

Ref. No: 01-28/10/2023-HO - Events and Competition

**REQUEST FOR
PROPOSAL**

FOR

**ENGAGEMENT OF AN EVENT MANAGEMENT AGENCY FOR
ACCOMMODATION, CATERING & TRANSPORTATION SERVICES
AND ACT MANAGEMENT**

OF

1ST KHELO INDIA PARA GAMES, 2023 DELHI

DATE OF RELEASE: 23.11.2023

SPORTS AUTHORITY OF INDIA (SAI)
1st Floor, SAI, HQ, JLN Stadium, Entry from Gate
Number 10, Lodhi Road, New Delhi- 110003

INDEX

DISCLAIMER	4
1. NOTICE INVITING TENDER.....	5
2. BID SCHEDULE & DATA SHEET.....	5
3. GENERAL INSTRUCTIONS TO BIDDERS	5
4. RFP PROCESS.....	6
5. BID VALIDITY.....	7
6. EARNEST MONEY DEPOSIT.....	7
7. BIDDERS QUERIES AND RESPONSES THERETO	8
8. SUBMISSION OF BIDS	9
9. SCRUTINY OF BIDS	10
10. DECLARATION OF SUCCESSFUL BIDDER	12
11. PERFORMANCE SECURITY	13
12. OTHER TERMS AND CONDITIONS OF THE BID	13
13. PENALTY.....	14
14. GENERAL TERMS AND CONDITIONS.....	14
15. PATENTS, COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS.....	15
16. INDEMNIFICATIONS AND LIABILITIES	16
17. TERMINATION.....	17
18. FORCE MAJEURE	18
19. DISPUTE SETTLEMENT MECHANISM.....	18
20. APPLICABLE LAW	18
21. CORRUPT OR FRAUDULENT PRACTICES.....	19
22. CONFIDENTIALITY.....	20
23. SUBSTITUTION OF KEY PERSONNEL.....	20
24. TERMS OF PAYMENT.....	21
ANNEXURE 'I' - TERMS OF REFERENCE (TOR)	23
ANNEXURE 'II' – INSTRUCTIONS FOR ONLINE BID SUBMISSION	36
ANNEXURE 'III' – DOCUMENTS TO BE SUBMITTED	37
ANNEXURE 'IV' – ELIGIBILITY AND EVALUATION CRITERIA	38
ANNEXURE 'V' - BANK GUARANTEE FORM FOR BID SECURITY	41
ANNEXURE 'VI' - BANK GUARANTEE FORM FOR PERFORMANCE SECURITY	42
ANNEXURE 'VII' – FORMAT FOR PRICE BID	43
ANNEXURE 'VIII' – GAMES SCHEDULE AND TRAFFIC	49
ANNEXURE 'IX' – TENTATIVE MENU	50
ANNEXURE 'X' – VEHICLE DETAILS AND REQUIREMENTS	51
ANNEXURE 'XI' – IPC ACCESSIBILITY CODE	52
ANNEXURE 'XII' – BID SUBMISSION FORM	57
ANNEXURE 'XIII' – POWER OF ATTORNEY	58
ANNEXURE 'XIV' – ANNUAL TURNOVER	59
ANNEXURE 'XV' - ELIGIBLE PROJECTS UNDERTAKEN BY THE BIDDER	60
ANNEXURE 'XVI' -FORMAT FOR CV	61
ANNEXURE 'XVII' · DRAFT CONTRACT AGREEMENT FORMAT	62

ABBREVIATIONS

RFP	Request for Proposal
SAI	Sports Authority of India
EMA	Event Management Agency
ACT	Accommodation, Catering and Transportation
CPP	Central Public Procurement
LCS	LEAST Cost Based Selection
LOA	Letter of Award
MSME	Micro, Small and Medium Enterprises
PBG	Performance Bank Guarantee
INR	Indian National Rupee
FDR	Fixed Deposit Receipt
PCI	Paralympic Committee of India
NSF	National Sports Federation
CPSFI	Cerebral Palsy Sports Federation of India
CM	Competition Manager
CDM	Chef De Mission
SLO	State Liaisoning Officer
BOQ	Bill of Quantities

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 (hereinafter known as 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 ("Agency", "Firm", "Company", "Bidder", "Consultant", "Service Provider" as may be), 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 needs of each party who reads or uses this RFP Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFP Document and wherever necessary, obtain independent advice from appropriate sources.
3. SAI and/or its representatives make no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of the RFP Document.
4. SAI and/or its representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

1. NOTICE INVITING TENDER

Sports Authority of India, (hereafter referred as “SAI”) an autonomous organization established by Ministry of Youth Affairs & Sports, Government of India invites Online Bids from qualified Firms (as per clause 3.2.3 herein below) to associate with SAI as Agency to provide professionals for Khelo India Events. The detailed scope of work and deliverables are mentioned in **ANNEXURE ‘I’**, Terms of Reference (TOR), of this RFP.

2. BID SCHEDULE & DATA SHEET

Date of Publication	T
Bid document download start Date	T
Bid submission end date and time	T+5
Bid Validity Period	75 Days
Earnest Money Deposit (EMD)/ Bid Security	INR 18,54,100
Mode of Submission	Online (CPP Portal)
Opening of Technical Bid date and time	As per CPP
Method of selection	LCS
JV/Consortium/Subcontracting	Not Allowed
E-mail for all correspondence	procurement.kheloindia@gmail.com

INSTRUCTIONS TO BIDDERS

3. GENERAL INSTRUCTIONS TO BIDDERS

3.1 The Bidders can download this RFP from the Khelo India Website: <https://kheloindia.gov.in>, SAI website: <https://sportsauthorityofindia.nic.in>, and CPP Portal website: <http://eprocure.gov.in/eprocure/app>. Subsequently, bid has to be prepared and submitted ONLINE ONLY as per the Bid Schedule as more particularly specified in Clause 2 of this RFP.

3.2 Definitions and Abbreviations: The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

- 3.2.1. “Purchaser” means the organization purchasing services as incorporated in this document i.e., Sports Authority of India (SAI).
- 3.2.2. “Bid” (including the term ‘tender’, ‘offer’, ‘quotation’ or ‘proposal’ in certain contexts) means an offer-to-offer services in accordance with the terms and conditions set out in this RFP.
- 3.2.3. “Agency”, “Firm”, “Company”, “Bidder”, “Consultant”, “Service Provider” means any registered entity or person or associations of persons who submit their proposals for providing Services in accordance with this RFP.
- 3.2.4. “Services” means services as mentioned in this document and other such obligations of the supplier covered under the contract.
- 3.2.5. Terms of Reference (TOR) means the document included in the RFP which explains the scope of work, activities, and tasks to be performed.
- 3.2.6. “Notification of Award” or “NOA” means the letter issued by SAI to the Successful Bidder to undertake and execute the project in conformity with the terms and conditions set forth in the RFP and any subsequent amendments thereof.
- 3.2.7. “Contract” means the written agreement entered between the purchaser and the supplier, together with all the documents mentioned therein and including all

- attachments, annexure etc. therein.
- 3.2.8. "Party" means the Client or the Bidder, as the case may be, and "Parties" means both of them.
- 3.2.9. "RFP" means this Request for Proposal issued by Sports Authority of India for the purpose as mentioned in this document.
- 3.2.10. "Performance Security" means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as interest free Security Deposit.
- 3.3. The Bidders participating for the first time for e-Tenders on e-Tendering portal will have to complete Online Registration Process on the e-Tendering portal as mentioned in **Annexure II**. This section also mentions the guidelines for submission of bids.

4. LANGUAGE OF BID

The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and SAI, shall be written in the English language. However, the language of any printed literature furnished by the Bidder in connection with its Bid may be written in any other language provided the same is accompanied by an English translation and, for purpose of interpretation of the Bid, the English translation shall prevail.

5. DOCUMENTS TO BE SUBMITTED

- 5.1. All the documents are to be mandatorily uploaded online as per the instruction for online bid submission detailed in this RFP document as detailed in **Annexure III- 'Documents to be Submitted'**

6. ELIGIBILITY CRITERIA

- 6.1. Each Bidder should qualify against all the pre-qualification/eligibility criteria as detailed in Clause 1 of **Annexure IV- Eligibility & Evaluation Criteria**.
- 6.2. Bids of the Bidders, who do not meet the required Qualification/Eligibility Criteria mentioned in this RFP shall be treated as non – responsive and their bid will not be considered for further technical evaluation process.

7. RFP PROCESS

- 7.1. RFP issued by SAI constitutes a request for Bids from eligible Bidders (as determined in accordance with the eligibility criteria as per Clause 6 above) to be selected as the Event Management Agency (after evaluation of eligible bidders), subject to the terms of this RFP, Tender Documents, and the Service Agreement.
- 7.2. This RFP is no more than a request for proposal, and it does not and is not intended to constitute a contract or a grant of any rights or licenses, or an offer which is capable of acceptance by any Bidder or any other person. The grant of any rights or formation of any contractual relationship shall be conditional upon acceptance by SAI of the Bidder's Bid and the execution of the Service Agreement by both SAI and the Successful Bidder.
- 7.3. This RFP is only illustrative in nature and all narrations are intended to be used by the Bidder as preliminary background information. This RFP does not necessarily contain all the relevant information in relation to the Bid process and SAI reserves the right to withdraw the RFP and/ or add, amend, review the requirements or information contained in this RFP at any time prior to the submission of the Bid.
- 7.4. Upon selection of a Bidder by SAI, the Successful Bidder shall enter into a detailed contract/agreement ("**Service Agreement**") incorporating the provisions of this RFP and

the successful Bid.

8. BID VALIDITY

- 8.1.** The Bid shall remain valid for acceptance for a period of 75 days (Seventy Five 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 finalized, SAI reserves the right to request for extension of bid validity without changes in any terms and conditions of the RFP.
- 8.2.** 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.
- 8.3.** 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 (Working day means the day when the office opens after the holiday for routine work.)

9. BID PRICES

- 9.1.** The Bidder providing services shall quote only in Indian Rupees.
- 9.2.** The Bidder shall indicate in the Price Schedule provided on CPP Portal all the specified components of prices shown therein. All the columns shown in the price schedule should be filled in as required.
- 9.3.** If any firm quotes NIL charges / consideration, the bid shall be summarily treated as unresponsive and will not be considered by the SAI.
- 9.4.** Firm Price: The prices quoted by the Bidder/finalized by the authority shall remain firm and fixed during the currency of the Contract and will not be subject to variation on any account.

10. EARNEST MONEY DEPOSIT

- 10.1.** The bidder shall furnish Bid Security for an amount as shown in the Clause 2 of the RFP. The Bid Security is required to protect the SAI against the risk of the bidder's unwarranted conduct. Non- submission of Bid Security will be considered as major deviation and bid will not be considered. All bidders are required to pay Bid Security Fee as per the details mentioned in the data sheet. MSME exemption shall be given, provided they are registered with the Central Purchase Organization or the concerned ministry or department.
- 10.2.** 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.
- 10.3.** 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.
- 10.4.** 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, SAI (KheLoIndia)**", 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 V** of the Bid Document.

- 10.5.** 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 V**),
 - NEFT transfer to "SECRETARY, SAI (KHELO INDIA)
Union Bank of India Account No: 108510100032325, IFSC No. UBIN0810851.(Bidder has to upload challan/proof along with Bid in CPP Portal)
 - Valid Insurance Surety Bonds
 - e-Bank Guarantee
- 10.6.** Bid securities of unsuccessful bidders during first stage i.e. technical evaluation will be returned within 30 days of declaration of result of first stage i.e. technical evaluation. Bid securities of unsuccessful bidders during second stage i.e. financial evaluation will be returned within 30 days of award of contract. The Bid Security of successful Bidders will be returned without any interest, after receipt of Performance Security from that Bidder.
- 10.7.** 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 120 (75 + 45) days from the date of opening of the Technical Bid.
- 10.8.** Earnest Money is required to protect the SAI 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.
- 10.9.** 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.

11. BIDDERS QUERIES AND RESPONSES THERETO

- 11.1.** All enquiries from the Bidders relating to this RFP must be submitted exclusively to the contact person on the email id: procurement.kheloindia@gmail.com. The queries should necessarily be submitted on or before scheduled date and time mentioned in the following format:

To, Sports Authority of India			
BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone and email points of contact.
			Tel:
			Email:
S.No.	Bidding Document Reference(s) (Clause number/page)	Content of RFP requiring clarification	Points of Clarification required.
1			
2			

- 11.2.** A Bidder requiring any clarification or elucidation on any issue of the Bidding Documents

may take up the same with SAI in writing. SAI will respond in writing to such request in pre-bid conferences as per the bid schedule. All enquiries should be sent to SAI through email only. SAI shall not be responsible for ensuring that Bidder's enquiries have been received by them. SAI will endeavor to provide a complete, accurate, and timely response to all questions to all the Bidders. However, SAI makes no representation or warranty as to the completeness or accuracy of any response, nor does SAI undertake to answer all the queries that have been posed by the Bidders. All responses given by SAI will be distributed/mailed to all the Bidders or posted on the online portal/website. Bidder should regularly visit the portal for any updates/corrigendum.

- 11.3. SAI will host a Pre-Bid Conference (virtual), scheduled as per the details in the Bid Schedule. The bidder or its authorized representatives may attend the pre-bid conference at their own cost. The purpose of the conference is to provide Bidders with information regarding the RFP and discuss bidder's queries, together with proposed solutions. SAI shall provide each Bidder with an opportunity to seek clarifications regarding any aspect of the RFP during the pre-bid conference. The link shall be provided to the Bidders one hour prior to the scheduled meet.
- 11.4. Within reasonable time period from the Pre-Bid Conference, SAI will issue responses to all of the bidders' written queries, together with any other revised documents (if required).
- 11.5. Amendments to Bidding Documents:
 - i. At any point of time, prior to the deadline for submission of Bids, SAI may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.
 - ii. Such an amendment will be uploaded on SAI website: sportsauthorityofindia.nic.in, and CPP portal of Government of India www.eprocure.gov.in. Bidders are, therefore, advised to refer to SAI website and CPP portal before submitting bids.

12. SUBMISSION OF BIDS

- 12.1. Bids to be submitted online as per instructions mentioned in Clause 3.3 above.
- 12.2. SAI will open (online) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 12.3. 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 on the next working day. (Working day means the day when the office opens after the holiday for routine work.)
- 12.4. Authorized representatives of the Bidders, who have submitted Bids on time may attend the bid opening provided they have their Letters of Authority from the corresponding Bidders and acknowledgement letter of bid submission at CPP Portal
- 12.5. The bid is to be opened at the prescribed time and date as indicated in RFP Bid schedule. During the Technical Bid opening, the Bid opening official(s) will read the Salient Features of the Bids like brief description of the services offered and any other special features of the Bids, as deemed fit by the Bid opening official(s).
- 12.6. Financial bids of the technically qualified Bidders shall be opened online at the date, time and as intimated later on CPPP e-procurement website <https://eprocure.gov.in/eprocure/app> The authorized signatories/ representatives of such Bidders who wish to attend the financial bid opening may please do so by showing their bid acknowledgement slip.
- 12.7. Late Bids: Bids received after the specified date and time of receipt of the Bid as mentioned in the Bid schedule mentioned in Clause 2 of the RFP shall not be considered.
- 12.8. The Bidders are required to upload the documents as per Documents to be submitted in **Clause 5** of this RFP.

- 12.9. Bidders shall submit 'Online Bid' only in PDF/Scanned copy in PDF format. Hard Copy of Bid documents will not be accepted.
- 12.10. The Bids submitted must be without any overwriting, interlineations, corrections, double typing, etc.
- 12.11. Bidder must ensure that the Technical Bid soft copies do not contain any Commercial items prices.
- 12.12. All terms and conditions in the bid document shall stand freeze on the date of opening of the bid. After the bid opening, there is no room for negotiations or clarifications of the said terms and conditions.
- 12.13. The proof of work orders for claim of relevant experience should be dated on or after the date of registration of the firm/ company/LLP etc.
- 12.14. Each page of the bid document submitted by bidder shall be signed sealed by the bidder or its authorized signatory.

13. SCRUTINY OF BIDS

The SAI will examine the Bids to determine whether they are complete, whether the documents have been properly signed, stamped and whether the Bids are generally in order. SAI will determine the responsiveness of each Tender to the TE Document without recourse to extrinsic evidence

- 13.1. Rejection of Technical Bids - In addition to any other reasons stipulated in this RFP, technical Bids may be rejected under any of the following circumstances
 - i. Incomplete bids that do not quote for the complete scope of work as indicated in the Bid-related documents, addendum (if any) and any subsequent information given to the Bidder.
 - ii. Information that is found to be incorrect/misleading at any stage during the tendering process.
 - iii. Inclusion of Financial/Price Bid details in a technical Bid, or technical Bids that reveal quotations, in any form
 - iv. Non-fulfilment of the eligibility criteria or minimum required score in evaluation criteria set out in this RFP, by the Bidder.
 - v. Any Bid that does not comply with the conditions laid down by SAI as stated in the RFP.
 - vi. Any other reasons deemed fit by SAI.

- 13.2. Rejection of Financial/Price Bids - In addition to any other reasons stipulated in this RFP, financial/price Bids may be rejected under any of the following circumstances:
 - i. Incomplete Bids that do not set out the Service Fee for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder.
 - ii. Financial/Price Bids made through Tele fax/Telegraphic/Fax/E-mail/by post.
 - iii. Bids which do not confirm unconditional validity of the bid for 75 days from date of opening of Bid.
 - iv. Bids which do not conform to SAI bid format.
 - v. Bids in respect to which the bidder does not accept SAI rectification of clerical/arithmetic discrepancies in the financial/price bid, if any.
 - vi. Any Financial/Price Bid that does not comply with the conditions laid down by SAI in the RFP.

- 13.3. Other Reasons for Rejection of Bid - In addition to any other reasons stipulated in this RFP, Bids may be rejected under any of the following circumstances:
 - i. Bids in which the Bidder seeks to influence the SAI bid evaluation, bid comparison, or contract award decisions.
 - ii. In view of two bid systems, SAI shall first open technical bids. If the same is not complete and lacking with respect to any requirement(s), the same would be rejected straightaway & without opening the Financial/Price bid.

13.4. Minor infirmity/irregularity/Non-conformity

If during the preliminary examination, the SAI finds any minor infirmity and/ or irregularity and/ or non-conformity in a tender, the SAI may reject or may convey its observation on such 'minor' issues to the bidder by registered / speed post etc. asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

13.5. Discrepancies in Prices

- 13.5.1. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the submission of the Bid.
- 13.5.2. If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the SAI feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- 13.5.3. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected, and
- 13.5.4. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
- 13.5.5. If, as per the judgment of the SAI, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the bidder by registered/speed post. If the bidder does not agree to the observation of the SAI, the tender is liable to be ignored.
- 13.5.6. Arithmetic errors in proposals will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

14. EVALUATION CRITERIA

- 14.1. 14.2. The Bids of bidders meeting the eligibility criteria at clause 6 (eligibility criteria) above, will be evaluated based on the Least Cost method and the evaluation/eligibility criteria as mentioned in Annexure IV- Eligibility & Evaluation Criteria
- 14.2. A Bidder must comply all criteria as defined in Clause 1 of Annexure IV, Eligibility Criteria and must get a minimum of 60 marks (out of 100 marks) in the Technical Evaluation as per Clause 2 of Annexure IV, Evaluation Criteria to proceed to opening of Financial/Price bid.
- 14.3. The Bid of the Technically Responsive Bidder who submits the lowest Financial/Price bid (overall price) will be rated as the 'Best Bid' and will be declared as the successful Bidder.
- 14.4. Further, in the event that two or more Bidders with the same Overall Price value, then the bidder with highest technical score (St) and will be rated as the 'Best Bid'. Further, in the event that the bidders are still maintaining a tie, the bid from the bidder with the highest average turnover in the last 03 financial years ending March-2023, will be rated as the 'Best Bid'.
- 14.5. In case of minor deviation and/or minor irregularity and/or minor non-conformity in the Bid, SAI reserves the right to waive the same. If a Bid is not Substantially Responsive, it will

be rejected by SAI

15. DECLARATION OF SUCCESSFUL BIDDER

- 15.1. Prior to the expiration of the validity period for the Bid, SAI will notify the successful Bidder in writing by Notification of Award that its Bid has been accepted. SAI will also send to the successful Bidder, a draft of the Service Agreement, along with the afore-mentioned notification. The successful Bidder and SAI shall discuss and enter into a mutually agreeable final written form of the Service Agreement and each party shall retain one original of the signed Service Agreement. It is clarified that the Service Agreement will incorporate the provisions and principles of the RFP and the Bid submitted by the successful Bidder and shall not have terms and conditions more onerous on the Successful Bidder than those contained in the RFP.
- 15.2. The failure of SAI and the successful Bidder to agree to the terms and conditions of the Service Agreement shall constitute sufficient grounds for the annulment of the successful Bid, following which SAI may, in its sole discretion, either declare the next best Bid submitted in response to the RFP notice as the successful Bidder or call for fresh proposals.
- 15.3. Upon the successful signing of the Service Agreement by the Bidder and SAI, and the Successful Bidder furnishing the Performance Security, SAI will promptly notify the name of the winning Bidder to each unsuccessful Bidder and refund their respective Earnest Money Deposits.
- 15.4. Term of the Service Agreement: The Service Agreement shall commence on the date of its execution and shall be valid up to the conclusion of the Term.

GENERAL TERMS AND CONDITIONS OF CONTRACT

16. PERFORMANCE SECURITY

- 16.1. In order to ensure the due performance of the awarded contract, the Successful Bidder shall, within 14 (Fourteen) days of entering into the Service Agreement with SAI, furnish an irrevocable bank guarantee for an amount of 3% of the accepted value of the contract ("Performance Security") failing which an amount of 0.1% penalty per day of the contracted amount will be levied on the Bidder. Penalty is for specified period not exceeding further seven days and in case failure continues, the contract may be terminated by SAI and the bidder will be debarred from bidding for SAI /SAI RFPs in future for a period of at least two years.
- 16.2. The Performance Security in the form of Bank Guarantee or other valid formats like Fixed Deposit/Demand Draft/ Valid Insurance Surety Bonds/ NEFT Transfer/e-PBG shall be drawn from any Commercial Bank drawn in the favour of below account details, payable at New Delhi and is to be deposited in the office at Sports Authority of India (SAI) Gate No 10, JN Stadium New Delhi 110003 and/or intimated to the office through mail.

SECRETARY, SAI (KHELO INDIA)
Union Bank of India
Account No: 108510100032325
IFSC No. UBIN0810851

The format for performance security of submitted in form Bank guarantee is attached at **Annexure VI.**

- 16.3. The Performance Security shall be valid for a period of 60 (Sixty) days from the date of expiry of all contractual obligations. The Performance Guarantee shall be revalidated and replenished immediately upon invocation by SAI. It may require revalidation from time to time as the case maybe.
- 16.4. All incidental charges whatsoever such as premium and commission with respect to

the Performance Security shall be borne by the Successful Bidder. No interest will be payable on the Performance Security by SAI.

- 16.5. In the event of any failure/any breach or violation on the part of the Successful Bidder, which is not cured within reasonable time from receiving a written notice of such failure from SAI, to comply with the requirements of the scope of work specified in this RFP, shall constitute sufficient grounds and entitlement for the enforcement of the Performance Security by SAI.

17. OTHER TERMS AND CONDITIONS OF THE BID

- 17.1 All information / details submitted to SAI shall be supported by documentary proof duly certified by the authorized signatory of the Bidder.
- 17.2 Save as expressly authorized by SAI in writing, the Successful Bidder shall not, without the prior express approval of SAI, incur any liabilities on behalf of SAI, pledge the credit of SAI or make any representations or give any warranty on behalf of SAI.
- 17.3 The mere submission of Bids in response to this RFP by a Bidder, or the rejection thereof by SAI, in its absolute discretion, shall not itself constitute any relationship, legal or otherwise, between SAI and the Bidder or give rise to or be deemed to give rise to any cause or grievance to the Bidder against SAI and further shall not for any reason or in any manner confer on the Bidder any right or entitlement to raise any claim regarding any term or condition contained herein nor in respect of any act or omission or decision taken by SAI.
- 17.4 The Bidder must strictly comply with all terms and conditions herein. SAI reserves the right to call upon any or all the Bidders to satisfy SAI regarding the correctness and genuineness of any document submitted or information furnished by the Bidder or may call for any additional documents / information from the Bidders to verify the information provided by the Bidder or may further seek any clarification or elaboration from the Bidder at any time prior to the finalization of the Bid. However, this shall not be construed to confer any kind of right or entitlement on the Bidder to submit any additional document / information after the submission of its Bid. Further, SAI may call upon any or all the Bidders to make a presentation to SAI in respect of the capabilities represented by the Bidder at any time prior to the finalization of the Bid. Any Bidder who refuses to or otherwise neglects to make such presentation to SAI shall not be considered for any further evaluation and shall stand immediately disqualified.
- 17.5 The bidder shall also quote the unit rate of each resource to be deployed on the project which shall be the basis for payment in case of increased work quantum and there is a need to deploy additional resource on request of SAI (to be quoted as per format provided at Annexure VII). The quantum of work may increase/decrease up to 25% of the value of the project. It is to be noted that the unit rate submitted in Annexure VII shall not be considered for the purpose of financial bid evaluation.
- 17.6 The quality of services anticipated to be provided by the Bidder (to be determined primarily on the basis of the documents/information provided by the Bidder) shall be material criteria for awarding the contract.
- 17.7 Privileges: The following privileges shall be extended to the Successful Bidder:
- Performance certificate to be issued by SAI to the Successful Bidder upon the satisfactory discharge of its services in respect of each Phase of the project.
 - Successful completion certificate to be issued by SAI after completion of contract to the satisfaction of SAI.
- 17.8 Governing Law and Jurisdiction: The RFP and the relationship between the Bidder and SAI shall be interpreted in accordance with the laws of India. The Courts of Delhi shall

have exclusive jurisdiction over any dispute arising in relation to the RFP and/or the relationship between the Bidder and SAI.

- 17.9 It will be the responsibility of each Bidder to fully acquaint itself with all operational and legal conditions and factors which may have any effect on the execution of the awarded contract as described in the RFP. SAI shall not entertain any request for clarification from the Bidder in relation to such operational or legal conditions. Further, no financial adjustments to the Bids shall be made subsequent to the submission of the Bid on any account whatsoever, including on account of the failure of the Bidder to apprise itself of any legal or local operational conditions /factors. The Bidder cannot be taken over/bought over by another company during the contract phase. SAI may, at any time, immediately terminate the contract by giving written notice to the successful Bidder without any compensation or liability, if the Bidder commits any breach of contract, has misrepresented, or becomes bankrupt or otherwise insolvent, and/or SAI is not satisfied with the work of the Bidder provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SAI.

However, in the event SAI, wishes to terminate for convenience, it shall serve a notice period of 30 days to the Bidder, without any cost and/or liability.

- 17.10 The bidder has to ensure proper deployment of resources at site during all phases.
- 17.11 It will be responsibility of the bidder to ensure and verify the educational qualifications and experience of the resources deployed in SAI.
- 17.12 The bidder shall be responsible for ensuring timely payment to the resources deployed in the project and complying to all laws of the land including statutory liabilities. While doing the same EMA shall be required to adhere to statutory requirements as per the labour laws & abide by the Minimum Wages Act and other related laws, failing which, necessary action will be initiated against the EMA. However, the prices quoted by the Bidder shall remain firm and fixed during the currency of the Contract and will not be subject to variation on any account
- 17.13 The bidder has to deploy the initially requested team within 2 days of the issue of notification of award (NoA) and additional resource as requested by SAI anytime during the currency of the contract within 5 days of the letter of request.

18. LIQUIDATED DAMAGES AND PENALTY

- 18.1. The Agency hereby agrees that due to negligence of act of the Agency, if the "Employer" suffers losses, damages the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and Agency agrees to pay such liquidated damages, as defined hereunder as per the provisions of this Contract.
- 18.2. The amount of liquidated damages under this Contract shall not exceed 10% of the total value of the contract as specified in **Annexure- VII**.
- 18.3. The liquidated damages shall also be applicable under following circumstances:
- If the deliverables are not submitted as per schedule or Agency does not follow the approved script by SAI, the Agency shall be liable to pay 1% of the total cost of the services for delay of each week or part thereof.
 - If the deliverables are not acceptable to the Employer and defects are not rectified to the satisfaction of the Employer, the Agency shall be liable for Liquidated Damages for an amount equal to 10% of total cost of the services for every week or part thereof for the delay.
 - If the deliverables are not meeting the authority expectations as per the workplan or the technical presentation, the agency shall be liable for Liquidated Damages for an amount equal to 10% of the total cost of services for every week or part thereof.

- 18.4. No Penalty will be imposed on SAI for delay attributable to it and no Penalty will be imposed on either party for reasons which fall within the ambit of Force Majeure as per Clause 24 of this RFP.
- 18.5. Notwithstanding anything to the contrary in this Agreement, in no event shall either Party be liable, whether in contract or in tort or otherwise for special, punitive, indirect or consequential damages, including without limitation, loss of profits or revenue arising under or in connection with this Agreement.
- 18.6. SAI will make payments after necessary deductions of penalty (if any).
- 18.7. For delay in service deliverables reasons not pertaining to selected bidder, SAI shall take decision on extension of such timelines and levy of penalty. However, in the event SAI considers extension, the same shall be without any additional compensation/liability on any grounds whatsoever.

19. GENERAL TERMS AND CONDITIONS

- 19.1 Any default or breach in discharging obligations under this RFP by the selected Bidder while rendering services to SAI, shall invite all or any actions / sanctions, as the case maybe. The decision of SAI arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to put pressure of any kind, may disqualify the bidder for the present RFP and the bidder may also be liable to be debarred from bidding for SAI /SAI RFPs in future for a period of at least three years.
- 19.2 SAI reserves the right to modify and amend any of the stipulated condition/criterion given in this RFP, depending upon project priorities vis-à-vis urgent commitments.
- 19.3 SAI also reserves the right to accept/reject a bid, to cancel/abort RFP process and/or reject all bids at any time prior to award of work without thereby incurring any liability to the affected agencies on the grounds of such action taken by SAI.
- 19.4 Any default by the bidders in respect of RFP terms & conditions will lead to rejection of the bid.
- 19.5 The decision of SAI arrived during the various stages of the evaluation of the bids is final & binding on all bidders. Any representation towards these shall not be entertained by SAI. Reasons for rejecting a bid will be disclosed only when an enquiry is made by the concerned bidder.
- 19.6 In case the bidder is found in-breach of any condition(s) of RFP at any stage during the course of project deployment period, the legal action as per rules/laws will be taken.
- 19.7 Any attempt by bidder to bring pressure towards SAI's decision making process, such Bidder shall be disqualified for participation in the present RFP and those Bidders may be liable to be debarred from bidding for SAI /SAI RFPs in future for a period of at least three years.
- 19.8 Printed/written conditions mentioned in the RFP bids submitted by Bidder will disqualify them and will not be binding on SAI.
- 19.9 Upon verification, evaluation/assessment, if in case any information furnished by the Agency is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained. SAI will not be responsible for any misinterpretation or wrong assumption by the Agency, while responding to this RFP.
- 19.10 Only those bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFP document, shall be short-listed for further evaluation.
- 19.11 It is urged through this RFP that misrepresentation of facts shall be dealt with seriously and may lead to debarring from bidding for SAI /SAI RFPs in future for a period of at least three years.
- 19.12 Bidders are requested to share information which is true and based on some tangible proofs.

20. PATENTS, COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS

- 20.1 Intellectual Property Rights for any software property and documents (including source codes, databases, documents, training manuals, course content etc.), if developed exclusively for this project shall lie with the SAI in perpetuity for all purposes. The Intellectual Property Rights of all the software code, data, algorithms, documentation, manuals, etc. Generated as a part of implementation of this project shall solely vest with the SAI.
- 20.2 The Bidder shall ensure that there is no infringement of any Intellectual Property Rights (IPR) of third parties. However, if a third party claims that a product delivered by the Bidder/ to SAI infringes that party's patent or copyright/IPR's in any form, the Bidder shall keep SAI fully indemnified in this regard and shall defend SAI against that claim at the Bidder's/ expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement approved by the Bidder.
- 20.3 The Bidder agrees and acknowledges that all Intellectual Property Rights of work created by the Bidder in pursuance to this RFP/Tender Documents shall stand vested exclusively in favour of SAI for all purposes. **This includes, but not limited to, software code, data, algorithms, documentation, manuals, and any other work products generated as part of this project.**

21. REPRESENTATIONS AND WARRANTIES

- 21.1 SAI, along with its employees, representatives, advisers, make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- 21.2 SAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
- 21.3 The Bidder declares that all the information provided are truthful information without concealment of any facts. In case, at any stage, it is found that any information given by the Bidder is false / incorrect / concealed, then SAI shall have the absolute right to take any action as deemed fit including but not limited to dropping the Bidder from consideration for award of work and/or debarment/blacklisting etc. without incurring any liability to the affected bidder(s) on the ground of SAI/MYAS's action.
- 21.4 The Bidder declares that no effort has been used by the Bidder to influence the Bid comparison / evaluation / work award decision by way of overt / covert canvassing. Such an effort shall result in non-consideration / rejection of its Bid.

22. INDEMNIFICATIONS AND LIABILITIES

- 22.1 The bidder shall fully indemnify, hold harmless and defend MYAS/ SAI and its Officers/Employees/Agents/Stockholders/Affiliates from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs, and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third party claim including claims for infringement of Intellectual Property Rights, which arise out of or relate to:
- i. any breach of any representation or warranty of the bidder contained in the RFP,
 - ii. any breach or violation of any covenant or other obligation or duty of the bidder under

this RFP.SAI accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

- 22.2 SAI reserves the right to accept or reject any or all proposal (s) or to annul the RFP process in to andreject all proposals at any time prior to award of contract without assigning any reason whatsoeverand without thereby incurring any liability to the affected bidder (s) on the ground of SAI's action.
- 22.3 The Bidder shall bear all its costs associated with or relating to the preparation and submission ofits Bids including but not limited to preparation, copying, postage, delivery fees, expenses associatedwith any demonstrations or presentations which may be required by SAI or any other costs incurredin connection with or relating to its Bids. All such costs and expenses will remain with the Bidder and SAI shall not be liable in any manner whatsoever for the same or for any other costs or otherexpenses incurred by the Bidder in preparation or submission of the Bids, regardless of the conductor outcome of the Selection Process.
- 22.4 The Successful Bidder shall at all times indemnify and keep indemnified SAI against all claims/thirdparty claims/damages etc. for any infringement of Intellectual Property Rights (IPRs) while providingits services under the Project.
- 22.5 The Successful Bidder shall at all times indemnify and keep indemnified SAI against any claims in respect of any damages or compensation payable in consequences of any accident, demise, or injurysustained or suffered by its (the Successful Bidder's) employees or agents or by any other third Partyresulting from or by any action, omission or operation conducted by or on behalf of the SuccessfulBidder.
- 22.6 The Successful Bidder shall at all times indemnify and keep indemnified SAI against and any claimsby Employees in respect of wages, salaries, remuneration, compensation, or the like.
- 22.7 All claims regarding indemnity shall survive the termination or expiry of the Contract.

23. TERMINATION

- 23.1 SAI may terminate the Service Agreement by serving written notice of 30 days:
- a. In case the Successful Bidder is in direct breach of contractual terms and conditions and in the performance of its contractual obligations.
 - b. In the event services of the Bidder are not satisfactory or up to the mark.
 - c. If the Bidder/Successful Bidder becomes insolvent or goes into liquidation or receivership, whether compulsory or voluntary, and which has substantial bearing on providing services under the Service Agreement.
 - d. If the Successful Bidder fails to comply with any final decision reached as a result of arbitration proceedings
 - e. If the Successful Bidder is determined to have engaged in corrupt or fraudulent practices incompeteting for or in executing the Service Agreement.
 - f. If the Successful Bidder submits to SAI a false statement which has a material effect on therights, obligations, or interests of SAI.
 - g. SAI reserves the right to terminate the agreement for any other valid reason determined by SAI in its sole discretion.
- 23.2 The Successful Bidder may terminate the Agreement, by serving a 60-day written notice to SAI, if they reasonably determine and submit that they can no longer provide the Services in accordance with applicable law or professional obligations and in such scenarios, SAI reserves the right to forfeit the Performance Security after due evaluation.

24. FORCE MAJEURE

- 24.1 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Successful bidder and not involving the Successful bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts done in sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, pandemics, quarantine restrictions, lockdowns and freight embargoes. The Successful Bidder shall not be liable for imposition of any such sanction so long as the delay and/or failure of the Successful Bidder in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 24.2 If a Force Majeure situation arises, the Successful Bidder shall promptly notify SAI, New Delhi in writing of such conditions and the cause thereof within 7 (seven) days of occurrence of such event. Unless otherwise directed by SAI, New Delhi in writing, the Successful Bidder shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 24.3 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 (sixty) days, SAI may at its option terminate the contract without any financial repercussion on either side.
- 24.4 In case due to a Force Majeure event SAI, New Delhi is unable to fulfil its contractual commitment and responsibility, SAI, New Delhi will notify the Successful Bidder accordingly and subsequent actions taken on similar lines described in above subparagraphs.
- 24.5 If the performance of in whole or in part or any obligation under the Contract is prevented or delayed by any reason of Force Majeure for a period exceeding [30] days, SAI may at its option terminate the Contract without any financial repercussion on either side.

25. DISPUTE SETTLEMENT MECHANISM

- 25.1 All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract, or any part thereof should be settled by bilateral discussions. SAI and the Successful bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 25.2 If the parties fail to resolve their dispute or difference by such mutual consultation within 30 (thirty) days of its occurrence, then, either SAI, New Delhi or the Successful Bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996, as amended, the rules there under and any statutory modifications or re-enactments thereof and the award of such Arbitration Tribunal shall be enforceable in Indian courts only. In the case of a dispute or difference arising between SAI and the Successful Bidder relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to a Sole Arbitrator, who shall be appointed by the Parties by mutual consent, failing which each party shall appoint one Arbitrator each and together the two Arbitrators shall appoint an Umpire. The award of the arbitrator will be final and binding on the parties to the Contract. The fees and the procedure of the Arbitration proceeding shall be in accordance with the prevailing policies of SAI.
- 25.3 The seat and venue of Arbitration shall be at New Delhi.
- 25.4 The Arbitration proceedings will be in English Language.
- 25.5 Each party shall bear its own cost of preparing and presenting its own case (including all fees and other expenses), unless otherwise awarded by the Sole Arbitrator.
- 25.6 The parties shall continue to perform their respective obligations under this contract during the pendency of the Arbitration proceedings except in so far as such obligations are the subject matter of Arbitration proceedings.

25.7 All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of the Courts at Delhi/New Delhi.

26. APPLICABLE LAW

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

27. RESERVED RIGHTS

27.1 SAI reserves the right to;

- i. Accept/reject any of the RFP clause in full or part without assigning any reason thereof.
- ii. Revise the requirement at a later stage as and when required.
- iii. Amend, modify, relax, or waive/delete any of the conditions/ scope of work stipulated in the RFP wherever deemed necessary, even after award of work.

27.2 In the event of any misstatement or misrepresentation being discovered or detected in the information furnished from the documents submitted by the Bidder in response to this RFP or at any later stage, or in the event of any contravention by the Bidder of any condition or criterion stipulated, SAI shall terminate or cancel the appointment / engagement of the Bidder, and nothing shall be payable or be paid by SAI to the Bidder as compensation/damages or penalty.

27.3 SAI will not be liable for any costs, damages or losses incurred by any Bidder participating in this RFP, if SAI decides to cancel the RFP process or for any reason whatsoever. The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including but not limited to costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal or costs incurred for providing any additional information required by SAI to facilitate the evaluation process.

27.4 The submission of a response to this RFP by any Bidder confirms the Bidder's acceptance of all terms and conditions of this RFP including the amended terms and conditions (if any). Further, by doing so, the Bidder acknowledges that it has:

- Understood and examined the extent of the Rights, scope of Work and other information made available in writing by SAI, for the purpose of this RFP.
- Examined all information relevant to the risks, contingencies and other circumstances that could affect the RFP; and
- Satisfy itself as to the correctness and sufficiency of the RFP.
- Bidders to this RFP or their agents may not make any contact with any party employed by or directly associated with SAI or any of its government partners in relation to this RFP. Any clarifications and all information will be via e-mail only to procurement.kheloindia@gmail.com. No queries shall be entertained by SAI after scheduled date and time mentioned in Bid schedule of the RFP.

28. CORRUPT OR FRAUDULENT PRACTICES

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

- i. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question.
- ii. Will declare a firm ineligible or debar/blacklist, either indefinitely or for a stated period of time, to be awarded a contract by SAI if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices or

gross/deliberate negligence in competing for, or in executing the contract.

- 28.2 SAI reserves the right not to conclude the Contract and in case contract has been issued, terminate the same, if, found to be obtained by any misrepresentation, concealment, and suppression of material facts by the Bidder. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment & suppression of material facts shall be initiated.”

29. CONFIDENTIALITY

- 29.1 The Bidder agrees and acknowledges that this RFP is confidential and the Bidder, by downloading the RFP document, agrees and undertakes that nothing contained in this RFP shall be disclosed in any manner whatsoever, except to the financial and legal advisors of such Bidder. The undue use by any Bidder of confidential information related to the Bid process may, at the sole discretion of SAI, result in the rejection of its Bid. The Bidder shall further ensure that such financial and legal advisors or any other employees, representatives of the Bidder maintain confidentiality of the RFP, and any information disclosed to them in relation thereto.
- 29.2 The Bidder is not authorized to waive or release any privileged information obtained from or on behalf of SAI. The Bidder is required to maintain the confidentiality of all privileged information. This requirement is perpetual i.e., it will continue even after the termination of the relationship between the Bidder and SAI. This requirement is also intended to prohibit the Bidder from using information obtained from or on behalf of SAI or its successors or assignees, including work product prepared at SAI's expense, for other clients of the Bidder without the prior written approval of SAI. The Bidder is not authorized to identify SAI as a client for the purposes of marketing or for advertising, without the prior written approval of SAI. Upon termination of the relationship, the Bidder agrees to return promptly all information obtained from or on behalf of SAI or any copies thereof to SAI. The Bidder is not authorized to communicate with the public, including the press, about any matter in relation to its relationship with SAI without the prior written approval of SAI.
- 29.3 All information and documents that are furnished by the Bidder will be treated as strictly confidential by SAI and shall not be disclosed by SAI to any other party, or otherwise used by itself, other than (a) for evaluating the Bids submitted; or (b) as required by Applicable Law.

30. SUBSTITUTION OF KEY PERSONNEL DURING EXECUTION OF CONTRACT

- 30.1 Substitution of key personnel can be allowed in compelling or unavoidable situations only and the substitute shall be of equivalent or higher credentials. This will be subject to reduction in remuneration. Such substitution will be limited to not more than 30% of the total key personnel, subject to equality, or better, qualified and experienced personnel being provided to the satisfaction of the procuring entity.
- 30.2 Replacement of first 10% of key personnel will result in reduction by 5% of the remuneration which would have been paid to the original personnel, from the date of replacement till the completion of contract.
- 30.3 In case of the next 10% replacement, the reduction in the remuneration will be equal to 10% and for the third 10% replacement such reduction will be equal to say 15%.

31. TERMS OF PAYMENT

- 31.1 The total cost of the Services payable shall be submitted as per the format mentioned in **Annexure VII** as per the EMA's proposal to the Employer and as negotiated thereafter.
- 31.2 Payments under this contract shall not exceed the amount mentioned by the EMA as per the format mentioned in **Annexure VII**.

31.3 All payments shall be made in Indian Rupees.

31.4 The payments in respect of the Services shall be made as follows:-

S. NO.	DESCRIPTION	PAYMENT	DELIVERABLES
a.	Submission of final Approved Work Plan including Operations Plan	10%	Work Plan & Operational Plan
b.	On Mobilization of the core team	20%	Manpower deployment chart and their dates of deployment.
c.	After Opening Ceremony	15%	Report of Work done by EMA with pictures of all venues
d.	1 Week after Opening Ceremony	15%	Pictorial Report of Work done by EMA with pictures of all venues
e.	After Closing Ceremony	20%	Final Report of Work done by EMA with pictures of all venues
f.	After the Final Audit	20%	Approval of Audit/Claim Sheets

32. NOTICE

Notice, if any, relating to the contract given by one party to the other, shall be sent in Speed Post/E-mail and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

33. SEVERABILITY

Any term or provision of this RFP that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms and provisions or the validity or enforceability of the offending term or provision in any other situation or in any other jurisdiction.

ANNEXURE I - TERMS OF REFERENCE (TOR)

1. General

Sports Authority of India, (hereafter referred as “SAI”) an autonomous organization established by Ministry of Youth Affairs & Sports, Government of India invites Online Bids from qualified Firms to associate with SAI as an event management agency for Accommodation, Catering and Transportation and ACT Management of Khelo India Para Games, 2023 Delhi.

2. About SAI

Sports Authority of India (SAI), under the aegis of Ministry of Sports & Youth Affairs has been entrusted with twin objectives of promoting sports and achieving sporting excellence at the National and International level. SAI has played a significant role in shaping India’s sports development by providing training to elite athletes and at the same time operating a number of schemes for identification and development of young talent. Through its sports promotional schemes, SAI supports and nurtures talent amongst youth, and provides them with requisite infrastructure, equipment, coaching facilities, and competition exposure. In addition to promoting sports, SAI has also been a key in promoting awareness among general public on adopting a fit and healthy lifestyle. Khelo India programmes have been implemented with the above-mentioned objectives.

3. About Khelo India

Khelo India aims at strengthening the entire sports ecosystem to promote national objectives of sports development, which includes playfield development; community coaching development; promotion of community sports; establishment of a strong sports competition structure at both school and university levels also for rural / indigenous sports, sports for persons with disability and women sports; filling up of critical gaps in sports infrastructure, including creation of hubs of sports excellence in select universities; talent identification and development; support to sports academies; implementation of a national physical fitness drive for school children; and sports for peace and development. An integral part of the Khelo India Scheme is the Khelo India Youth Games, Khelo India University Games and Khelo India Winter Games. All three are the flagship sports events which help in developing the nation’s elite athletes. **This year SAI has decided to organize Khelo India Para Games, Delhi for the first time ever and the tentative dates are 10th December 2023 to 17th December 2023.**

4. Sports Disciplines and Venues for Khelo India Para Games, 2023

KIPG will have 7 sports disciplines (tentative) and are scheduled to be held across 3 venues (tentative) in Delhi which are as follows: -

S.NO.	TENTATIVE SPORTS DISCIPLINES	COMPETITION DAYS
1.	Cerebral Palsy Football	4
2.	Para Athletics	3
3.	Para Shooting	5
4.	Para Badminton	3
5.	Para Table Tennis	4
6.	Para Powerlifting	4
7.	Para Archery	2

TENTATIVE VENUES	SPORTS
Jawahar Lal Nehru Stadium, Delhi	Para Archery, Para Powerlifting, Cerebral Palsy Football, Para Athletics
Indira Gandhi Indoor Stadium, Delhi	Para Table Tennis, Para Badminton
Dr. Karni Singh Shooting Range, Faridabad	Para Shooting

5. Scope of Services

*ACCESSIBILITY CODE:-

EMA needs to make sure that the following services need to be in accordance with Accessibility Guide defined by International Paralympic Committee-

(https://www.paralympic.org/sites/default/files/document/130902143349868_IPC+Accessibility+Guide_2nd+EDITION_FINAL.pdf) in order to cater to the requirements of Para Athletes.

Sr. No.	Functional Area	Scope of Work																																				
A.	Accommodation	<p>Games Schedule & Traffic (Tentative) has been attached with Annexure VIII.</p> <p>Below is an indicative list:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Particulars</th> <th>Type of Accommodation</th> <th>Type of Occupancy</th> </tr> </thead> <tbody> <tr> <td>i.</td> <td>Athletes and their support staff/escorts</td> <td>Hostels/Hotel – 3 Star</td> <td>Double Sharing</td> </tr> <tr> <td>ii.</td> <td>Team Officials: <ul style="list-style-type: none"> Coaches Team Managers </td> <td>Hotel – 3 Star</td> <td>Double Sharing</td> </tr> <tr> <td>iii.</td> <td>Technical Officials and Classifiers</td> <td>Hotel – 4 Star</td> <td>Double Sharing</td> </tr> <tr> <td>iv.</td> <td>Director of Competitions/Competition Managers</td> <td>Hotel – 4 Star</td> <td>Single Occupancy</td> </tr> <tr> <td>v.</td> <td>Chef De Mission (CDM)</td> <td>Hotel – 4 Star</td> <td>Single Occupancy</td> </tr> <tr> <td>vi.</td> <td>Dignitaries of PCI/NSF/CPSFI</td> <td>Hotel – 4 Star</td> <td>Single Occupancy</td> </tr> <tr> <td>vii.</td> <td>State Senior Officers/ State Coordinators</td> <td>Hotel – 4 Star</td> <td>Single Occupancy</td> </tr> <tr> <td>viii.</td> <td>VVIPs/VIPs: <ul style="list-style-type: none"> Invited Guests & Dignitaries SAI Dignitaries MYAS Dignitaries </td> <td>Hotel – 4/5 Star</td> <td>Single Occupancy</td> </tr> </tbody> </table> <ol style="list-style-type: none"> Bidder should be able to provide accommodation to minimum 40 personnel of similar category of same discipline in one hotel/hostel. However, this is subject to requirement owing to discipline/venue wise mapping. SAI has identified 3 hostels which can be utilized by EMA for accommodating athletes. They are situated at: <ul style="list-style-type: none"> JLN Stadium Complex, Gate Number 1, Near CGO Complex, Delhi (110 Double Occupancy Rooms available – 60 for Male and 50 for Female) Dr. Karni Singh Shooting Range, Suraj Kund Road, Tughlakabad, Delhi (75 Double Occupancy Rooms available – 54 for Male and 21 for Female) IG Stadium, IP Estate, Near Raj Ghat, Delhi (70 Double Occupancy Rooms available – 35 for Male and 35 for Female) Hotel should be well-connected, para-friendly and easily accessible for all kinds of transport vehicles, including buses, ambulance, fire brigade. EMA shall identify the hotels which are near to the venues decided by SAI and shall ensure the availability of ramps for para-athletes. Housekeeping and Maintenance in Hostels is also the responsibility of EMA-ACT. Housekeeping work in Hostels/Hotels will be included but not limited to: <ul style="list-style-type: none"> Cleaning of rooms Procuring and changing of Bedsheets/linen (160-180 GSM), Blankets/Quilts with cover, pillow covers, bath towels (600 GSM) on every alternate days. 	Sr. No.	Particulars	Type of Accommodation	Type of Occupancy	i.	Athletes and their support staff/escorts	Hostels/Hotel – 3 Star	Double Sharing	ii.	Team Officials: <ul style="list-style-type: none"> Coaches Team Managers 	Hotel – 3 Star	Double Sharing	iii.	Technical Officials and Classifiers	Hotel – 4 Star	Double Sharing	iv.	Director of Competitions/Competition Managers	Hotel – 4 Star	Single Occupancy	v.	Chef De Mission (CDM)	Hotel – 4 Star	Single Occupancy	vi.	Dignitaries of PCI/NSF/CPSFI	Hotel – 4 Star	Single Occupancy	vii.	State Senior Officers/ State Coordinators	Hotel – 4 Star	Single Occupancy	viii.	VVIPs/VIPs: <ul style="list-style-type: none"> Invited Guests & Dignitaries SAI Dignitaries MYAS Dignitaries 	Hotel – 4/5 Star	Single Occupancy
Sr. No.	Particulars	Type of Accommodation	Type of Occupancy																																			
i.	Athletes and their support staff/escorts	Hostels/Hotel – 3 Star	Double Sharing																																			
ii.	Team Officials: <ul style="list-style-type: none"> Coaches Team Managers 	Hotel – 3 Star	Double Sharing																																			
iii.	Technical Officials and Classifiers	Hotel – 4 Star	Double Sharing																																			
iv.	Director of Competitions/Competition Managers	Hotel – 4 Star	Single Occupancy																																			
v.	Chef De Mission (CDM)	Hotel – 4 Star	Single Occupancy																																			
vi.	Dignitaries of PCI/NSF/CPSFI	Hotel – 4 Star	Single Occupancy																																			
vii.	State Senior Officers/ State Coordinators	Hotel – 4 Star	Single Occupancy																																			
viii.	VVIPs/VIPs: <ul style="list-style-type: none"> Invited Guests & Dignitaries SAI Dignitaries MYAS Dignitaries 	Hotel – 4/5 Star	Single Occupancy																																			

- Provision of manpower for **cleaning of washrooms (multiple times, as and when required)** and corridors of the complex (hostels)
 - Provision of dustbins changing of garbage bags and dumping of waste minimum twice a day
 - Placement and replenishment of toiletries (Tooth Brush, Paste, Soap, Oil and Shampoo Pouch) in every hostel rooms as and when required.
 - EMA shall be responsible for arranging all the products essential for cleaning rooms and washrooms.
7. Housekeeping manpower should be in the rotational shifts every day, placement of 2 Litre of sealed water bottles per personnel every day.
 8. Pest control and fumigation of hotel/hostel rooms, dining and kitchen venues every day.
 9. Successful bidder shall establish a help desk in each hotel premises having adequate visibility. It shall be manned 24X7 by 1 trained person under an eight-hour shift system. The help desk shall have a multi-function printer, stationery - like paper, Pen, Pencil, and Stapler etc. The multifunction printer will have ability to scan, color print, and photocopier. The help desk shall have a laptop, and internet / Wi-Fi facility. A 6' feet tall notice board on tripod should be provided where day to day instructions and fixtures shall be displayed for information to the participants. Branding material publicizing the Para Games will have to be installed at the help desk; the design for which will be provided by SAI.
 10. The person in charge of help desk shall perform the duty of a liaison officer to look after the needs of Para Games - related occupants of the hotel/hostel, their food, logistics etc. and will interact with counterparts in other hotel/hostel premises if need be and with officials of the FA relating to Accommodation and Catering.
 11. EMA – ACT to ensure of 1 mobile phone connection with each person manning the help desk. In case of change of shift the phone number of the help desk should not change. The person in charge of the help desk will also be required to obtain the event schedule of the athletes staying in the hotel/hostel for the following (next) day and work out the requirement plan.
 12. In case of change of shift the persons of outgoing shift will duly brief the persons of the incoming shift as per the format approved by FA Head SAI.
 13. The final schedule of competition for each sport, final list of participants in each sport will be provided 10 days prior to the start of competitions. Participants and teams will check-in 48 hours prior to the start of their competition and will check out within 24 hours after the last date of competition for their respective sport. Necessary exceptions in case of participants from remote location or any unforeseen circumstances will be made with the approval of the FA. Same will be intimated well within the timeframe to make necessary arrangements.
 14. Transit Accommodations arrangements will be made for early arrival and late departure at each of the cluster. Maximum of 5 percent of the occupancy in the cluster.
 15. Accommodation (Single/ Double) shall be well-furnished and shall mandatorily have these facilities, namely:

S. No.	Essential Service Requirement
i.	Air conditioning
ii.	<ul style="list-style-type: none"> • Free Wi-Fi connection • Cable TV/DTH connection (Only for accommodation in hotels)
iii.	Drinking Water bottles 2 Litre per personnel (<i>unlimited supply of RO water</i>)
iv.	Laundry (4 pieces per person per day)
v.	24*7 Hot water and cold-water facilities
vi.	24*7 power supply
vii.	First aid facilities/box
viii.	Help Desk/Welcome Desk with Branding
ix.	<ul style="list-style-type: none"> • Clean sheets,

	<ul style="list-style-type: none"> • Pillow, • Blankets/Quilts with covers, • Pillow Cover. (To be changed once in 2 days)
x.	Toiletries: <ul style="list-style-type: none"> • Bath Towel, • Soap, • Shampoo, • Oil, Toothbrush & Toothpaste • Room Fresheners (Towels to be changed daily, deep cleaning of washrooms needs to be done)
xi.	<ul style="list-style-type: none"> • Mosquito repellents • Dustbin • Cupboards • Plastic Chair (for para-athletes)
xii.	Miscellaneous In-Room Requirements: <ul style="list-style-type: none"> • Electric Kettles • Tea/Coffee Bags • Sugar Sachets
xiii.	Food (Breakfast, lunch, snacks and dinner as per the schedule of the athlete) in the buffet system as per the standard menu.
xiv.	Security Arrangements (CCTV)

16. Cancellation Charges:

- The exact requirement of rooms shall be provided to the successful bidder at the earliest i.e. 10 days before the commencement of the games. The bidder shall provide tentative booking details for the said requirement within 7 days of issue of the letter for such requirement.
- If rooms are surrendered 10 days before the commencement of the games: no charge shall be payable to the successful bidder.
- If rooms are surrendered 09-04 days before the commencement of the games: 10% charge shall be payable to the successful bidder.
- If rooms are surrendered 03-02 days before the commencement of the games: 20% charge shall be payable to the successful bidder
- If rooms are surrendered 01 days before the commencement of the games: 30% shall be payable to the successful bidder
- If rooms are surrendered less than 24 hours before the commencement of the games: 50% charge shall be payable to the successful bidder
- Check in time will depend on the arrival time of train / bus / flight and accordingly early check-ins will have to be permitted.
- The successful bidder will have to comply with all statutory requirements / obligations as per the law of the land including food inspection, etc.
- Note:** The successful bidder has to cater an additional buffer (additional Inventory) of 5% of total Single Occupancy Rooms and 10% of total Double Occupancy rooms for last-minute requirements at no additional cost to SAI until occupied.

- 17.** According to the accessibility code for para-athletes, following guidelines must be adhered to by EMA-ACT while selecting the accommodation for athletes and their support staff:

S. No.	ESSENTIAL REQUIREMENT (Refer the link for Accessibility Code attached above)*
1.	Common Areas: <ul style="list-style-type: none"> • Step-free access (level or ramped) and/or lift access to main entrance. • Elevator Width - Minimum: 950mm &

				<ul style="list-style-type: none"> Maximum: 1000mm Ground/Lobby level accessible washroom Fire exit & extinguishers Level or Ramped access to dining area Suitable parking space for vehicles.
		2.	Rooms:	<ul style="list-style-type: none"> Wider entry to hotel room- Minimum 950 mm. Bed top height- 450mm to 500mm Mid-height light switches and power outlets (850mm to 1200mm) U-shaped lever type door handsets Smoke detectors. Dimensions of furniture Maneuvering space on each side of the bed- 920mm. Lower hanging space in wardrobe. Washroom Lux level- 30.
		3.	Washrooms:	<ul style="list-style-type: none"> Bathroom Doorway- Minimum 950 mm. Barrier free shower Wall-mounted shower seat Grab bars in washroom Wash Basin height not more than 85 cm. Circulation spaces Fixtures Sink Area Accessible shower features Mirror above sink area <p>(For exact dimensions of the requirements mentioned above, please refer to the link mentioned above or refer to Annexure XI)</p>
		3.	Neighborhood:	<ul style="list-style-type: none"> Proximity to medical services- 500 Mtr.
B.	Catering	<p>The EMA-ACT shall be solely responsible to plan, direct, control and deliver catering services for different categories of services. The EMA - ACT shall ensure that the catering services are consistent with participants and client expectations at the outlined venues during the Games. The tentative dates for Para Games are 10th December to 17th December 2023. The EMA - ACT is required to provide the service from:</p> <ul style="list-style-type: none"> Pre-Competition Days – 8th December 2023 to 9th December 2023. Competition Days – 10th December 2023 to 17th December 2023. Post Competition Days – 18th December 2023. <p>Tentative Menu is attached with Annexure IX</p> <p>1. General Principles to be followed:</p> <ol style="list-style-type: none"> The EMA - ACT must ensure to obtain all the necessary licenses from Food and Drug Administration, Directorate of Health Services or any other competent authorities/ local bodies as may be required and shall submit them to FA Head SAI. The EMA - ACT shall prepare meals using ingredients of the highest quality and as per norms laid down under the Prevention of Food Adulteration Act 1954, as per the FDA (Food and Drug Administration), FSSAI, FAO. The EMA - ACT shall deliver the meals at the venues from the respective main cluster kitchens through refrigerated trucks and the EMA - ACT shall be fully responsible for supply of food in good condition and always fit for human consumption. The EMA - ACT shall also ensure that the food provided is hot and kept for serving in Chaffing dishes wherever applicable. 		

- iv. The EMA - ACT must make their own accommodation, catering, transport, staff and material, equipment, etc. required for the execution of the work.
- v. The EMA - ACT shall be responsible to deliver stock and replenish beverages and food items at the required service lounges, non-competition venues and workforce break areas.
- vi. The EMA - ACT shall avoid usage of plastic as much as possible.
- vii. The EMA - ACT shall be responsible for setting up of required Kitchens for preparation of meals at their own cost. All the requirements of storage & cold storage, gas bank, office space, furniture for kitchen, etc must be setup under Kitchen Overlays (including Setting up of German hanger, Pagodas, electricity connection, drainage, Air conditioning, Furniture (tables and chairs), etc. for kitchen)
- viii. The Authority shall provide the EMA - ACT only with a Catering Compound/Venue for bringing in and storing of cooked meals. Any equipment/ setup required (*including air conditioning, LED screen etc.*), is to be arranged for, by the EMA - ACT at its own cost. The EMA - ACT shall always maintain hygiene at the Catering Compound/Venue at their own cost. The space must be handed over to the Authority after the Games cleared from all waste and garbage.
- ix. The EMA - ACT is responsible to provide Services along with the required equipment at all the venues.
- x. Final Menu to be displayed at each venue and hotel/hostels during every meal.
- xi. The officials appointed by the Authority will conduct inspection at the kitchen, stores and any other aspect connected with the delivery of the services to ascertain the quality of services.
- xii. The supply of food would be as per the accepted offer, numbers given to the caterer and as per the advice given by the Authority.
- xiii. It will be the responsibility of the EMA- ACT to forecast the catering numbers for next day and calculate the catering numbers and confirm the number and venue with the FA head or State Liaison Officers Team.
- xiv. Provision of lunch at the hotel/hostels should be kept by the bidder.
- xv. Provision of non-veg food at the hotel/hostels should be kept by the bidder as per the final menu approved by SAI.
- xvi. Provision of early morning and late-nigh availability of food in case of late arrivals or delay in match schedule.
- xvii. The EMA - ACT will have to chalk out a menu for the following categories:
 - Athletes, Support Staff and Escort
 - TO's, CM, Classifiers & Other Officials
 - VIPs & Media
 - LOC, NSF, PCI & CPSFI
 - Workforce which includes:
 - Police & Traffic Police
 - Volunteers
 - Any other Resource person
- xviii. Punctuality is to be ensured in providing food / beverage as per the schedule, as delay in providing food can affect the arrangements. Timings of meals are mentioned below: -

MEAL	TIMING	REMARKS
BREAKFAST	6:00 – 10:00	Ensure that the players & Officials have their breakfast in the hotel/hostels/venue.
LUNCH	12:00 – 15:00	Lunch to be provided at the venue or hotel/hostels depending on the match schedule.
EVENING SNACKS	16:00 – 18:00	To be provided in the venue/hotel/hostels
DINNER	20:00 – 23.00	To be provided in the venue/hotel/hostels
<ul style="list-style-type: none"> • Tentative time; can be changed according to the game schedule. 		

		<p>xix. Service staff for VVIPs / VIPs / Athletes lounge should preferably be able to speak English & Hindi at least to a reasonable level so as to comprehend the request of guests.</p> <p>xx. All the Catering staff must have experience of handling food and the food needs to be served hot.</p> <p>xxi. The service staff is to be instructed to be well dressed in well dressed in Uniforms and to be very polite and obedient always dealing with Athletes / Officials / Staff.</p> <p>xxii. The service staff preparing, handling and serving food should be always wearing hand gloves and head gears.</p> <p>xxiii. The EMA – ACT shall make an escalation matrix for catering services.</p> <p>xxiv. The EMA – ACT shall make arrangement for clean tablecloths to be provided at each of the dining hanger, lounges and spaces, where food shall be served. These are to be changed on a daily basis.</p> <p>xxv. The EMA - ACT shall be fully responsible for maintaining high standards of food at site being served at all times.</p> <p>xxvi. The EMA - ACT is required to provide with a complete staff report from check-in and check-out.</p> <p>xxvii. The EMA - ACT shall be responsible to provide accreditation cards to all its staff/personnel through SAI, which has to be provided for inspection as and when required by the Authority. Each of the staff working at the venue will have to be accredited, as per SAI accreditation guidelines. Each catering personnel will have to wear the accreditation card on him/her all the time when on duty at different venues.</p> <p>xxviii. EMA-ACT shall ensure distribution of food to para-athletes on dining table at venue or hotels/hostels in case required.</p> <p>xxix. The EMA - ACT shall take all precautionary measures to ensure safety of its workmen employed by it and SAI will not be responsible in case of eventuality.</p> <p>xxx. The EMA - ACT shall serve the meals in the BPA free food boxes, use cutleries which are of highest-grade quality, recyclable and easily disposable.</p> <p>xxxii. All food and water will be subject to the guidelines of NADA / WADA.</p> <p>xxxiii. There must be sufficient amount of crockery and cutlery for each of the Buffet meals.</p> <p>xxxiv. Low fat and full cream milk products should be labelled separately while serving.</p> <p>xxxv. While serving cut fruits on demand, the fruits should be cut while serving.</p> <p>xxxvi. Olive Oil for salad dressing and Sunflower oil for cooking should be used.</p> <p>xxxvii. No Trans-fatty oils should be used while preparing food nor will they be added to any of the food item.</p> <p>xxxviii. Alcoholic beverages shall be strictly prohibited.</p> <p>xxxix. Use of single use plastic is banned at the event venues.</p> <p>xl. Proper allocation of handwash area should be made by the EMA – ACT with respect to accessibility code for para-athletes.</p> <p>xli. Final payment for consumption of meal via accreditation cards will be made after taking the exact count from scanner.</p> <p>2. Water and Ice</p> <p>i. The EMA - ACT is responsible for providing Ice (Cubes and Blocks) for Sport (Competition and Training Days) and Ice Packs for Medical and Anti-Doping purposes. The requirement will be provided to the caterer 7 days in advance.</p> <p>ii. The EMA - ACT is required to provide Ice Boxes during Training and Competition Days. The numbers for which will be informed at a later stage.</p> <p>iii. Field of Play (FOP) will have water being served in 500 ml pet bottles which will be kept in Ice Boxes.</p>
--	--	--

- iv. The EMA - ACT is required to re-fill the water dispensers and to provide disposable cups as per the requirement at the service lounges, non-competition venues and workforce break areas at all the outlined venues.
- v. The EMA - ACT is required to provide drinking water to the Technical Officials/Guests during the Launch, Opening and Closing Ceremony.

3. Lounges & Services

- i. EMA – ACT to cater running tea/coffee, juices, cookies & snacks to the following lounges for a minimum of 10 hours.
 - Technical Officials Lounge
 - SAI Officials Lounge
 - Games Secretariat
 - FOP area for all sports
 - Media Lounge in all Venues
 - VIP Lounge in all Venues
 - Athlete Lounge in all Venues
 - Medical Staff in all Venues
- ii. The EMA – ACT to provide water, tea/coffee vending machines in all lounges with dedicated manpower to serve the officials, VIPs and other invited dignitaries.
- iii. 500 ml water bottles to be provided in the lounges & FOP area. (Unlimited Water Supply).
- iv. The EMA – ACT to provide and ensure water, tea/coffee vending machines in Games Secretariat, SAI and GMS Office with dedicated manpower to bring cookies/snacks when ordered and cleaning/maintaining of hygiene all time.

4. Safety and Quality Checks

Personal Hygiene: -

- i. The EMA - ACT shall ensure that staff deployed in catering services is free from any infection or communicable diseases and arrange their regular health check-ups before the initial deployment. The staff should trim their nails regularly and wear head gears & gloves at the workplace. Smoking, eating or chewing of tobacco / gutka etc., spitting is strictly prohibited.
- ii. The waiters/serving staff shall be well dressed, presentable, well-mannered and trained. Adequate sets of co-branded uniform shall be provided by the EMA - ACT so that they can present themselves neat and clean daily.
- iii. EMA shall make sure that the all the waiters/serving staff must change the
- iv. They should not be talking while serving food. Use of Masks, Gloves and head caps is mandatory.
- v. Utmost cleanliness and hygiene should be maintained at all times in entire premises and at the respective competition venues, where meals are served. The disposal/ management of the garbage/ food waste generated at the premises, i.e. hostel/ hotel or sporting venue, shall be the responsibility of the bidder and the bidder will work in close coordination with other agencies in this regard.
- vi. Cleaning of tables/dining and catering area is to be done by the EMA – ACT.
- vii. The EMA -ACT shall carry out pest control and fumigation of kitchen and dining Hall at all venues.

Quality Maintenance: -

- viii. The eatables served by the EMA - ACT to the Guests shall be completely hygienic, free from any sort of adulteration or foreign ingredients etc. Dishes containing any foreign ingredient shall not be served.
- ix. Non-vegetarian dishes shall be made from fresh and good quality chicken, mutton and fish and shall be purchased from standard authorized shop. The pieces of non-vegetarian items shall not be too small or too big. Unnecessary shreds and small bone pieces shall be removed. The non-vegetarian items shall be washed and marinated properly before cooking.
- x. All the vegetarian and non-vegetarian dishes shall be cooked separately.

		<ul style="list-style-type: none"> xi. All vegetables, fruits etc. used shall be fresh and shall not be rotten or overripe. The EMA - ACT shall be responsible for their hygiene and safety. Milk and milk products such as curd, yoghurt, cheese etc. shall be of good quality and should be prepared and served fresh. All the items being used shall be stored properly and used before the expiry/ best before date. xii. The menu must be vetted by qualified nutritionist / food expert appointed by SAI. xiii. The EMA - ACT shall maintain hygienic conditions in cooking/ pantry area and dining/serving areas. The housekeeping staff for the dining areas are also to be provided by EMA-ACT. xiv. The packaged drinking water which will be used to replenish and will be placed at the FOP, should be of IS: 14543 and should carry the appropriate CM/L number. The water should be processed with different techniques such as Ozonation, U.V. Sterilization, Micron Filtered, RO etc. The bottles used should be pet bottles. xv. The EMA - ACT shall clean and sanitize Water Cans, Water Dispensers and Tea/Coffee Vending Machines at the end of every operational day. The EMA - ACT is responsible for cleaning and sanitization of refrigerator/visi cooler and ice boxes. <p style="text-align: center;">Inspection:</p> <ul style="list-style-type: none"> xvi. Department of Food & Civil supply or the competent authority shall carry out inspection of food items and services for their quality as per prevailing rules and regulations and shall abide by all laws applicable. xvii. The bidder must ensure that an inspector from Food Safety and Standards Authority of India shall carry out inspection at the kitchens on regular basis. xviii. The Authority shall also ensure pest control and fumigation of kitchen and dining Hall at all venues. xix. In case of dispute regarding the services, quality or the quantity of the food items, snacks, tea etc. the decision of the Authority will be final and binding.
C.	Transportation	<p>The EMA-ACT will plan, schedule and execute the Transportation services for Khelo India Para Games, 2023 Delhi.</p> <p>The indicative scope is provided below: Vehicle Details & Requirement have been attached with Annexure X.</p> <p>1. General Conditions:</p> <ul style="list-style-type: none"> i. Meals for the drivers will be the responsibility of the EMA-ACT. ii. Along with the list above, the successful bidder needs to furnish photocopies of RC/Fitness certificate and permits. iii. First Aid box and fire extinguisher for each vehicle is mandatory. iv. In case bidder has aggregated the vehicles by entering into agreement (s) with other vehicle owners / transport agencies/ other sources, the name of the transport EMA - ACT/ other sources with which vehicles have been owned /hired through agreements, copies of the agreements must be submitted to the SAI as and when directed. v. Arrangement of buses, mini-buses, cars is a responsibility of EMA-ACT. vi. SAI shall offer a minimum of 100 kms of usage for each bus and mini-bus and 100 kms of usage for each car per day. vii. The minimum assured Kilometers for operation for Hatchbacks/ Sedans/ SUVs during the entire course of the event shall be 100 Kms per day & the minimum operating time assured is 12 hours each day for all categories of vehicles. The bidder shall make vehicles available for operations as per instructions of SAI. viii. EMA shall also be responsible for providing shuttle service inside & outside each venue for commute. ix. Payment will be made based on actual use of vehicles. x. The "kilometers run" will be worked out on daily basis. Data from the odometer will be recorded at the time of reporting at transport hub or at any other designated place and at the time of releasing the vehicle after

		<p>completion of duty for the day either at the transport hub or at any other designated place.</p> <p>xi. EMA needs to make sure that every driver submits a photograph of the odometer reading at the end of the day in the 'Time Stamp' format.</p> <p>xii. The fueling of the vehicle has to be done by the bidder at his/her own cost during the idle time without affecting the activities/requirements of the game's authority. The cars will be parked at assigned place(s) identified by SAI for operation.</p> <p>xiii. For Dead Kilometers as operated by the Bidder for the purpose of maintenance of the vehicle will be recorded separately and will not be paid. Dead KMs and Dead hours will not be paid.</p> <p>xiv. All the receipts/duty-slips/sign offs must be submitted to the concerned FA Head in time by EMA-ACT.</p> <p>xv. The Bidder has to ensure that the vehicle does not break down due to diesel/petrol and/or lubricant shortage while the vehicle is in operation for the whole day.</p> <p>xvi. The bidder has to ensure the vehicle life should not exceed 5 years for cars and 7 years for buses.</p> <p>xvii. The Bidder shall provide the Cars with full fuel tank at the time of the starting of the contract period and shall also be responsible for the day to day maintenance, including washing and cleaning of the vehicle. The driver should be in Uniform.</p> <p>xviii. SAI will require the vehicles on hire over a tentative period of 10-15 days. Actual requirement of the vehicles shall be communicated to the bidder 10 days before the start of the games.</p> <p>xix. Bidder will be bound by all the conditions of the SAI till the agreement is in force.</p> <p>xx. All vehicles shall be covered under comprehensive insurance from any insurance company during the lease period at its cost.</p> <p>xxi. The Bidder must ensure that the insurance policy should always remain in force during the operations/contract period and further, without prejudice to above; the Bidder shall permanently indemnify the SAI for all accident compensation claims lodged against it.</p> <p>xxii. SAI shall under no circumstances be made liable or responsible by the bidder to pay compensation that may be awarded by Motor Accident Claim Tribunal or Tribunals in respect of accidents.</p> <p>xxiii. It will be the responsibility of Bidder to ensure that the driver maintains close coordination with officials of SAI detailed for duty in the Transportation Functional Area, provides facilities to the travelers and ensure that the travelers are not put to any inconvenience. The driver and attendants shall be courteous with travelers and also with SAI Officials /Staff, Athletes/Dignitaries etc.</p> <p>xxiv. The Bidder shall not employ any person as a driver for operating a Car on hire basis who was earlier removed or dismissed for having criminal background. The driver shall know to read and speak English and Hindi languages. The Police verification of driver will be done prior to execution of contract and document to this effect submitted to this office.</p> <p>xxv. The driver shall be provided with an identity card with photo attested by the Bidder and counter stamped by Transportation Functional Area Head.</p> <p>xxvi. The Bidder shall furnish photocopy of the Vehicle Documents & driving licenses of the driver to SAI. The bidder shall submit the passport size photograph of the driver and other staff.</p> <p>xxvii. The Bidder shall bear the cost of the driver including his wages, daily allowance, Food, etc. The Bidder shall also bear the cost of the diesel/petrol for vehicles supplied.</p> <p>xxviii. The driver shall scrupulously follow the instructions issued by SAI from time to time. As and when the SAI finds behavior and conduct of the driver questionable/ unbecoming and any act of indiscipline driver will be liable for removal from the operation due to misconduct such as:</p> <ul style="list-style-type: none"> • Driver found under influence of alcohol. • Serious misconduct with Public/ Traveler. • Rash / dangerous driving enroute as per the opinion of the traveler.
--	--	--

		<p>xxix. In the event of a driver being removed for such conduct, the responsibility of the Bidder shall be to provide substitute driver forth with failing which the penalty of Rs. 2500/-per day will be charged. Such vehicle without driver will not be considered for payment of hire charges for the day/rest of the contractual period as may be decided by the SAI.</p> <p>xxx. The Bidder shall keep the Vehicle Road worthy and clean as mentioned in Chapter-VII of the Motor Vehicle Act, 1988 and Rules made there under from time to time.</p> <p>xxxii. The hired vehicles will be parked at the Hub as facilitated by SAI or at any place convenient to the bidder at the risk of the bidder. SAI shall have liberty to ply the vehicles for night out halt as per the scheduled requirement. The decision of the SAI will be final.</p> <p>xxxiii. In case of break down, the service provider will have to replace /provide substitute suitable vehicle immediately within 30 minutes of breakdown. Otherwise, a penalty of Rs 3,500/- per day will be levied and the service provider will not be paid the hire charges for the cancelled Kms. of that day's schedule/rest of the contractual period as may be decided by the SAI.</p> <p>xxxiiii. SAI shall pay the TSP rental/ hire charges which shall include fuel cost for 100 km running of the vehicles and taking 12 hours as minimum operation time each day.</p> <p>xxxv. For actual Kilometers operated beyond 100 kms & beyond 12 hours of operating time for all categories of vehicles, SAI shall pay the TSP contract hire charges as per the extra rates specified in Work Order/ agreement.</p> <p>xxxvi. SAI shall have right to deduct the penalties or fine levied against the bidder, from the amount due to Bidder either from hire charges or Bank guarantee/Security deposit.</p> <p>xxxvii. In case of any emergency, spare vehicles need to be deployed at the venue as well as in the hotel and hostel.</p> <p>xxxviii. The EMA – ACT needs to forecast the vehicle requirement for the next day.</p> <p>xxxix. The EMA – ACT shall make an escalation matrix for transportation services.</p> <p>xl. Drivers should be briefed about their responsibilities along with the routes (Hotel-Venue-Hotel)</p> <p>xi. Drivers shall be well dressed, presentable, well-mannered and trained. They should present themselves neat and clean.</p> <p>xli. Branding & Reporting</p> <p>xlii. The vehicles shall display Para Games Stickers on both sides (of the car & buses provided by SAI) as per the designs approved for Para Games. Branding material has to provide by the EMA-ACT. No vehicles shall be allowed to operate without proper branding approval provided by SAI.</p> <p>xliii. SAI authority shall stick VAPPs (Venue Access Permit Pass) on cars.</p> <p>xliv. A minimum area of 20 sqft for each Car branding & 80 sqft of each Bus branding has to be done.</p> <p>xlv. All vehicles shall be mounted with GPS Tracking System. Bidder should establish a Control room for tracking all the vehicles on real time basis. Location of the control room shall be recommended by SAI.</p> <p>xlvi. The buses shall have minimum 1 representative from EMA-ACT.</p> <p>xlvii. All the vehicles shall have navigation software like google maps.</p> <p>xlviii. Helpdesk</p> <p>xlix. EMA – ACT to have minimum one helpdesk at each Arrival & Departure point, Hotel, place of accommodation and Venue which should be manned 24 hours (including but not limited to Airport, Railway station & Bus station). EMA-ACT should provide manpower in 8 hours multiple shifts accordingly.</p> <p>I. The basic overlays will be provided by SAI.</p>
D.	ACT Management	<p>EMA-ACT will provide supervision by dedicated Senior Management of successful bidder for overall functions and end-to-end coordination of the Functional Areas.</p> <p>i. This will necessitate obtaining of arrival plans of various stake holders from the SAI and transportation plans of athletes/ officials from hotel/hostels to games venue, training venues and back, and making room allotment and coordinating breakfast, lunch, snacks and dinner for the athletes, support staff, officials etc. (suggestions are illustrative only).</p> <p>ii. For efficient management of boarding and lodging of the athletes and officials, the bidder will have to ensure the following:</p>

- Training and briefing of the staff recruited by EMA regarding how to handle/ behave with para-athletes and their support staff.
- This will necessitate obtaining arrival plans of various stakeholders from SAI and transportation plans of athletes/ officials from hotel to games venue and back and making room allotment and arranging breakfast, lunch, snacks and dinner for the athletes, support staff, officials at the place of stay or at the game's venue depending upon the schedule of the games etc. EMA – ACT should also have the provision of packed meals for few venues as per the games schedule.
- Dividing the hotels into clusters based on location and allocating one manager for each cluster.
- For every 5 hotels in a cluster, at least one Coordinator will have to be appointed who will ensure end-to-end supervision of ACT in the hotels assigned to him/her.
- The Cluster Manager will supervise end-to end coordination of ACT in his/ her cluster. For every hotel, at least one Coordinator will have to be appointed who will ensure end-to-end supervision of Accommodation, Catering & Transportation in the hotels/hostels assigned to him/her.

- iii. Daily report of occupancy of each hotel is to be submitted to FA Head by the next day.
- iv. Forecast report regarding vacating rooms in each hotel/hostel to be submitted to FA Head at least one day prior by EMA-ACT.
- v. The Event Management EMA - ACT has to coordinate and manage buses, mini buses & cars on daily basis. The SAI may ask for Car- Pool services for LOC. EMA – ACT shall also coordinate for the same.
- vi. The Bidder shall maintain a vehicle logbook given by SAI indicating date-wise operational particulars, which should be signed by drivers, bidder or his authorized representative and attested by the authorized officials of SAI/Transportation Functional Area on daily basis.
- vii. Bidder shall be responsible for compliances of all statutory requirements including but not limited to minimum wages, maximum duty hours for the manpower deployed.
- viii. The bidder shall be responsible to ensure compliance with all environmental requirements and shall also be responsible for the removal and disposal of liquid waste and solid waste material generated in the areas allocated to the bidder.
- ix. Daily report of occupancy of each hotel/hostel, In-stadia catering & Vehicle usage are to be submitted to FA Head SAI by the next day.
- x. A live dashboard of the usage of previous day has to be provided by EMA-ACT.
- xi. A 24X7 Helpline service to be provided. It should be toll free number to manage the grievances and proper manpower shall also be provided by EMA -ACT.
- xii. In case, low-floor buses/cars are provided by SAI for athletes and their support staff, it shall be the responsibility of EMA to coordinate and manage the inventory.

Control Room

- xiii. The EMA-ACT shall have a control room at the Games Secretariat based in Delhi with minimum 3 operators in 3 shifts to manage the helpline.
- xiv. The helpline shall be a toll-free number.
- xv. The Control room should be equipped with basic infrastructure i.e. Laptops for operators, telephone lines for each of the 3 operators.
- xvi. It will be the responsibility of the EMA-ACT to follow-up with the hotels for early & late check-in.
- xvii. It will be the responsibility of the EMA-ACT to follow-up with the drivers for pick-up and drop services.

Reporting

	<p>The following reports are to be provided by the EMA - ACT:</p> <p>xviii. Daily Status Report: The EMA - ACT must submit a report to the Authority which is to be submitted by 10am each day of the next day's management and deployment plan that provides an update on the status and progress of the accommodation, catering & transportation service timeline, including:</p> <p>xix. Labor, staffing and rosters xx. Equipment Deployment</p> <p>Note: The Authority should also get a daily report of the 20ltr Water Cans and 500ml water bottles deployed and used the previous day.</p> <p>xxi. Incidents, of the previous day, if any xxii. Recommendations</p> <p>xxiii. Final Reports: The EMA - ACT must submit a report to the Sports Authority of India on completion of the project that provides an update on the overall status and progress of the accommodation, catering & transportation service timeline, including:</p> <p>xxiv. Labor, staffing and rosters xxv. Equipment xxvi. Time-Stamp Photos of each vehicle at start and end of the Km. xxvii. Incidents, of the previous day, if any.</p>
--	--

ANNEXURE II – INSTRUCTIONS FOR ONLINE BID SUBMISSION

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.
 - (i) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

4. PREPARATION OF BIDS

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

5. SUBMISSION OF BIDS

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

6. ASSISTANCE TO BIDDERS

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

ANNEXURE III – 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 II** above.

Sl. No.	Criteria	Document to be submitted online
I. General Documents		
1.	Bid Security	Required Documents for EMD as per clause 10 of RFP.
2.	Bid Submission Form	Scanned copy of Signed and Stamped Bid Submission Form as per Annexure XII .
3.	Authorized Signatory	Scanned copy of Power of Attorney in favour of Authorized signatory of Bidding Documents. OR Signed and scanned copy of Board resolution in favour of Authorized signatory of the bidder. (Sample Attached at Annexure XIII)
4.	Declaration regarding Acceptance of all terms and Conditions of the RFP and its subsequent amendments	A declaration confirming Acceptance of all terms and Conditions of the RFP and its subsequent amendments without any deviation.
5.	Annexure XIII regarding annual turnover	Scanned copy of Annexure XIV
II. Pre-Qualification Documents: Criteria as Mentioned in Clause 1 of Annexure IV.		
6.	Legal Entity	Copy of Incorporation Certificate, Partnership Deed etc.+ Copy of Registration Certificates with the GST & IT (PAN) Authorities
7.	Bidder's Credential	Annexure XV along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying at least receipt of one payment in the claimed project and in case of ongoing projects, at least payment of 80% of the project cost
8.	Turnover	Certificate by Statutory Auditor/ Chartered Accountant stating turnover and net positive worth in required financial years as per Annexure XIV.
9.	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 IV .
III. Evaluation Criteria Documents: Criteria as Mentioned in Clause 2 of Annexure IV		
10.	Relevant experience of the bidder	Annexure XV along with Work Order + Completion Certificates/ payment proof from client /certification from a Chartered Accountant certifying at least receipt of one payment in the claimed project
11.	CV of Personnel	CVs as per format at Annexure XVI along with declaration regarding availability from the part of the resource. <i>CVs should contain a list of projects to be considered for evaluation with brief summary elaborating the suitability against requirement in evaluation criteria</i>
IV. Financial Bid		
12.	Financial Bid	As per format at Annexure VII , Price Bid Format. To be uploaded only in the Price Bid Section of CPP Portal.

ANNEXURE IV – ELIGIBILITY AND EVALUATION CRITERIA

1. ELIGIBILITY CRITERIA

S. No.	Parameter	Criteria
1	Bid Security	Required Documents for EMD as per clause 10 of RFP.
2	Bid Submission Form	Scanned copy of Signed and Stamped Bid Submission Form as per Annexure XI .
3	Legal Entity	Bidder should be a registered legal entity as on the date of submission of bid recognized under the legal statute of the country including any Company, Partnership firms/LLP for last 5 years on the date of submission of bid Registered with the Income Tax (PAN) and GST (GSTN) Authorities in India with active status
4	Bidder's Credential	The bidders must have undertaken and delivered: <ol style="list-style-type: none"> i. at least 1 project with contract value of INR 7,41,64,000 and above OR ii. 2 projects of minimum INR 4,63,53,000 each OR iii. 3 projects of minimum INR 3,70,82,000 each, of Event Management Services with similar scope of work to Central or State Government/Autonomous Bodies/PSUs (in terms of payments received) in last three years ending on 30.09.2023.
5	Turnover	The bidder should have an average annual turnover of at least INR 10,00,00,000 (Ten Crores) over the last three financial years ending March 2023.
6	Declaration regarding Acceptance of all terms and Conditions of the RFP and its subsequent amendments	A declaration confirming Acceptance of all terms and Conditions of the RFP and its subsequent amendments without any deviation.
7	FIT and Proper Person	Bidder should be Fit and Proper person as per the criteria defined in this RFP document.

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 still exists.
- e. Absence of any disqualification as specified below:
 - o 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.
 - o 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.
 - o 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.
 - o 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.
 - o 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 maybe, from participating in any project, and the bar subsists as on the date of submission of bids.

2. EVALUATION CRITERIA

The technical bid of each eligible Bidder shall be evaluated in accordance with the following methodology:

S. No.	Criteria	Max Marks	Document/ Evidence Required
1.	Relevant experience of Agency in undertaking Accommodation, Catering and Transportation assignment for a value of more than INR 3,70,82,000 (Three Crore Seventy Lakhs Eight Two Thousand) in the previous 5 years (International/National/State): <ul style="list-style-type: none"> ○ 1 to 3 similar assignments - 5 marks ○ 4 to 5 similar assignments - 7.5 marks ○ 5 or more similar assignments - 10 marks 	10	Work Order & Client Certificate/ Completion Certificate/ Certificate from Statutory Auditor
2.	Relevant experience of Agency in undertaking Sports Assignment (International/National event) Number of assignments: <ul style="list-style-type: none"> ○ Single Sport Event – 2.5 marks ○ Multi-Sport Multi Venue Event - 5 marks Maximum assignment to be submitted – 2	10	Work Order & Client Certificate/ Completion Certificate/ Certificate from Statutory Auditor
3.	Relevant experience of the Agency in managing & providing accommodation services (minimum 3 star) for the following number of nights in any 3 of the previous 5 years i.e., 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23. <ul style="list-style-type: none"> ○ More than 40000 up to 60000 Nights - 5 marks ○ More than 60000 up to 80000 Nights – 7.5 marks ○ More than 80000 Nights – 10 marks 	10	Work Order & Client Certificate/ Completion Certificate/ Certificate from Statutory Auditor
4.	Relevant experience of the Agency in providing in-house or outdoor catering to minimum 5000 pax at a time (i.e., Veg, Non-Veg, South Indian, North Indian, Chinese, Continental, etc.) for the following number of years. The number of years shall be reckoned as on 30 th September 2023. <ul style="list-style-type: none"> ○ More than 2 years up to 3 years – 5 Marks ○ More than 3 years up to 5 years- 7.5 Marks ○ More than 5 years – 10 Marks 	10	Work Order & Client Certificate/ Completion Certificate/ Certificate from Statutory Auditor
5.	Relevant experience of the Agency in providing and managing passenger vehicles on hire on monthly basis to Central Government, State Government & Private Organizations for the following number of people on any single day <ul style="list-style-type: none"> ○ More than 500 up to 1000 Vehicles - 5 marks ○ More than 1000 up to 2000 Vehicles – 7.5 marks ○ More than 2000 Vehicles – 10 marks 	10	Notarised Copies/Statutory Auditor certificates, evidencing involvement and experience with similar Events or similar job done related to the Scope of Work mentioned.
6.	Evaluation of Workforce Experience in managing and planning accommodation, catering & transportation services: <ul style="list-style-type: none"> • ACT Management & Coordination Head – 8 Marks • Accommodation Head – 4 Marks 	20	<ul style="list-style-type: none"> • CVs of key personnel (as mentioned in the adjacent column) to be deployed highlighting only the relevant experience

	<ul style="list-style-type: none"> • Catering Head – 4 marks • Transportation Head – 4 marks 		<p>to be presented during the presentation.</p> <ul style="list-style-type: none"> • The capacity in which they worked (designation) in the relevant events is to be mentioned specifically.
6.a	<p>ACT Management & Coordination Head</p> <ul style="list-style-type: none"> • Must be a Post Graduate in the field of management with minimum 10 years of experience in managing and planning Accommodation, Catering & Transportation services 		
6.b	<p>Accommodation Head</p> <ul style="list-style-type: none"> • Must be Graduate any field with minimum 5 years of experience in managing Accommodation services at Senior level 		
6.c	<p>Catering Head</p> <ul style="list-style-type: none"> • Must be Graduate in any field with minimum 5 years of experience in managing Catering services at Senior level 		
6.d	<p>Transportation Head</p> <ul style="list-style-type: none"> • Must be Graduate in any field with minimum 5 years of experience in managing Transportation services at Senior level 		
7.	<p>Technical Presentation</p> <ul style="list-style-type: none"> ○ Approach and Methodology for each vertical; Accommodation, Catering & Transportation – 10 Marks ○ Work Plan and Roadmap for the deliverables – 10 Marks ○ Demonstration of understanding of scope of services/TOR – 5 Marks ○ Digital Solution to manage ACT – 5 Marks 	30	Technical Presentation
Total		100	
Qualifying Marks		60	

ANNEXURE V – 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 SAI’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 _____ for which payment will and truly to be made to SAI, 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 SAI 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 SAI up to the above amount upon receipt of its first written demand, without the SAI having to substantiate its demand, provided that in its demand SAI 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 VI – BANK GUARANTEE FORM 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

ANNEXURE VII – FORMAT FOR PRICE BID

(As per BOQ uploaded on CPP portal – To be uploaded only in Financial BID Section of CPP Portal). This shall not be the part of Technical Bid. Submission of the Price Bid as a part of Technical bid will lead to rejection of the bid.

Summary:

Sl. No.	Name of Item	BASIC RATE In Figures To be entered by the Bidder in Rs. Inclusive of taxes	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes
1	2	3	4	54
1	Summary Sheet			
1.01	ACT Management	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.02	Accommodation	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.03	Catering	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.04	Transportation	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.05	Others	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
Total in Figures			0.00	0.00

2. ACT Management

Sl. No.	Name of Item	Quantity	Units	Days Duration	BASIC RATE In Figures To be entered by the Bidder in Rs. P	Excise Duty	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes
1	2	4	5	7	13		53	54

1	ACT Management							
1.01	ACT Management & Coordination Head	1	Nos.	20	To Be Quoted in the BoQ on CPP portal Only		0.00	0.00
1.02	SMEs (One Each for Accommodation, Catering & Transportation)	3	Nos.	20	To Be Quoted in the BoQ on CPP portal Only		0.00	0.00
1.03	Others (additional manpower quantity to be added as per the Bidders understanding) (16 days)*	1	Lumpsum	1	To Be Quoted in the BoQ on CPP portal Only		0.00	0.00
2	Others							
2.01	Helpline - 24/7 phone lines (Toll free number with sufficient manpower) (15 days)	1	Nos.	15	To Be Quoted in the BoQ on CPP portal Only		0.00	0.00
2.02	"May I Help You?" Ushers (15 days)	1	Nos.	15	To Be Quoted in the BoQ on CPP portal Only		0.00	0.00
Total in Figures							0.00	0.00

*** The bidder is required to quote the total amount towards deployment of resources at 1.03 above as per bidders understanding, in BOQ on CPP portal. Separate break up for same may be provided to SAI during Technical Presentation.**

3. Accommodation MAP Plan

Sl. No.	Name of Item	Qty. for MAP Plan	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P MAP	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes
1	2	4	5	13	53	54
1	Hotel Rating/ Occupancy/ Room Types					
1.1	3 Star/ Double/ Standard	3334	Nos.	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.2	4 Star/ Single/ Deluxe	442	Nos.	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.3	4 Star/ Double/ Standard	523	Nos.	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
Total in Figures					0.00	0.00

4. Accommodation AP Plan

Sl. No.	Name of Item	Qty. for AP Plan	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P AP	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes
1	2	4	5	13	53	54
1	Hotel Rating/ Occupancy/ Room Types					
1.1	5 Star/ Single/ Deluxe	82	Nos.	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
Total in Figures					0.00	0.00

5. Catering

Sl. No.	Particulars of meals to be served with Water	Quantity	No. of Days	BASIC RATE In Figures To be entered by the Bidder in Rs. P CP	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes
1	2	4	7	13	53	54
1	Type A- Athlete + TO+ CM + Support Staff+Escorts+Classifiers					
1.01	Breakfast	403	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.02	Lunch	1150	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.03	Evening Snacks	460	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
1.04	Dinner	403	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
2	Type B - VIPs + Media + (LOC) Committee Member and State Member + CDM					
2.01	Breakfast	90	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
2.02	Lunch	225	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
2.03	Evening Snacks	90	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
2.04	Dinner	68	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
3	Type C - Others (Volunteers + Sports Specific Volunteers)					
3.01	Breakfast	215	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
3.02	Lunch	430	10	To Be Quoted in the BoQ on	0.00	0.00

				CPP portal Only		
3.03	Evening Snacks	215	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
3.04	Dinner	86	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
4	Type D - Others (Running Tea/ Coffee and Water at each Game Venue)					
4.01	A. Tea / Coffee Vending Machine with paper cups and for VIPs Cups and Saucer at all game venue with adequate manpower to serve. B. Cookies & 1 veg light snacks	12	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
5	Type E- Water					
5.01	500 ml packaged drinking water	200000	1	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
5.02	20 litre water dispenser (Dispenser with Hot & cold option) with 14 hours continuous water bottle refill	32	10	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
6	Overlays					
6.01	Kitchen Setup for all Venues (3 Venue)	3	11	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
Total in Figures					0.00	0.00

6. Transportation:

Sl. No.	Name of Item	Quantity required for total event days	Unit Rate for 100 KMs per day (Inclusive of Fuel, Toll, Parking) for 12 hours daily Refer - RFP Scope of Work	Unit Rate for additional KMs	Unit Rate for additional hour	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes
1	2	4	3	23	24	4	54
1	Category 1						
1.01	Swift Dzire/ Etios or equivalent	479	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ	To Be Quoted in the BoQ on	0.00	0.00

				on CPP portal Only	CPP portal Only		
1.02	Innova Crysta/ Ertiga or equivalent	37	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
2	Category 2						
2.01	20 Seater AC Mini Bus (with wheel chair Ramp)	56	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
2.02	35 Seater AC Bus (with wheel chair Ramp)	303	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
3	Category 3 (Monthly cost)						
3.01	Swift Dzire/ Etios or equivalent	1	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
3.02	Innova Crysta/ Ertiga or equivalent	1	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	To Be Quoted in the BoQ on CPP portal Only	0.00	0.00
Total in Figures						0.00	0.00

7. Others

Sl. No.	Name of Item	Quantity	Units	Days Duration	BASIC RATE In Figures To be entered by the Bidder in Rs.	Excise Duty	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes

					P			
1	2	4	5	7	13		53	54
1.01	Lump sum cost for Housekeeping at hostel and dinning area including but not limited to Manpower (Male and Female), Procurement of Material and Fumigation/pest control. As Per Scope of Work Clause 5A. Pt no. 6 to 8.	1	Lumpsu m	1	To Be Quoted in the BoQ on CPP portal Only		0.00	0.00
1.02	Laundry facilities for participants staying in hostels - 4 pieces per personnel (Athletes, Support Staff, TOs, etc.)	1	Lumpsu m	1	To Be Quoted in the BoQ on CPP portal Only		0.00	0.00
Total in Figures							0.00	0.00

ANNEXURE VIII – GAMES SCHEDULE AND TRAFFIC (TENTATIVE)

Khelo India Para Games -Tentative Schedule												
S.No	DISCIPLINE	No. of Days	VENUE	10 Dec 2023 OC	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-12-2023 CC	
1	PARA ATHLETICS	3	JLN Stadium,New Delhi		Para Athletics-3							
2	PARA ARCHERY	2	JLN Stadium,New Delhi (Training football Ground)						Para Archery-2			
3	CP-FOOTBALL	4	JN Stadium- Football Ground (Next to Basketball Court)					CP Football -4				
4	PARA BADMINTON	3	K D Jadav Hall (IG Stadium , New Delhi)	Para-Badminton-3								
5	PARA TABLE-TENNIS	4	Gymnastic Hall (IG Stadium , New Delhi)					Para Table Tennis - 4				
6	PARA SHOOTING	5	KSSR New Delhi		Para Shooting -5							
7	PARA-POWERLIFTING	4	Indoor Hall J N Stadium, New Delhi		Para Powerlifting - 4							

Khelo India Para Games - Tentative Traffic (including wheel chair)											
Participants	08-Dec	09-Dec	10 Dec 2023 OC	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17 Dec 2023 CC	18-Dec
Athletes (JLN Stadium) CP Football Para Athletic Para Archery Para Powerlifting	0	575 (300)	695 (380)	695 (380)	775 (380)	829 (386)	829 (386)	254 (86)	254 (86)	134 (6)	80 (0)
Athletes (IG Stadium) Para Table Tennis Para Badminton	100 (48)	100 (48)	100 (48)	100 (48)	236 (112)	236 (112)	136 (64)	136 (64)	136 (64)	136 (64)	136 (64)
Athletes (KSSR Shooting) Para Shooting	0	0	136 (35)	137 (35)	138 (35)	139 (35)	140 (35)	141 (35)	142 (35)	143 (35)	0
Support Staff	20	135	177	177	220	231	211	96	96	72	43
Classifiers	2	5	8	8	12	14	12	9	9	7	4
Competition Managers	1	2	4	4	6	7	6	5	5	4	2
Escorts	10	191	276	276	316	336	326	145	145	105	40
SSV	10	75	95	95	128	148	138	73	73	53	33
TOs	27	52	89	89	132	142	115	90	90	78	43
CDM	36	36	36	36	36	36	36	36	36	36	36
NSF	3	3	5	4	3	3	3	3	3	4	3
MINISTER OFFICIALS/VIP	3	3	5	4	3	3	3	3	3	4	3
Total	212	1177	1626	1624	2003	2121	1951	986	986	769	423

Note:

- Numbers mentioned above are tentative and are subject to change.
- EMA must take into consideration that athletes will arrive two days prior and will leave one day after the completion of their respective event.

ANNEXURE IX – TENTATIVE MENU

Food Menu mentioned below is tentative and it will be served in various categories such as:

- Athletes
- Team Official's, & Other Officials
- VIPs & Media
- Official from Govt. of India, SAI, various Sports Federations, PCI etc.
- LOC & EMA Workforce which includes
 - Police & Traffic Police
 - Volunteers
 - Delegates and Officials of sports seminar/expo
 - Any other Resource person

Breakfast	Lunch & Dinner	Hi-Tea
2 Hot Breakfast Dishes	Salads	Masala Tea / Coffee / Juice
Boiled Eggs	Curd Preparation or Raita	02 Hot Veg Snack
Paneer/Egg Dish	Roti / Chapati, Naan	01 Cake / Muffin
Masala Tea / Coffee	Dal Fry	
Milk	Boiled Rice	
Multigrain Brown Bread	Pulao/Biryani	
Butter	Masala Pappad	
Jam	Lemon / Mango Pickle	
Bournvita/ Horlicks	01 Hot Dish (VEG) – Gravy	
Whole Fruit	01 Hot Dish (NON-VEG) - Gravy	
Fresh Juices	01 Hot Dish (VEG) – Dry	
	01 Hot Dish (NON-VEG) - Dry	
	Dessert	
	Milk at dinner	

Note:

- 1) **This is a tentative menu. The bidder has to propose a menu during the technical presentation. The bidder is required to change the menu if any changes are requested in the menu due to quality/Taste issues and propose a different dish at the same cost submitted in the financial**

ANNEXURE X – TENTATIVE VEHICLE DETAILS AND REQUIREMENTS

Khelo India Para Games - Vehicle Requirement													
Vehicle	Participants	08-Dec	09-Dec	10 Dec 2023 OC	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17 Dec 2023 CC	18-Dec	Total
35 Seater (with Wheel Chair Ramp)	Athletes	3	20	27	27	33	35	32	16	16	12	7	228
	Escorts, Coaches, Mngr & Support staff	1	10	13	13	16	17	16	7	7	6	3	109
20 Seater (with Wheel Chair Ramp)	Technical officials & Classifiers	2	3	5	5	8	8	7	5	5	5	3	56
Sedan	Competition Manager	1	2	4	4	6	7	6	5	5	4	2	46
	CDM	36	36	36	36	36	36	36	36	36	36	36	396
	NSF	3	3	5	4	3	3	3	3	3	4	3	37
SUV	MINISTER/OFFICIALS/VIP	3	3	5	4	3	3	3	3	3	4	3	37

Note: Numbers mentioned above are tentative and are subject to change.

ANNEXURE XI – International Paralympic Committee Accessibility Guide

AREA	KEY ITEM	MEASUREMENT	COMMENTS
Pathways and Circulation Areas	Pathways	Width: 1,000mm (minimum) 1,500mm (standard) 1,800mm (best practice) Clear headroom space: 2,100mm	Pathway width measurements are applicable to ramps, queuing areas, aisles, etc.
	Gradient	1:20 (5%) best practice recommended 1:14 (7.14%) maximum grade allowed 1:50 (2%) maximum cross slope	A landing is required after a ramp covering 500mm of height difference
	Rest Stop Benches	50m intervals	
Ramps	Slope	1:20 (5%) max. grade best practice 1:14 (7.14%) max. grade for height up to 3000mm 1:12 (8.33%) max. grade for height up to 300mm 1:50 (2%) maximum cross slope	1:20 applies as max. grade for ramps serving primary entrances or busy facilities, long or crowded walkways or for covering more than 3000mm height difference. 1:14 (7.14%) max. grade is acceptable for secondary or ancillary facilities Ramps should not exceed 60m in length.
	Width	1,000mm (minimum)	Measured between handrails
	Landings	Landing every time ramp covers a vertical height difference of 500mm Width: same as ramp width Length: 1,500mm	
	Handrails	850-950mm above ramp surface 35-45mm grip surface 45-60mm from wall surface 300mm extension beyond start and end of ramp	Handrails applicable for height difference of more than 300mm and must be on both sides
	Kerb Ramps	2,700mm max horizontal length 1:8 max. grade for height up to 75mm 1:10 max. grade for height up to 150mm 1:12 (8.50%) grade for height +150mm 1,000mm minimum width 1:10 maximum slope of flared sides	Slip resistant surfaces Detectable warning surface (colour/texture contrasted)
Stairways	Treads and Risers	125-180mm height of risers	

		280-350mm depth of treads	
	Nosings	38mm maximum	Non slip, high contrast
	Detectable Warnings	Depth: 600mm Width: width of the stairs	
	Handrails	See handrails section above	
Furniture, Counters and Service Areas	Reception Desks / Service Counters	850mm height 750mm knee clearance 500mm depth 750mm width (minimum)	Main service area must be accessible – avoid segregated cut-outs/service areas for wheelchair users
	Waiting and Queuing Areas	1,500mm min width for each line 1:50 (2%) maximum slope allowed	Rest benches needed where line is longer than 50m
	Condiment Counters	850mm surface height 600mm reach requirement (from front edge) 300mm (w) x 200mm (d) min clear space for food preparation	
	Restaurant / Lounges / Food Court Seating	1,500mm min. main pathway width 1,000mm minimum aisle width Bar seating: must include lowered section 850mm height, 750mm knee clearance, 1,600mm minimum width Bench seating: should provide back support, with mx. 450mm seat height and 750mm backrest height plus minimum kick space of 1/3 seat depth	Mix of chairs should be provided – 20% with arms
Doors and Doorways	Door Width	850mm minimum 950mm best practice 1,000mm required for specific sports' athletes' preparation areas	Measured when door is open 90 degrees
	Door Requirements	150mm min inside handle dimension 900-1,100mm handle height from floor 500mm clear space on pull side 300mm clear space on push side	Handles operable by one hand Sliding doors are preferable Revolving doors are not considered accessible
Elevators	Doors	850mm minimum clear width 950mm minimum clear width for elevators serving public spaces and sport facilities	
	Car	1,700mm x 1,500mm min clear size 2,100mm x 1,500mm best practice for high public use (sport, entertainment)	For handrail information see above (ramps section)

	Controls	250mm from front return panel on side wall 850-1,200mm button height range from floor 20mm button diameter	Buttons shall have raised characters for letters and numbers and Braille (immediately to the left of buttons) Synthesized voice floor callers for direction and destination
Emergency Provisions	Areas of Rescue Assistance	850mm x 1,300mm min space per anticipated user (no fewer than 2 spaces)	See Emergency Provisions section for further detail on provision and use of these spaces
	Alarms	Visual fire alarms maximum allowable strobe flash rate: 1-3 Hz 1,200mm maximum operating height of alarms pulls and safety equipment	Visible in all public gathering areas, washrooms, and in front of elevators Emergency call buttons recommended for washrooms with facilities for wheelchair users
	Evacuation Instructions	1,300mm maximum mounted height	Large print (min 14pt font) High contrast (red on white)
Venue Seating	Accessible Seating	0.50% minimum requirement for any event 0.75% minimum requirement for Olympic Games 1% - 1.2% minimum requirement for Paralympic Games Space requirements: 800mm x 1,300mm wheelchair user 500mm x 1,300mm companion/enhanced amenity 1,000mm minimum circulation space behind	Percentages of total gross seating Companion seating to be provided at an equal ratio, next to (not behind) each space Additional enhanced amenity seats should be provided at end of rows at a min. ratio of 1% of gross capacity
	Sightlines	Sightlines of accessible seating must provide the same sightline for a person seated in a wheelchair when a person in front stands up, as the person in front has when standing. For Paralympics, this rule applies for all accredited seating and for spectators' seating up to 1% of venue's gross capacity. Accessible seating in excess of this percentage may have same sightline	Railings and other obstacles should not impair the sightlines of people using accessible seating.

		as the person in front when also seated.	
Washrooms	Numbers and Ratios	1:15 (one toilet for every 15 persons who need one) minimum ratio for accessible toilets	Every bank of toilets must have one unisex accessible facility adjacent
	Signage	1,350mm mounted from the floor on the wall (on the latch side of the door, not on the door itself)	Standardized symbols used with raised lettering 1mm in height
	Circulation Spaces	2,200mm x 1,800mm clear space of a unisex accessible washroom 1,500mm x 1,500mm clear space of a gender-specific accessible toilet 850mm min. door width (950mm best practice) 750mm transfer space next to toilet lid, with 800mm being best practice	Unisex accessible washroom includes toilet pan, wash basin, grab rail, mirror, soap, paper towel, toilet paper dispensers Light operating door closer (20Nm) and self-closing
	Fixtures	450mm toilet pan from side wall 440-460mm toilet seat height 750mm long L-shaped grab bars, mounted: 230mm above toilet seat, 150mm in front of toilet seat 600mm min. height of toilet paper	Back support should exist where there is no lid or tank Tank lid securely attached Toilet flush controls electronic or within reach on transfer side (opposite the wall / grab bar)
	Sink Area	900-1,100mm height of accessories, 750mm from the centre of the sink Mirror immediately above the basin at a height of 1,800mm 150mm maximum basin depth 680mm basin height clearance	Accessories include: soap dispenser, paper towel, etc. Hands-free tap is preferred AC outlet should be located close to toilet for adaptive devices
Showers, Baths and Changing Rooms	Accessible Shower Features	Water control: mounted 750mm from the floor and 750mm from end wall Folding seat: 480mm deep, 850mm long, mounted 440-460mm from floor, 135kg load capacity Hand held shower: 1,500mm hose Grab bars: 750mm (along folding seat wall) x 900mm (along shower wall) set horizontally, 850mm above the floor	Lever operated faucet with 13N operating force Recessed soap holders or shelves within easy reach Scald guard or thermos controlled valve

	Transport load zone	Aisle: 2,400mm (w) x 7000mm (l) 3,300mm height allowance	Must be equipped with at least one kerb ramp
	Parking Area Requirements	2% (best practice is 3%) of spaces should be accessible 2,300mm minimum height clearance (2,500mm best practice) for underground parking	Spaces should be located in the most convenient point based on entries and exits, lifts and ramps, accessible toilets and pay stations parking
	Accessible parking spaces	Width: 3,200mm (minimum) 3,600mm (best practice) Signage: 750mm size of international symbol on ground, 1,500mm height of vertical international symbol sign	See Pathways, Circulation Areas, Ramps and doorways for information regarding access provisions
Accommodation Sites	Room	Circulation and change of direction: one space 1,500 mm x 1,500 mm Transfer Spaces: min. 750mm, best 800mm Paths and passageways: at least 1000mm Controls/switches: 850 mm-1,200mm Electrical outlets and data connections: at 450mm Maneuvering space in front of closets: 1,500mm	Bed top height: 450–500 mm Bedside tables: min. toe space of 225mm high x 300mm deep Operators of window/curtains: extend to at least 1,200mm Mounted hanger rod: 1,200mm
	Wheelchair Friendly room	Door widths minimum 800mm One spot within the room with a diameter of 1,200mm x 1,200mm Transfer space of min. 750mm 800mm in at least one of bed sides Height of controls lower than 1,400mm or provide “handling stick” Toilet seat of min. 450mm height with transfer space in one side	Long stick, to allow mounting and demounting of hangers in cupboards Portable bath amenities Shower chair with back and/or handrails in the bath tube

ANNEXURE XII – BID SUBMISSION FORM

To,
Sports Authority of India.

Sub: Onboarding of an Event Management Agency for event day operations and overlays for Khelo India Para Games, 2023 Delhi

Dear Sir,

1. With reference to the RFP dated _____ for the above captioned project, and clarification issued by SAI, New Delhi thereof, I/We _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for onboarding of an event management agency for event day operations and overlays for Khelo India Para Games, 2023 Delhi to Sports Authority of India.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of this RFP and for associating with SAI for the aforesaid Project.
4. I/We shall make available to SAI, any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the SAI, to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We agree to keep our Bid valid for acceptance for 75 (Seventy Five) days or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us. I/We, acknowledge and agree that SAI shall be entitled to forfeit the performance security without protest and demur in case of any breach of terms and conditions of RFP/Agreement by us.
7. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
8. I/we certify that we fulfil the "Fit and Proper Person" criteria as mentioned in this RFP document.
9. I/we understand that SAI may cancel the Selection Process at any time and that SAI neither bound to accept any Proposal that SAI may receive nor to select the Bidder without incurring any liability to the Bidders.
10. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney/Board Resolution is enclosed)
11. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

I declare that:

- a. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by SAI.
- b. 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
- c. I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
- d. It is certified that the bidder is not directly to any employee of Sports Authority of India/ Ministry of Youth Affairs and Sports. A person is deemed to be a relative of another if, and only, if
 - a. They are members of a Hindu undivided family; or
 - b. They are husband and wife; or
 - c. The one is not legally related to the other Sister (including stepsister)

Yours

faithfully, (Signature, name, and designation of the

authorized signatory)
(Name and seal of the Bidder)

ANNEXURE XIII – POWER OF ATTORNEY

(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 of..... as 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 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 , 2023.

For
(Signature, name, designation, and address)

Witnesses:

1.

2.

Notarized Accepted

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

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of INR 100 (Hundred) and duly notarized by a notary public.

ANNEXURE XIV – ANNUAL TURNOVER

S. NO.	FINANCIAL YEAR	ANNUAL TURNOVER (INR)
1.	2020-21	
2.	2021-22	
3.	2022-23	

Certificate from the Statutory Auditor

This is to certify that the average turnover of the bidder from in the last three years is Rs. _____ . (In words)

Name of the audit firm:

Seal of the audit firmDate:

(Signature, name and designation of the authorized signatory)

Note:

- **In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Bidder.**

ANNEXURE XV – 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	
(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 XIV(a), AnnexureXIV(b), Annexure XIV(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.

ANNEXURE XVI – FORMAT FOR CV

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

Education:

Name of Institution	Degree Obtained	Year of Obtainment

Countries of work experience:

Employment Record

Name of Organisation	Position Held	Duration

Total Work Experience (Relevant).....(in yy/mm/dd)

Brief Write-up of overall experience:

Work Experience:

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

Certification:

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

Name of Expert/ Personnel

Signature

Date

Endorsement of HR Department/Head of Academic Department

ANNEXURE XVII – DRAFT CONTRACT AGREEMENT FORMAT

Contract No. _____

Dated: _____

This is in continuation to this office's Notification of Award no. _____ dated _____

1. Name and address of the agency: _____
2. SAI's bidding document/RFP Number _____ dated _____ and subsequent amendment no. _____, dated _____ (if any), issued by the SAI.
3. Contractor's bid number _____ dated _____ and subsequent communication(s) number _____ dated _____ (if any), exchanged between the contractor and the SAI in connection with this bid.
4. In addition to this Contract Agreement Form, the following documents etc which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:
 - i. General Terms and Conditions
 - ii. Scope of services as mentioned in Terms of Reference of the RFP
 - iii. Other terms and conditions of the RFP and bid
 - iv. Bid form furnished by the contractor
 - v. Price Schedule(s) furnished by the contractor in its bid.
 - vi. SAI's Notification of Award
5. Some terms, conditions, stipulations etc out of the above-referred documents are reproduced below for ready reference:
 - i. Brief particulars of services which shall be performed/provided by the agency are as under:

Schedule No.	Brief description of services	Total Charges	Period of Contract	Total Contract Value

Taxes, if any _____

Total value (in figure) _____ (in words) _____

- ii. Period of Contract
- iii. Details of Performance Security
- iv. Payment Terms

 (Signature, name and address of the SAI's authorized official)
 For and on behalf of _____

Received and accepted this contract

(Signature, name and address of the contractor's executive
 duly authorized to sign on behalf of the contractor)

For and on behalf of _____ (Name and address of the contractor)

 (Seal of the contractor)

Date: _____ Place: _____