safety lighting - 5A electrical sockets - Sufficient Size electrical panel for above connections P/E structure with top covered waterproof SRF materials. Each structure with 100 mm raised wooden flooring using 19mm thick Fire Retardant Plywood, new synthetic carpet, Partitions shall be made in prefabricated aluminum sections (ht. up to	sq mt	6380		

	Kho Kho - 18m by 10m (1)	2.50 Mts.) with laminated panels if required . P furnished with fire extinguishers to meet necessary fire regulations governing temporary structures."				
	BCR Room 9m by 40m 30m by 15m		sq mt	810		
	Pagoda 5m by 5m HelpDesk - 2 Trap & Skit Range - 2 Security - 1 Firefighters - 3 Hockey - 1 Athletics WarmUp Track - 8 Mamurdi Football - 1		sq mt	450		
	Masking for Lounges		sq mt	205		
	German Hanger 12m X 67m X 1 (Boxing Hall)		sq mt	804		
	Tent		sq mt	1610		
	Tent		sq mt	144		

Canopy Umbrella Swimming 25m x 5m shooting 10m x 5m (2)	Covering for the competitors Height 12 ft	sq mt	225		
Table	6 ft X 2.5 ft	Nos.	1530		
Table	4ft X 2 ft, Office Tables/ Plastic Tables	Nos.	867		
Office Chair	Wheeled Chair with Leatherette. Upholstery with Back Support and Side Arms	Nos.	370		
Padded Chair	Armrest Cushion chair with cushion at seat and backrest, with steel frame	Nos.	1000		
Plastic Chairs	White Plastic chair with arm support	Nos.	8860		
Lockers	Narrow Storage Compartment for athletes	Nos.	150		
Stool	Low height stools 6 inch	Nos.	36		
Cabinet 2 Door	Commercial quality steel with durable powder coated finish. Three-point locking handle (key included) that secures lock rods to top, bottom and a cam that locks behind the left door. Size-42"H x 36"W x 18"D	Nos.	40		
Cabinet 4 Drawer	Precision steel ball-bearings. High-side drawers accept letter size hanging file folders. Core-removable lock. Aluminium handles and label holders. Size - Dimensions: 52"H x 15"W x 26.5"D	Nos.	28		

Sofa 1 Seater	Seamless design of plush seating in quality leather is this 1- seater sofa	Nos.	40		
Sofa 2 Seater	Width: 750 x Height: 700 x Length: 1200 Seamless design of plush seating in quality leather is this 2- seater sofa	Nos.	125		
Sofa 3 seater	Width: 750 x Height: 700 x Length: 1800 Seamless design of plush seating in quality leather is this 3- seater sofa	Nos.	80		
Cooler Box	50 LtrCapacity Manufactured from USDA/ FDA/ EU approved food grade polyethylene. PU filled & UV stabilized. Used for storing chilled soft drinks, perishable items, snacks, pastries & frozen foods.	Nos.	103		
Fridge	Fridge should be branded and Capacity of 185 ltr	Nos.	44		
Massage Table	"28"" Wide x 72"" Length x Height 23"" 2"" Thick Cushion of Multi-Layer Foam, Oil & Waterproof. Portable & Foldable	Nos.	10		
Dugouts	4mtr length	Nos.	8		
Power Point /Extension Cord	Power cord with universal sockets 6 no's, 5Amp each, max spike current of 13000Amps, with surge protection	Nos.	464		
Tensile Barrier	Retractable Belt Posts or Belt Stanchions with Khelo India Branding	Nos.	1052		

Victory Stand	Tiered victory stand with Khelo India Branding dimensions: 180 x 50 x 72 cm	Nos.	16		
Team Victory Stand	Tiered victory stand with Khelo India Branding dimensions: 900 x 50 x 72 cm	Nos.	5		
Octonorm Partitions	Partitions shall be made in prefabricated aluminum sections (ht. up to 2.50 Mts.) with laminated panels .	Nos.	300		
Chemical Toilet	Port-a-loo Including Cleaning , Manpower for Maintenance and Suction on All Event days	Nos.	80		
Buffet Table	(1.8m x .6m) Table with Laminated top and Front Cloth Skirting	Nos.	240		
Coffee Table	1210x610x400 Wooden Polished Centre table	Nos.	66		
Office Bin	30 Litre Office Bin	Nos.	520		
Green Room Octonorm Room 4feet X 4feet	Green Rooms Made with Octonrom Partition with Door	Nos.	30		
Mirror	Mirror 6 by 3ft	Nos.	20		
Ironing Table With Irons	Ironing Table along with Iron (Branded)	Nos.	20		
Stage 2 feet high	Closing Ceremony : Stage System With 4m x 4m and Plywood Of 8mm with Carpet	sq.mtr	64		
Stage Setup - 2 feet high	Around the complex + Mamurdi	sq.mtr	2114		
Bleachers	With Safety Railing for 700 spectators 5 steps of height 1m each	sq.mtr	491		

Partition Badminton Hall	34mtr (l) x 3.6mtr(ht) x 0.15mtr (w)	sq mtr	122		
Partition Gymnastic Hall	40mtr (l) x 2.4mtr(ht) x 0.15mtr (w)	sq mtr	96		
Partition Boxing	17m (l) x 2.43m (ht) x 0.15m (w)	sq mtr	41		
Partition Boxing (BCR)	14m (l) x 2.43m (ht) x 0.15m (w)	sq mtr	34		
Partition Badminton (BCR)	18.7m (l) x 2.43m (ht) x 0.15m (w)	sq mtr	45		
Partition Judo	11.4m (l) x 2.43m (ht) x 0.15m (w) 7m (l) x 2.43m (ht) x 0.15m (w)	sq mtr	45		
Partition Weightlifting	25.6m (l) x 2.43m (ht) x 0.15m (w)	sq mtr	61		
Partition Basketball	Metal frame with mounted net partition. 21.6m (l) x 3.6m (ht) x 0.15m (w)	Nos	1		
Led Lights	150 watt LED lights	Nos.	40		
Patio Umbrella	8 Feet High with water filled base along	Nos.	23		
Ice Bath	Outer measurements: 162cm wide x 71cm high. Internal diameter: 110cmS imple to inflate in only 5 minutes with the rechargeable pump provided .Fills in 10 – 15 minutes. Simply add ice to lower the temperature	Nos.	4		
White Board	White Board With Stand Sixe 4 feet x 2 feet	Nos.	26		
Carpet (rolls)	Carpet 3mm with Laying and Installation (30mtr (l) by 3m (w))	rolls	273		
Mojo Barricade	Portable hard Baricades of size 8 feet x 4 feet	Nos	521		

Camera Platform (4mx2mx0.5m)	Platforming with carpeting	sq mtr	400		
Platforming - For Different Sports	Platforming with carpeting 10ft X 10ft	Nos.	10		
Stage Podium	Lecture Stand in acrylic	Nos.	15		
AC	Standing / Mobile AC	Nos.	50		
Fans	Standing/ Mobile Fans	Nos.	464		
Weightlifting platform	Sports Specific Standard Requirement (10m by 10m) (2ft high)	sq mtr	100		
Metal Lights	400Watts Metal Lights	Nos.	135		
DG Set - 750 KVA	3 phase cabling, earthing, change over, distribution panel which is suitable for entire duration of the event, to run as per site requirement with capacity switch gear and distribution cables of adequate size and length, with all consumables, operation and maintenance for 14 days. The cost of fuel for running per hour is to be mentioned in respect of each of the DG Set. The final bills for fuel shall be verified against the running hours per day in respect of each DG Set.	No of gensets for 2 shifts each for 12 days	2		
DG Set - 500 KVA		No of gensets for 2 shifts each for 12 days	10		
DG Set - 380 KVA		No of gensets for 2 shifts each for 12 days	2		
DG Set - 250 KVA		No of gensets for 2 shifts each for 12 days	6		
DG Set - 125 KVA		No of gensets for 2 shifts each for 12 days	11		
Backdrop (for Press Conference)		Estimated Cost of Press Conference to be held at Balewadi Sports Complex, Pune (as and when	10 ft by 10 ft	100	

	Stage (for Press Conference)	required).	4m ft by 4m ft by 3 ft (ht.)	16		
	Padded Chairs (for Press Conference stage)			6		
	Podium (for Press Conference Lecture Stand)			1		
	Plastic Chairs (for Press Conference)			50		
	Sound with 2 Cordless Mikes (for Press Conference)			1		
	Coffee Table (for Press Conference)			2		
Sub Total 13						
14 & 15	GTCC OPERATIONS AND STATE COORDINATION					
	Cost of Services	Remuneration x cost x duration	Nos.	41		
Sub Total 14 & 15						
16	POST GAMES OPERATIONS					
	Cost of Services	Remuneration x cost x duration	Nos.	4		
	Printing of Post Games Reports	To be assessed by EMA	Nos.	50		
	Printing of Coffee Table Books/ Picture Books	13" X 11" with 100 pages, Hardcover, high quality print with gloss finish	Nos.	1000		
	Preparation of Documentary Video	Covering each aspect of the Event	Nos.	1		
Sub Total 16						
17	OPERATIONS					
	Operations	Overall cost of Operations	Overall cost	1		
	Photographers	Remuneration x Qty x Days	Nos.	10		
	Videographers	Remuneration x Qty x Days	Nos.	10		
Sub Total 17						

GRAND TOTAL	
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Price Bid (Part ii)

ELEMENT	FUNCTIONAL AREA	AMOUNT	APPLICABLE TAX	TOTAL
(A)	(B)	(C)	(D)	(E) = C X D
Sub Total 1	Design Agency			
Sub Total 2	Accreditation			
Sub Total 3 & 4	Invitations, Stationary & Collaterals			
Sub Total 5	Sports Presentation			
Sub Total 6	Spectator Engagement			
Sub Total 7	Hardware Support (ICT Equipment)			
Sub Total 8	Media Operations			
Sub Total 9	Venue Catering			
Sub Total 12	Venue Branding			
Sub Total 13	Venue Overlays			
Sub Total 14 & 15	GTCC Operations and State Coordination			
Sub Total 16	Post Games Operations			
Sub Total 10, 11 & 17	Operations (To include all residual items not indicated above)			
GRAND TOTAL				

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

- All work should be carried out in consultation with designated committees of SAI.
- The numbers indicated herewith are tentative and may be scaled-up or scaled-down. The final requirements shall be derived upon in consultation with the successful bidder, SAI, Sports Federations and other stakeholders, basis venue specific on ground requirement.

- Wherever applicable, the bidders are advised to quote rates for whole Event, keeping in mind the duration of Event/deadlines as mentioned in this RFP.
- With reference to Clause 14 given above, the price quoted by the bidder shall be firm and shall remain valid up-to the term of contract.
- The bidders are advised to conduct physical visits to the venues for proper assessment of cost of items.

Note:

- a. Govt. Taxes as applicable shall be paid extra by SAI on submission of documentary proof at the time of submission of invoices. However, the bidders have to quote the applicable taxes in the Price Bid.
- 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.
- d. The Agency has to quote individual rate for each item in scope.

Signature of the Agency:

Address:

Date:

Annexure III | SUGGESTED DEADLINES AND GAMES SCHEDULE

SUGGESTED DEADLINES RELATED TO CONDUCT OF EVENT			
S. No.	Functional Area	Work to be ensured	Deadline
1	Design Agency	Completion of Design/ Approval of all Samples	15 days post award of work
2 & 10	Accreditation & Sports Kit	Accreditation Data Complete & Cleaned/ Order to be placed	15 days post award of work
		Accreditation & Kit Receipt	30 days post award of work
		Accreditation & Kit Segregation	10 days before Games begin
		Accreditation & Kit Distribution	7 days before Games begin
		VIP Accreditation & Kit Distribution to be completed	10 days before Games begin
3	Invitations	List to be collated	20 days post award of work
		Invitations Sampling	20 days before Games begin
		Invitations to be distributed	10 days before Games begin
4	Stationary & Collaterals	First Order of Prints	20 days post award of work
		Second Order of Prints	30 days post award of work
5	Sports Presentation	Inventory Distribution Plan	7 days post award of work
		Inventory Receipt	21 days post award of work
		Inventory Segregation	10 days before Games begin
		Inventory Distribution Complete	1 day before Games Begin
6	Spectator Engagement	Emcee/DJ Interview & Confirmation	20 days before Games begin

7	ICT Hardware Support	Wifi 350Mbps Enabled	10 days before Games begin
8	Media Operations	Co-ordination with & confirmation of Media Plan	20 days before Games begin
9	Venue Catering	VIP & Media Buffet & High Tea Food sampling	20 days before Games begin
11	Volunteer Operations	Volunteer Deployment Plan	15 days post award of work
		Volunteer AV Approval	20 days before Games begin
		Volunteer Training to begin	15 days before Games begin
12	Venue Branding	Venue Setup to be completed	10 days before Games begin
13	Venue Overlays	Venue Handover	3 days before Games begin
		Venue Shutdown	2 days post completion of Games
14	GTCC	Workforce to begin	7 days post award of work
15	State Co-ordination	Workforce to begin/Office Setup	7 days post award of work
16	Post Games Operations	Legacy Reports/ Documentary & Other Documentation to be completed	30 days post completion of Games
		Inventory Handover with Signed Reports	5 days post completion of Games
17	Operations	Approved workplan & methodology (Complete road map of the Event along with final planning including details of Workforce, Gantt chart etc.)	7 days post award of work
		Functional Area Assistants	10 days post award of work
		VIP Management Plan First Check	20 days post award of work
		VIP Management Plan Final Check	4 days before Games begin
		ACT First Check	15 days post award of work
		ACT Final Check	10 days before Games begin

		ACT Helpdesk in place	3 days before Games begin
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- ACT stands for Accommodation, Catering and Transport.
- 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.

SCHEDULE FOR KHELO INDIA YOUTH GAMES-2019

S.No.	DISCIPLINE	Venue	No of Days of Comp/Event	08-Jan	09-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan	18-Jan	19-Jan	20-Jan	FOP	
					DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12		
1	ARCHERY	ASI	4										Archery (17 - 20 Jan)				0	
2	ATHLETICS	Main Stadium	4		Athletics (10 -13 Jan)													0
3	BADMINTON	Broadcast Hall A	4		Badminton (10 - 13 Jan)				A									2
4	BASKETBALL	TT Hall	5							Basketball (15 - 19 Jan)							2	
5	BOXING	Broadcast Hall A & Boxing Hall	7					Boxing (13-19 Jan)						B		2+1		
6	FOOTBALL	Football Ground	10		Football (10 -19 Jan)						Break	S/F	Break	Final		4		
7	GYMNASTICS	Gym Hall	6	Gymnastics (8 - 13 Jan)													0	
8	HOCKEY	Hockey grnd	9				Hockey (12 - 20 Jan)								2			
9	JUDO	TT Hall	5	Judo (9 - 13 Jan)													2	
10	KABADDI	Broadcast Hall B	5					Kabaddi (14 - 18 Jan) B							1			
11	KHO-KHO	Kho Kho Arena	5					Kho Kho (13 - 17 Jan)								4		
12	SHOOTING	Shooting Range	7		Shooting (10 -16 Jan)										4			
13	SWIMMING	Swimming Pool	6							Swimming (15 - 20 Jan)						1		
14	TABLETENNIS	Weightlifting Lifting Hall	5							Table Tennis (16 - 20 Jan)					6			
15	TENNIS	Tennis Court	6							Tennis (14 -19 Jan)					7			
16	VOLLEYBALL	Braodcast Hall A & Gym Hall	7							Volleyball (14 - 20 Jan)				A	3			
17	WEIGHTLIFTING	Weightlifting Hall	7	Weightlifting (8-14 Jan)												1		
18	WRESTLING	Boxing Hall	4				Wrestling (09 - 12 Jan)									4+1		

Legend

- Badminton hall will be called Broadcast hall for live telecast. The main FOP will be divided in to two parts, A and B.
- Out door events for live telecast.

Annexure IV | DEPLOYMENT PLAN

To be given at the time of presentation

Sr. No	Functional Area	QUANTITY Phase-wise no. of Personnel Deployed	QUALITY Relevant Work Experience of Resource	WHEN Date of Deployment	WHERE Place of Deployment
1	Design				
2	Accreditation				
3	Invitation				
4	Stationary & Collaterals				
5	Sports Presentation				
6	Spectator Engagement				
7	Hardware Support				
8	Media Operations				
9	Venue Catering				
10	Sports Kit Distribution				
11	Volunteer Operations				
12	Venue Branding				
13	Venue Overlays				
14	GTCC Operations				
15	State Co-ordination				
16	Post Game Operations				
17	Operations				
18	ACT				
19	VIP Management				
20	Athlete & Official Movement				
21	Broadcast partner Co- ordination				
22	MYAS/ SAI Co-ordination				
23	Crowd Management				
24	Venue Management				

- ACT stands for Accommodation, Catering and Transport
- 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.