

Sports Authority of India

“REQUEST FOR PROPOSAL” (RFP)

FOR

HIRING OF EVENT MANAGEMENT AGENCY (EMA)

FOR

“FREEDOM RIDER-BIKER RALLIES” PROGRAM

RFP Ref: 9-23/SAI/Fit India/2022

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SPORTS AUTHORITY OF INDIA (SAI)

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DISCLAIMER

1. The information contained in this Request for Proposal Document (hereinafter known as **"RFP Document"**) or subsequently provided to Bidders in documentary form by or on behalf of Sports Authority of India (**"SAI"**) or any of their representatives, employees or advisors (collectively referred to as **"Representatives"**), is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.
2. This RFP Document is not an agreement and is not an offer or invitation by SAI and/or its Representative(s) to any party other than the entities, who are qualified to submit their Proposal (**"Bid"**). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP includes statements, which reflect various assumptions and assessments arrived at by SAI in relation to the Event. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for SAI and/or its Representatives to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. Each Bidder should, therefore, conduct their own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the information in this RFP Document and wherever necessary, obtain independent advice from appropriate sources.
3. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SAI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
4. SAI and/or its Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, adequacy, correctness, reliability or completeness of the RFP Document.
5. SAI and/or its Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.
6. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by SAI or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and SAI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

**FIT INDIA MISSION
FREEDOM RIDER-BIKER RALLIES**

1. BRIEF OF PROGRAM

As a part of commemorating Azadi Ka Amrit Mahotsav (“**AKAM**”) in continuum with an endeavour to have a colossal effect at national level, Department of Sports, Ministry of Youth Affairs and Sports is planning a bike expedition in collaboration with an organization “All India Motorbike Expedition (AIME) 2022”. The idea is to have 75 bikers covering India with its crew highlighting Indian heritage and culture by disseminating the message of health and fitness while celebrating AKAM under the banner of Fit India Mission. It would be approx. 3 (three) month expedition envisaged to cover approx. 21,000 kms where the convoy would pass through 34 States/UTs, more than 250 districts. The tentative plan to flag-off in 2nd week of September 2022. The key features of the program are as follows:

- 1) Events at 75 iconic locations pan India themed on AKAM and Fit India Mission
- 2) Meet and Greet at the locations with the presence of Public Representatives/Government Dignitaries/Celebrities etc. with 75 bikers
- 3) Fitness drills, promulgation of Fit India Mobile App during the expedition

The objective of the program is to celebrate AKAM by disseminating the message of FITNESS FOR ALL and leveraging the theme “Fitness ki Dose Aadha Ghanta Roz”. Apart from this, the event will also focus on popularizing Fit India Mobile App by mobilizing youths of the country and inviting them to become part of this Freedom Rider-Biker Rallies by having at least 10-10 kms ride within their districts/blocks.

The flag off event will be conducted in New Delhi with 300 participants (Hon’ble Ministers of YA&S, Dignitaries of MYAS/SAI, AIME team with bikers), tentatively scheduled on 9th September 2022. This will be followed by regional events at 73 destinations and closing event to be covered by Freedom Bike Rally. The objective of the RFP is to onboard the Event Management Agency (EMA) to organise and manage the launch event & closing event and 73 regional events **i.e. overall 75 events** at various states/UTs.

2. SCOPE OF SERVICES

Opening and Closing Events: These events may be graced by Hon’ble Ministers of Youth Affairs & Sports (MYA&S) and will have a gathering of approx. 300 people (75 bikers and the crew, dignitaries of MYAS/SAI/Culture). Thus, it needs to be conceptualized and executed keeping in mind the significance and scale of the program. All communication will be under the overarching theme of #AKAM (Azadi Ka Amrit Mahotsav).

Regional Events: Regional Events of 'Freedom Rider-Biker Rallies' will be executed by EMA at 73 destinations excluding flag-off (opening) and culmination (closing) in Delhi at the selected places of various States/UTs. The responsibility of the bidder is to organize the event at these locations and ensuring there will be uniformity in program delivery across all the states/UTs. The list of proposed locations as per dates for event is tentative as of now, will be finalized at a later date (tentative list is attached). The scope of work is limited to the following deliverables and remaining arrangements will be done by AIME.

S. No.	Particulars	SCOPE OF WORK FOR THE BIDDER
Overall event management: Planning, organizing and execution of flag-off, culmination events and regional events which will broadly cover the following elements.		
1)	Conceptualization	a) Conceptualise the complete Action Plan for all the events Suggest the creative designs for the events b) Suggest the various activities for all the 75 events The key suggested activities should cover the following: <ol style="list-style-type: none"> I. Welcoming of the bike rally crew II. Engagement activities undertaken at each destination III. Flag off ceremony to the next location
2)	Execution Plan	a) Formulate the execution plan for coverage of these 75 destinations within the prescribed time frame. b) Provide full end to end support and management for making each region event a successful event. c) Provide experienced manpower as per the requirement considering the event. d) Develop a robust reporting system so that each and every activity is perfectly co-ordinated and reported
a)	Branding	a) Branding elements to be installed at iconic locations to ensure uniformity across all venues. b) The branding elements are one stage backdrop and four standees and one selfie point
b)	Stage setup	a) Stage with spacing to accommodate a few speakers, emcee/moderator b) Backdrop with appropriate branding c) Appropriate lighting& sound system (event to be planned in day light)
c)	Moderator	Engagement and briefing of local moderator for each session. Moderator should be well versed in local language
d)	Operations & Coordination	A local team to be appointed for venue readiness at locations including coordination with AIME, branding and any other requirement for smooth execution of the event.

e)	Content Creation + Social Media	<ul style="list-style-type: none"> • Photos/Videos of the Meet & Greet to be taken and shared centrally with SAI by the local coordination team for posting on various social media platforms • Regional events need to be amplified across digital platforms to spread awareness • Social Media Pack for the Campaign to be developed and promoted throughout the event on following platforms: Facebook, YouTube, Twitter, Instagram • Minimum 5 million impressions to be achieved. • Other digital mediums may be suggested for amplification • Promos, social media posts and collaterals and if required in multiple languages
f)	Broadcasting	DD may cover the Live webcasting of the event including local supervision, assistance to be provided to DD as and where required if any.

Proposed tentative locations of all 73 venues for the regional events have been provided under [Annexure III](#).

3. BID SCHEDULE

The Bid Schedule is as follows:

Date of Release	20.08.22
Last date for queries /clarifications	23.08.22 at 1200 hrs
Pre-Bid Conference (Video Conference)	23.08.22 at 1400 hrs Meeting Link: Join Zoom Meeting To be shared.
Bid Security/ Earnest Money Deposit	Rs. 1,50,000
Bid submission end date and time	30.08.22 at 1100 hrs
Opening of Technical Bid	30.08.22 at 1130 hrs
Presentation	Will be intimated at a later stage
Opening of Financial Bid	Will be intimated at a later stage

4. PERIOD OF CONTRACT

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

5. ELIGIBILITY CRITERIA

This is a limited RFP floated for the participation of:

- Event Management Agencies empanelled by Sports Authority of India (SAI)
 - I. M/s Cine Yug
 - II. M/s Deepali Designs and Exhibits Pvt. Ltd.
 - III. M/s DNA Entertainment Networks Pvt. Ltd.
 - IV. M/s E Factor Entertainment Pvt Ltd.
 - V. M/s Encompass Events Pvt. Ltd.
 - VI. M/s Ferris Wheel Entertainment Pvt. Ltd.
 - VII. M/s ITW Consulting Pvt. Ltd.
 - VIII. M/s Max Publicity and Communications Pvt. Ltd
 - IX. M/s Meraki Communications Pvt Ltd.
 - X. M/s Percept Ltd.
 - XI. M/s Showtime Events India Pvt. Ltd.
 - XII. M/s Sports For All
 - XIII. M/s Sporty Trip Experience Pvt. Ltd.
 - XIV. M/s SV Edusports Pvt Ltd.
 - XV. M/s Thomas Cook (India) Pvt Ltd
 - XVI. M/s Twenty First Century Media Pvt Ltd.
 - XVII. M/s White Copper Pvt Ltd.
 - XVIII. M/s Wizcraft International Entertainment Pvt. Ltd.
- Empanelled Event Management Agencies in the category Tier I and Tier II shortlisted by Ministry of Culture for Azadi ka Amrit Mahotsava (AKAM)
 1. MMACTIV
 2. ITW Consulting Private Limited
 3. Thomas Cook India Ltd
 4. Pavilions & Interiors India Pvt Ltd
 5. Deepali Designs & Exhibits Pvt ltd
 6. Showcraft Productions Pvt Ltd
 7. Vyapak Enterprises
 8. Axis Communications
 9. CS Direkt Events & Exhibitions Pvt Ltd
 10. Abhay Techno Services Private Limited
 11. Graphisads Pvt Ltd
 12. Max Publicity & Communications Pvt Ltd
 13. Shri Sai Events & Promotions Pvt. Ltd
 14. Topline Print Media Pvt. Ltd
 15. IDEST Associates LLP
 16. Sanket Communications Private Limited
 17. SF Consultant
 18. Ventures Advertising Pvt. Ltd
 19. Fusion Events Limited

6. BID SECURITY / EARNEST MONEY DEPOSIT (EMD)

- 6.1 The bidder shall furnish Bid Security for an amount as shown in the Clause 3 of the RFP. The Bid Security is required to protect the Sports Authority of India (“SAI/Purchaser”) against the risk of the bidder’s unwarranted conduct. Any Bid not accompanied by the Bid Security shall be summarily rejected by SAI as non-responsive.
- 6.2 In case, as per notification of Government of India, the bidder falls in the category of exemption of Bid Security, it should furnish the relevant notification along with required documents like valid Registration Certificate etc.
- 6.3 The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as along with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs.
- 6.4 The Bid Security shall be furnished in one of the following forms:
- Account Payee Demand Draft
 - Fixed Deposit Receipt
 - Banker’s cheque / Pay Order
 - Bank Guarantee from any of the commercial banks (as per the format at [Annexure IV](#)),
 - NEFT transfer to “SECRETARY, SAI (KHELO INDIA)
Union Bank of India Account No: 108510100037232, IFSC No. UBIN0810851.
(Bidder has to upload challan/proof along with Bid in CPPP Portal)
 - Valid Insurance Surety Bonds
- 6.5 The Demand Draft, Fixed Deposit Receipt, Banker’s Cheque, Insurance Surety Bonds or Bank Guarantee shall be drawn on any Commercial Bank in India, in favour of the “**Secretary, Sports Authority of India**”, payable at **New Delhi**. In case of Bank Guarantee, the same is to be obtained from any commercial bank in India as per the format specified under [Annexure IV](#) of the Bid Document.
- 6.6 The Bid Security shall be valid for a period of forty-five (45) days beyond the validity period of the bid. The Bid Security shall be valid for 135 days from the date of opening of the Technical Bid.
- 6.7 The Bid Security of the unsuccessful bidders would be returned, without any interest, within 30 days of award of job/work.
- 6.8 The Selected Bidder's Bid Security will be returned, without any interest, upon the Bidder signing the Agreement and furnishing the Performance Bank Guarantee (**PBG**) in accordance with the provisions thereof.

- 6.9 SAI shall be entitled to forfeit and appropriate the Bid Security as Damages inter alia in any of the events specified herein below. The Bidder, by submitting its Bid pursuant to this RFP, shall be deemed to have acknowledged and confirmed that SAI will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the period of Bid validity as specified in this RFP. No relaxation of any kind on Bid Security shall be given to any Bidder.
- 6.10 Earnest Money is required to protect the purchaser against the risk of the bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful bidder's earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.
- 6.11 Bid Security of a bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogates from the bid or is breach of any condition of the tender documents in any respect within the period of validity of its bid without prejudice to other rights of the Purchaser. Further, if successful bidder fails to furnish the required Performance Security and sign the contract / agreement within the period as specified by SAI in the Letter of Intent/ Notification of Award (NoA), its Bid Security/EMD will be forfeited.

7. BID VALIDITY

- 7.1 The Bid shall remain valid for acceptance for a period of 90 days (Ninety days) days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected. On completion of the validity period, if the contract is not finalised, SAI reserves the right to request for extension of bid validity without changes in any terms and conditions of the RFP.
- 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 BIDS

- 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 BIDS

9.1 Bidders requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with Dy. Director, SAI, Khelo India procurement.kheloindia@gmail.com. SAI will respond through mail to such request provided the same is received by SAI as per the Bid Schedule. No query/clarifications will be considered after prescribed date and time.

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. INSTRUCTIONS TO APPLICANTS

10.1 Numbers of proposals and respondents

- The RFP is non-transferable, and Proposals shall be submitted only by the respective Applicants to whom the RFP has been issued by SAI.
- Consortium/JV is not allowed under this RFP.
- Sub-contracting is allowed under this RFP.

Conditions for Sub-Contracting

- Subject to the restrictions outlined in this Tender Document, any Bidder may propose to subcontract a part of the contract for specialised items of services, provided that the names and details of the sub-contracts are clearly stated in the bid submitted by Bidder and provided further that such sub- contractor should not circumvent the eligibility condition.
- Procurement of material, hire of equipment or engagement of labour shall not be considered as sub- contracting.
- Despite any approval granted by the Procuring Entity for such arrangements, the Bidder/ Contractor shall be solely and directly responsible for executing sub-contracted portions of the contract.
- The total value of the sub-contracting portion of services must not exceed fifty per cent of the contract price.
- Sub-contracting by the contractor without the approval of the Procuring Entity shall be a breach of contract.

10.2 Proposal preparation cost

- The Applicants shall bear all costs associated with the preparation and submission of the Proposal. SAI will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.

- All papers submitted with the Proposal are neither returnable nor claimable.

10.3 Right to accept and reject any or all the Proposals

- Notwithstanding anything contained in this RFP, SAI reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.
- SAI reserves the right to reject any Proposal if:
 - At any time, a material misrepresentation is made or discovered, or
 - The Applicant/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or
 - The Applicant does not adhere to the formats provided in the Annexures to the RFP while furnishing the required information/details.

10.4 Amendment of the RFP

- At any time prior to the Proposal Due Date, the SAI, for any reason, whether at its own initiative or in response to a clarification requested by eligible Applicant/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on the e-procurement website <http://eprocure.gov.in/eprocure/app> through a corrigendum and form an integral part of the e-bid/Proposal document. The relevant clauses of the e-bid/Proposal document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Applicant to check the above-mentioned website from time to time for any amendment in the RFP document/s. In case of failure to get the amendments, if any, the SAI shall not be responsible for it.
- In order to provide the Applicants a reasonable time to examine the addendum, or for any other reason, SAI may, at its own discretion, extend the Proposal Due Date.

10.5 Data identification and collection

- It is desirable that the Applicants submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.
- It would be deemed that by submitting the Proposal, the Applicant has:
 - Made a complete and careful examination and accepted the RFP in totality;
 - Received all relevant information requested from SAI and:
 - Made a complete and careful examination of the various aspects of the Scope of Work.
- SAI shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

Preparation and submission of Proposals

10.6 Language and currency

- The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Applicants with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
- The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

10.7 Format and signing of Proposals

- The Applicants shall prepare electronic copies of the technical and financial e-bid/Proposals separately. The Bid shall be furnished in the format exactly as per Appendix-I i.e., Technical Bid as per APPENDIX VI - LETTER COMPRISING THE TECHNICAL BID and Financial Bid as per APPENDIX – VII - LETTER COMPRISING THE FINANCIAL BID.
- Applicants should provide all the information as per the RFP and in the specified formats. SAI reserves the right to reject any Proposal that is not in the specified formats.
- In case the Applicants intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

10.8 Submission of e-bid/Proposal

- The bid submission module of e-procurement website <http://eprocure.gov.in/eprocure/app> enables the Applicants to submit the Proposal online in response to this RFP published by the SAI. Submission can be done till the Proposal Due Date specified in the RFP. Applicants should start the process well in advance so that they can submit their Proposal in time. The Applicant should submit their Proposal considering the server time displayed in the e- procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the RFP schedule. Once the submission date and time has passed, the Applicants cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Applicants shall only be held responsible.
- The Applicants have to follow the following instructions for submission:
 - For participating through the e-tendering system, it is necessary for the Applicants to be the registered users of the e-procurement website <http://eprocure.gov.in/eprocure/app>.
 - In addition to the normal registration, the Applicant has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid/Proposal submission activities. Registering the DSC is a one-time activity. Before proceeding to register his/her DSC, the Applicant should first log on to the

- e-tendering system using the user login option on the home page with the login ID and password with which he/she has registered.
- For successful registration of DSC on e-procurement website <http://eprocure.gov.in/eprocure/app> the Applicant must ensure that he/she should possess class-2/class-3 DSC issued by any Authorities approved by Controller of Certifying Authorities, Government of India, as the e-procurement website <http://eprocure.gov.in/eprocure/app> is presently accepting DSC issued by these authorities only. The Applicant can obtain user login ID and perform DSC registration exercise above even before e- bid/Proposal submission date starts. SAI shall not be held responsible if the Applicant fails to submit his/her e-bid/Proposal before the Proposal Due Date due to DSC registration problem.
 - The Applicant can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting the tender, for which the Applicant intends to e-bid/Proposal, from "My tenders" folder, the Applicant can place his/her e-bid/Proposal by clicking "pay offline" option available at the end of the view tender details form. Before this, the Applicant should download the RFP document including financial format and study them carefully. The Applicant should keep all the documents ready as per the requirements of RFP document in the PDF format.
 - After clicking the 'pay offline' option, the Applicant will be redirected to terms and conditions page. The Applicant should read the terms & condition before proceeding to fill in the Bid Processing Fee offline payment details. After entering and saving the Bid Processing Fee details form so that "Bid document preparation and submission" window appears to upload the documents as per technical and financial schedules/packets given in the tender details. The details of the RTGS should tally with the details available in the scanned copy and the date entered during e-bid/Proposal submission time otherwise the e-bid/Proposal submitted will not be accepted.
 - Before uploading, the Applicant has to select the relevant DSC. He may be prompted to enter the DSC password, if necessary. For uploading, the Applicant should click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Applicant's computer.
 - The Applicant should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid/Proposal documents are digitally signed using the DSC of the Applicant and then the documents are encrypted/locked electronically with the DSCs of the bid openers to ensure that the e-bid/Proposal documents are protected, stored and opened by concerned bid openers only.
 - After successful submission of e-bid/Proposal document, a page giving the summary of e-bid submission will be displayed confirming end of e-bid/Proposal submission process. The Applicant can take a printout of the

bid summary using the "print" option available in the window as an acknowledgement for future reference.

- Fit India Mission reserves the right to cancel any or all e-bids/Proposals without assigning any reason.

10.9 Deadline for submission

- E-bid/Proposal (technical and financial) must be submitted by the Applicant at e-procurement website <http://eprocure.gov.in/eprocure/app> no later than the time specified on the Proposal Due Date. SAI may, at its discretion, extend this deadline for submission of Proposal by amending the RFP document, in which case all rights and obligations of the SAI and Applicants previously subject to the deadline will thereafter be subject to the deadline, as extended.

10.10 Late submission

- The server time indicated in the bid management window on the e-procurement website <http://eprocure.gov.in/eprocure/app> will be the time by which the e-bid/Proposal submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid/Proposal submission date and time is over, the Applicant cannot submit his/her e-bid/Proposal. Applicant has to start the bid submission well in advance so that the submission process passes off smoothly. The Applicant will only be held responsible if his/her e-bid/Proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/Proposal submission process.

10.11 Withdrawal and resubmission of Proposal

- At any point of time, an Applicant can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Applicant should first log in using his/her login ID and password and subsequently by his/her DSC on the e-procurement website <http://eprocure.gov.in/eprocure/app>. The Applicant should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Applicant will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option, the Applicant has to click "Yes" to the message- "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The Applicant also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Applicant has to confirm again by pressing "OK" button before finally withdrawing his/her selected e-bid/Proposal.
- No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Applicant's forfeited of his/her e-bid/Proposal security.
- The Applicant can re-submit his/her e-bid/Proposal as when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Applicant earlier will be used

for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the Applicant should first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the e-procurement website <http://eprocure.gov.in/eprocure/app>. The Applicant should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Applicant will be displayed. Click "View" to see the detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.

- The Applicant can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals.
- No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

10.12 Selection of the Agency

- From the time the Proposals are opened to the time the contract is awarded, if any Applicant wishes to contact the SAI, on any matter related to their Proposal it should do so in writing. Any effort by the Applicants to influence any officer or bearer of the SAI in the Proposal evaluation or contract award decisions may result in the rejection of the Applicant's Proposal.

10.13 Opening of Proposals

- SAI will open all technical e-bids/Proposals, in the presence of Applicant's representatives who choose to attend on the prescribed date of opening at the SAI office.
- The Applicant's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date e-bid/Proposal opening being declared a holiday for the SAI, the e-bids shall be opened at the appointed time and place on the next working day. The Applicant who is participating in e-bid/Proposal should ensure that the RTGS of Bid Processing Fee must be submitted in the prescribed account of Khelo India within the duration (strictly within opening & closing date and time of individual e-bid/Proposal) of the work as mentioned in RFP, otherwise, in any case, bid shall be rejected.
- The Applicants names and the presence or absence of requisite e-bid/Proposal security and such other details as the SAI at its discretion may consider appropriate, will be announced at the opening. The names of such Applicants not meeting the technical specifications and qualification requirement shall be notified subsequently.
- The SAI will prepare minutes of e-bid/Proposal opening.

11. BID EVALUATION

11.1 It will be a Least Cost Selection (LCS) where the SAI will select the bidder with the lowest evaluated total price among those bidders that achieved the minimum technical score. The bid evaluation shall be done in two parts.

A. Technical Evaluation

B. Financial Evaluation

11.2 Technical Evaluation

A designated committee will evaluate the technical bids based on a presentation on the following components.

SN	Evaluation Criteria	Maximum Marks
1	Understanding of Scope of Work.	20
2	Work Plan including Approach and Methodology and resource deployment plan. Showcasing use of technology, innovation, and creative ideas for all 75 Events	20
3	Experience of the agencies in successfully executing large events each of value more than INR. 75 Lacs. with central/ state governments/ government organizations/PSUs or departments/ autonomous bodies of central /state government during the last 5 years from the date of Bid submission in the RFP 3 Events -15 marks 4 to 5 Events -18 marks More than 5 Events- 20 marks	20
4	Experience of the agencies in successfully executing large sports/cultural events with central/ state governments/ government organizations/PSUs or departments/ autonomous bodies of central /state government during the last 5 years from the date of Bid submission in the RFP 5 Events -15 marks 6 to 10 Events -18 marks More than 10 Events- 20 marks	20
5	Experience of the agencies in successfully executing large projects on organizing events across multiple states with central/ state governments/ government organizations/PSUs or departments/ autonomous bodies of central /state government during the last 5 years from the date of Bid submission in the RFP	20

Minimum one project covering 10 states – 15 Marks	
Minimum one project covering 11 to 20 states- 18 Marks	
Minimum one project covering more than 20 states- 20 Marks	
Total Marks	100

Note: Panel of experts shall decide on above aspects.

The presentation needs to be submitted along with the proposal in pdf format.

The bidders scoring 70 Marks or above shall qualify for opening of financial bids.

11.3 Financial Evaluation

The total is all inclusive consideration towards Event Management Fees entailing all other expenses related to the Events shall not exceed the estimated value of RFP i.e., INR 75,00,000/- (INR Seventy Five Lakh only) excluding GST as per schedule of events.

The Price Bids shall be opened for the technically qualified bidder having a technical score of 70 Marks or above. Lowest financial bid will be considered as L1.

12. COMPARISON OF BIDS AND AWARD CRITERIA

The bidder who emerges as lowest financial bid (L1) will be considered as successful bidder.

13. RIGHT TO VARY SCOPE OF WORK

13.1 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.

14. AWARD OF CONTRACT

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

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

15. PERFORMANCE BANK GUARANTEE

- 15.1 The selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall be required to give Performance Bank Guarantee (“**PBG**”) for the amount equivalent to 3% of the contract value inclusive of tax. PBG will be in the form of Bank Guarantee (BG) of any Commercial Bank drawn in the name of “SECRETARY (SAI), KHELO INDIA” payable at New Delhi to be deposited in the office of Khelo India, 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 Bidder defaults or deemed to have defaulted or in the case of non-acceptance of the purchase orders/work order/scope of work and/or default in any terms of the tender documents and empanelment will be cancelled.
- 15.3 Successful bidder shall be required to give PBG within 14 days of issuance of Notification of Award 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 of delay subject to a maximum delay of 7 (seven) days. If delay continues beyond 7 (seven) days, SAI shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.
- 15.4 The PBG shall be immediately replenished by the Bidder in the event PBG is invoked by SAI.
- 15.5 The PBG should remain valid for an additional period of 60 (sixty) days beyond the timelines mentioned in the PO. For example, if the timelines mentioned to complete a deliverable in the PO is for 6 months, the PBG shall be valid till 6 months + 60 days from the date of project initiation.
- 15.6 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.

16. TERMS OF PAYMENT

- 16.1 The payments shall be made in instalments as under:
- a) It is to be noted here that separate Work Orders may be released for Mega Events and Regional Events. Payments shall be made according to the corresponding work order value.
 - b) **Phase I** – Advance Payment amounting to 20% of the Work order value will be made after signing of the contract against submission of Bank Guarantee of the equivalent amount.
 - c) **Phase II** – Upto 90% of the total Work Order will be released as part payment (after adjusting 20% advance released as Phase I), according to Invoices/bills raised (as per

actual) subject to verification of successful completion (in terms of quantity, quality and timelines) from designated officers. Please note that the 20% advance payment made earlier will be adjusted while releasing part payment.

d) **Phase III** – Final Payment: 10% of the Work Order value will be made after final 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 Fit India Mission/SAI in writing, otherwise it will not be considered for payments.

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

17. INTELLECTUAL PROPERTY

The Event Management Agency (EMA) must ensure that all intellectual property including but not limited to Fit India logo, creatives any work, brand name, trade name, service mark, trademark etc., related to Fit India shall belong to SAI. In no event, the EMA shall, either directly or indirectly, register, file or attempt to register or file any intellectual property in its own name.

The EMA shall be solely responsible for any violation or infringement of any trademark, trade name, copyright, patent of any person, firm or company, personal right of privacy, religious beliefs and/or any other right of any other person including for adherence of regulations, administrative and judicial orders etc.

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

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

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

SAI shall not be responsible in any way for any unfulfilled obligations and/or liabilities of EMA its Affiliates/Associations etc. and/or its agents towards any person, party,

company, organization in connection with pending obligations, the finance, employment of other contractual and non-contractual.

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

18. PENALTY CLAUSE

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

- I. Timely delivery of the Services
- II. Standard of quality of Services
- III. Quantity of the services as per the RFP

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

- I. If the EMA, having been notified, fails to timely deliver goods/services in accordance with the delivery schedule, SAI may proceed to take such remedial action(s) including award of work to any other Agency, as deemed fit by SAI, at the risk and expense of the EMA and without prejudice to other contractual rights and remedies which SAI may have against the EMA. Any delay by the bidder in the performance of its obligation, shall attract penalty at the rate of 3% of the value of particular work per day to a maximum of 30% of the value of relevant portion of Work Order. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.
- II. In case the default in quality of goods/services is found, the designated committee of SAI will assess the actual value of the goods/services supplied and payments will be made based on this assessment. Over and above, SAI reserves the right to levy penalty ranging from 10% to 30% of relevant portion of Work Order for the particular work, as decided by the designated committee of SAI. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.
- III. If quantity of promised goods/services is found less than specified in Work Order, payments will be made on actual basis. Over and above, SAI reserves the right to levy penalty ranging from 10% to 30% of relevant portion of Work Order for the particular work, as decided by the designated committee of SAI. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.
- IV. The penalty levied in any or/and all of the three clauses above shall run concurrently. Notwithstanding anything contained in clause i, ii and iii, for the term of blacklisting, the firm shall be blacklisted for a maximum period of two (2) years.

- 18.3 Any failure by EMA in maintaining its contractual obligations shall render EMA liable to any or all of the following sanctions:
- I. Imposition of Penalty as per Clause 18.2 above,
 - II. Forfeiture of its Performance Security
 - III. Termination of the Contract for default and
 - IV. Termination of Empanelment
- 18.4 SAI shall be entitled to terminate this contract immediately upon a written notice, in case EMA is in material breach and/or fail to fulfil its obligations as promised under this agreement provided EMA fails to remedy such breach immediately upon notification of the breach.
- 18.5 In case the event is cancelled, terminated or postponed due to default, breach and/or reasons owing to the EMA. SAI shall be entitled to seek immediate refund of the total monies paid to EMA till the date of termination with reasonable interest thereupon besides damages.
- 18.6 All disputes and differences arising between EMA and SAI shall be referred to the decision of a sole arbitrator to be appointed in writing by the parties and arbitration shall be conducted under and in accordance with the provisions of the Arbitration and Conciliation Act, 1996 as amended from time to time. The seat and venue of the Arbitration shall be New Delhi. The award passed by the sole arbitrator shall be final and binding on both the parties.
- 18.7 That this transaction has taken place at New Delhi and as such the Court of Delhi shall have exclusive jurisdiction to entertain any dispute arising out or in any way touching or concerning the Agreement.

ANNEXURE 'I' | PRICE BID

TO BE FILLED ONLY IN PROVIDED BOQ ON CPP PORTAL

Name of Work: Proposal by Event Management Agency for “FREEDOM RIDER-BIKER RALLIES” program.

Price Bid

Sl. No.	Element	Qty	Cost in INR	GST/other Taxes (if any)	Total
1.	Events for each destination*	75			
Grand Total					

*Proposed tentative locations of 73 regional events have been provided under [Annexure III](#).

- The bidders are required to mandatorily submit detailed element wise cost breakup of all the components such as Production Support, Promotions, Event Management fee etc. along with the financial bid in [* .pdf] format. Also, bidders must ensure that the costs are exclusive of the services available with SAI.
- All work should be carried out in consultation with designated committee of SAI.
- The bidders are advised to conduct physical visits to the venue(s) for proper assessment of cost of items.

Note:

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

Signature of the agency:

Address:

Date:

ANNEXURE 'II' | SUGGESTED DEADLINES

SUGGESTED DEADLINES RELATED TO CONDUCT OF EVENTS			
SN	Particulars	Work to be ensured	Deadline
1	Event Management Agency for "FREEDOM RIDER-BIKER RALLIES"	Event concept presentation	To be provided along with technical presentation. Date of technical presentation Will be intimated at a later stage

- The above timelines are 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.
 - Default by The Bidder or any of its or their respective directors, partners, executives or key managerial personnel of any of its obligations to a financial institution or has defaulted on any of its obligations to a financial institution in the last 3 (three) financial years;
 - The Bidder should not have been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal.

ANNEXURE 'III' | TENTATIVE DATE AND LOCATION

**TENTATIVE DATE AND LOCATION FOR EACH FREEDOM RIDER-BIKER RALLIES
ALL INDIA MOTORBIKE EXPEDITION (AIME) EVENT**

S. No.	Date	Event by Fit India	States / UT
1.	9 th Sept 2022	Opening Event	Delhi
2.	To be communicated later*	1) The National Martyrs Memorial 2) Ancestral House of Lala Lajpat Rai at Jagraon village	Punjab
3.	To be communicated later*	3) Jallianwala Bagh Memorial	Punjab
4.	To be communicated later*	4) Kargil War Memorial	Ladakh (UT)
5.	To be communicated later*	5) Siachen Base Camp	Ladakh (UT)
6.	To be communicated later*	6) Viceregal Lodge Rashtrapati Niwas	Himachal Pradesh
7.	To be communicated later*	7) Rani Laxmi Bai Mahal 8) Jhansi Fort	Madhya Pradesh - Uttar Pradesh
8.	To be communicated later*	9) Imam Bara 10) Dilkusha Palace	Uttar Pradesh
9.	To be communicated later*	11) Chunar Qila	Uttar Pradesh
10.	To be communicated later*	12) Kashi Vishwanath Temple 13) Ganga Aarti	Uttar Pradesh

S. No.	Date	Event by Fit India	States / UT
11.	To be communicated later*	14) Birth Place of Veer Kunwar Singh, 15) Dr.Rajendra Parasad Memorial House	Bihar
12.	To be communicated later*	16) Nathu La Pass - India China Border, 17) Mahatma Gandhi statue	Sikkim
13.	To be communicated later*	18) India - Bhutan Border	West Bengal
14.	To be communicated later*	19) Kamakhya Temple	Assam
15.	To be communicated later*	20) ITA Fort	Arunachal Pradesh
16.	To be communicated later*	21) Gallow Site of Piyoli Puhkan	Assam
17.	To be communicated later*	22) Kangla Fort	Manipur
18.	To be communicated later*	23) India - Myanmar Border 24) The Indian National Army Martyrs Memorial Complex (INAM)	Manipur
19.	To be communicated later*	25) Solomon's Temple K V Paradise	Mizoram
20.	To be communicated later*	26) Tripura Government Museum 27) Indo-Bangladesh Border	Tripura
21.	To be communicated later*	28) Unakoti Rock Carvings	Tripura
22.	To be communicated	29) Don Bosco Museum	Meghalaya

S. No.	Date	Event by Fit India	States / UT
	later*		
23.	To be communicated later*	30) Victoria Memorial	West Bengal
24.	To be communicated later*	31) Birsa Munda Museum 32) Ratu Palace	Jharkhand
25.	To be communicated later*	33) Birth Place of Netaji Subhash Chandra Bose 34) Swaraj Asharam	Odisha
26.	To be communicated later*	35) Mahant Ghasidas Memorial Museum	Chhattisgarh
27.	To be communicated later*	36) Town Hall (NMC) 37) Raj Bhawan	Maharashtra
28.	To be communicated later*	38) Sewagram Ashram	Maharashtra
29.	To be communicated later*	39) Statue of Equality 40) Ramoji Film city	Telangana
30.	To be communicated later*	41) Victoria Jubilee Museum	Andhra Pradesh
31.	To be communicated later*	42) Bharathiyar House	Tamil Nadu
32.	To be communicated later*	43) The Sacred Heart Basilica Church	Pondicherry (UT)
33.	To be communicated later*	44) Palace Ramalinga Vilasam	Tamil Nadu

S. No.	Date	Event by Fit India	States / UT
34.	To be communicated later*	45) Dr. A.P.J. Abdul Kalam Memorial	Tamil Nadu
35.	To be communicated later*	46) Bharathiyar House (Ettayapuram) 47) Vanchi Maniyachi Railway station	Tamil Nadu
36.	To be communicated later*	48) Vivekanand Rock Memorial	Tamil Nadu
37.	To be communicated later*	49) Anjengo fort, 50) House of Freedom Fighter Chempil Arayan	Kerala
38.	To be communicated later*	51) Mohammed Abdul Rahman	Tamil Nadu
39.	To be communicated later*	52) ISRO Headquarters	Karnataka
40.	To be communicated later*	53) Glass House Garden	Karnataka
41.	To be communicated later*	54) Event	Goa
42.	To be communicated later*	55) Event	Maharashtra
43.	To be communicated later*	56) Lokmanya Birthplace	Maharashtra
44.	To be communicated later*	57) Agakhan Palace	Maharashtra
45.	To be communicated later*	58) Birthplace of Rajguru 59) Birthplace of Vasudev Balwant	Maharashtra

S. No.	Date	Event by Fit India	States / UT
46.	To be communicated later*	60) August Kranti Maidan	Maharashtra
47.	To be communicated later*	61) Light House 62) Event	Diu-Daman-DD (UT), Gujarat
48.	To be communicated later*	63) Statue of Unity & Certificate	Gujarat
49.	To be communicated later*	64) Amul Dairy 65) Birthplace of Sardar Vallabhbhai Patel	Gujarat
50.	To be communicated later*	66) Birthplace of Mahatma Gandhi 67) Dwarkadhis Temple	Gujarat
51.	To be communicated later*	68) Sabarmati Ashram	Gujarat
52.	To be communicated later*	69) Akshardham	Gujarat
53.	To be communicated later*	70) Rajwada Palace	Madhya Pradesh
54.	To be communicated later*	71) Taj Ul Masjid	Madhya Pradesh
55.	To be communicated later*	72) Kota Palace	Rajasthan
56.	To be communicated later*	73) City Palace	Rajasthan
57.	24 th /25 th November 2022	Closing Event	Delhi

* All 73 regional events will be conducted tentatively between 9th September 2022 to 25th November 2022.

ANNEXURE 'IV' | BANK GUARANTEE FORM FOR BID SECURITY

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

(1) If the Bidder withdraws or amends, breaches the terms and conditions of the tender document, impairs or derogates from the Bid in any respect within the period of validity of this Bid.

(2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of its validity: -

- a) Fails or refuses to furnish the performance security for the due Performance of the contract.
- or
- b) Fails or refuses to accept/execute the Rate Contract.

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

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

(Signature of the authorised officer of the Bank)

Name and designation of the officer

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

ANNEXURE 'V' | BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

_____.

WHEREAS _____ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of Contract no _____ dated _____ for (description of services) (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to _____ days beyond the date of expiry of contract period as per RFP.

(Signature with date of the authorized officer of the Bank)

.....

Name and designation of the officer

.....

.....

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

**APPENDIX 'VI' - LETTER COMPRISING THE TECHNICAL BID
(ON THE LETTERHEAD OF THE BIDDER)**

Dated:

To,

SPORTS AUTHORITY OF INDIA (SAI)
1st Floor, SAI Headquarters,
Jawahar Lal Nehru Stadium, Entry No. 10,
Lodhi Road, New Delhi
Email ID:

Dear Sir,

Sub: Bid for Selection of Event Management Agency (EMA) for "Freedom Rider-Biker Rallies" Program

With reference to your RFP document dated ***, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

1. I/ We acknowledge that SAI will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the EMA for the aforesaid Event, and we certify that all information provided in the Bid along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. This statement is made for the express purpose of our selection as Event Management Agency for the Event as specified.
3. I/ We shall make available to SAI any additional information it may find necessary or require supplementing or authenticate the Bid.
4. I/ We acknowledge the right of SAI to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. I/ We certify that in the last two years, we have neither failed to perform for the similar or other works, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled or terminated by any ministry of Government of India or its implementing agencies for breach on our part.
6. I/ We declare that:
 - (a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by SAI; and
 - (b) I/We do not have any conflict of interest; and
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any Agreement entered into with SAI or any other public sector enterprise or any government, Central or State; and
 - (d) I/ We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
7. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders.
8. I/ We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Event or which relates to a grave offence that outrages the moral sense of the community.
9. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
10. I/ We further certify that no investigation by a regulatory authority is pending either against us including but not limited to our managerial persons, employees/representatives etc.
11. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate SAI of the same immediately.
12. I/We further acknowledge and agree that in the event any change in control occurs after signing of the Agreement upto its validity. It would, notwithstanding anything to the

contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without SAI being liable to us in any manner whatsoever.

13. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Event and the terms and implementation thereof.
14. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft that has been provided to me/us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
15. I/ We have studied all the Bidding Documents carefully and understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by SAI or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
16. I/ We offer a Bid Security of INR. 1,50,000/- to SAI in accordance with the RFP Document.
17. The Bid Security in the requisite form is submitted online.
18. I/ We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the Event is not awarded to me/us or our Bid is not opened or rejected.
19. The Bid Price has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all own the conditions that may affect the cost and implementation of the Event.
20. I/ We agree and undertake to abide by all the terms and conditions of the RFP document.
21. I/ We shall keep this offer valid for _____ days from the Bid Due Date specified in the RFP.
22. I/ We hereby submit our Bid and offer a Bid Price as indicated in Financial Bid for undertaking the aforesaid Event in accordance with the Bidding Documents and the Agreement.

In witness thereof, I/we submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

(Signature, name and designation of the Authorised Signatory)

Name and Seal of the Bidder

Note: Paragraphs in curly parenthesis may be omitted by the Bidder, if not applicable to it, and 'Deleted' may be indicated there.

**APPENDIX 'VII' - LETTER COMPRISING THE FINANCIAL BID
(ON THE LETTERHEAD OF THE BIDDER)**

Dated:

To,

SPORTS AUTHORITY OF INDIA (SAI)
1st Floor, SAI Headquarters,
Jawahar Lal Nehru Stadium, Entry No. 10,
Lodhi Road, New Delhi
Email ID:

Dear Sir,

Sub: Bid for Selection of Event Management Agency (EMA) for “Freedom Rider-Biker Rallies” Program

Dear Sir,

With reference to your RFP document dated *** **, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the aforesaid Project. The Bid is unconditional and unqualified.

1. I/ We acknowledge that SAI will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the EMA for the aforesaid Event, and we certify that all information provided in the Bid along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. The Bid Price has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all own the conditions that may affect the cost and implementation of the Event.
3. I/ We acknowledge the right of SAI to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
4. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into an Agreement in accordance with the draft that has been provided to me/us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

5. I/ We shall keep this offer valid for _____ days from the Bid Due Date specified in the RFP.

I/ We hereby submit our Bid and offer a Bid Price online for undertaking the aforesaid Event in accordance with the Bidding Documents and the Agreement.

Yours faithfully,

(Signature, name and designation of the Authorised Signatory)

Name and Seal of the Bidder

ANNEXURE 'VIII' | DOCUMENTS TO BE SUBMITTED

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

Sl. No.	Criteria	Document to be submitted online
I. General Documents		
1.	Bid Security	Required Documents for EMD/Bid security as per clause 6 of RFP.
2.	Authorized Signatory	Scanned copy of Power of Attorney in favour of Authorised signatory of Bidding Documents OR Signed and scanned copy of Board resolution in favour of Authorized signatory of the bidder. (Sample Attached at Annexure IX)
3.	Legal Entity	Copy of Incorporation Certificate, Partnership Deed etc. + Copy of Registration Certificates with the GST & IT (PAN) Authorities
4.	FIT and Proper Person	Self-certificate and/or Letter of Undertaking to this effect on Bidder's letter head signed by Bidder' authorized signatory, as per conditions mentioned in Annexure XI .
II. Eligibility Criteria Documents: Criteria as Mentioned in Clause 5		
5.	Empanelment Letter	Letter issued by the SAI/ Ministry of Culture for empanelment of the bidder as Event Management Agency
III. Evaluation Criteria Documents: Criteria as Mentioned in Clause 11.2		
6.	Letter comprising the Technical Bid	Scanned copy of Signed and Stamped Bid Submission Form as per Annexure VI .
7.	Experience of the Bidder	Annexure XII along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying receipt of complete payment in the claimed project.
8.	Approach & Methodology	The presentation should be submitted along with the proposal in pdf format and if necessary and if the situation permits the service provider shall be asked to formally present the same through online medium or in person.
IV. Financial Bid		
9.	Letter comprising the Financial Bid	Scanned copy of Signed and Stamped Bid Submission Form as per Annexure VII .
10.	Financial Bid	As per format at Annexure I , Price Bid Format. To be uploaded only in the Price Bid Section of CPP Portal.

Note: Wherever applicable, the above documents shall be used for evaluation purpose as well. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above. All the Bids so submitted must be unconditional. Bidders should

make sure that all the pages should be numbered, and an index should be attached as first page with the Bid. The authorized signatory of the Bidder must sign the Bid with proper name, designation duly stamped at appropriate places and initial all the remaining pages of the Bid. SAI reserves its right to demand for original documents as and when required. Nonproduction of original documents shall be considered as a material deviation and may render the cancellation of bid followed by consequences such as forfeiture for Bid amount/Performance security at the discretion of SAI.

ANNEXURE 'IX' | POWER OF ATTORNEY (SAMPLE)

(Note- Board resolution in case of company)

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

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

IN WITNESS WHEREOF WE, THE ABOVE-NAMED
PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY
OF, 20__.

For

(Signature, name, designation and address)

Witnesses:

1.

2.

Notarized Accepted

.....

ANNEXURE 'X' | INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

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

2. REGISTRATION

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

3. SEARCHING FOR TENDER DOCUMENTS

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

4. PREPARATION OF BIDS

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

4. SUBMISSION OF BIDS

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- (iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be **posted/couriered/given** in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The Bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the

uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message &a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6. ASSISTANCE TO BIDDERS

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

ANNEXURE 'XI' | FIT AND PROPER PERSON

Conditions for Fit and Proper Person: For the purpose of determining whether a Bidder is a 'Fit and Proper Person', SAI may take the indicative criteria mentioned below:

- a. Financial integrity of the Bidder;
- b. Ability of the Bidder to undertake all obligations set out under this RFP;
- c. Absence of convictions or civil liabilities against the Bidder;
- d. Absence of any previous debarment of the Bidder, in accordance with the General Financial Rules, 2017, provided such debarment is still existing;
- e. Absence of any disqualification as specified below:
 - Conviction of the Bidder or any of its respective directors, partners, executives or key managerial personnel by any judicial body for any offence involving moral turpitude, economic offence, securities laws or fraud or any offence under the Prevention of Corruption Act, 1988 or the Indian Penal Code, or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract;
 - Admission of an application for winding up or liquidation under the Insolvency and Bankruptcy Code, 2016 (IBC) or any Applicable Laws against the Bidder or any of its or their respective directors and partners;
 - Any action or proceeding being initiated under the Insolvency and Bankruptcy Laws under the Applicable Law, including but not limited to declaration of Insolvency or Bankruptcy, disqualification or de-recognition by any professional body being initiated against the Bidder;
 - Current or previous banning of the Bidder or its respective directors, partners, executives or key managerial personnel by the governing body of any sport from involvement in the administration of or any form of participation in such sport, for any reason;
 - Default by The Bidder or any of its or their respective directors, partners, executives or key managerial personnel of any of its obligations to a financial institution or has defaulted on any of its obligations to a financial institution in the last 3 (three) financial years;
 - The Bidder should not have been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal.

ANNEXURE 'XII']- ELIGIBLE PROJECTS UNDERTAKEN BY THE BIDDER

The following information should be provided in the format below for each Eligible Project for which Bidder was legally contracted by the respective Purchaser/Client of the Bidder stated as a single entity.

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

IMPORTANT:

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