



Ref. NoSAI/KID/RFE/EMA/2018 - EXT

Request for Empanelment (RFE)

Empanelment of **Event Management Agencies** to Conceptualize, Plan, Design, Organize, Produce, Coordinate, Direct, Manage, Execute and Deliver the main sporting events/run up events/ceremonial events/activations etc.organised/conducted/managed by SAI(Sports Authority of India).

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Sports Authority of India (SAI)

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DISCLAIMER

1. The information contained in this Request for Empanelment Document (hereinafter known as “RFE Document”) or subsequently provided to Bidders/in documentary form by or on behalf of Sports Authority of India (SAI) or any of their representatives, employees or advisors (collectively referred to as “Representatives”), is provided to Bidder(s) on the terms and conditions set out in this RFE Document and any other terms and conditions subject to which such information is provided.
2. This RFE Document is not an agreement and is not an offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their Proposal (“Bid”). The purpose of this RFE Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFE Document does not purport to contain all the information each Bidder may require. This RFE 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 RFE Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFE Document and wherever necessary, obtain independent advice from appropriate sources.
3. The Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFE Document.
4. The Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFE Document.

1. INTRODUCTION

1.1 The Sports Authority of India (hereafter referred as "SAI") invites proposals for Empanelment from prestigious Event Management Agencies who have conducted mega events in India. Once empanelled, only these agencies will be eligible to participate in RFP stage to bid for a limited tender enquiry stating the exact requirements for the event.

1.2 SAI organises various events under Khelo India Scheme including 'Khelo India Youth Games' and Fit India Mission or may assign organisation of competitions to any NSF/State where in services of Event Management Agencies may be required. So far SAI has organised three Editions of Khelo India Youth Games. The event was telecast live on TV channel(s). The intention is to ensure the conduct of the event as per international standards. More events like Khelo India University Games are also envisaged and shall be hosted in future.

In addition to the Khelo India Sports Competitions, there are plans to conduct different activation events time to time under Fit India Mission. SAI also organises many other sports promotions events time to time (such as marathons/runs, conferences, award functions, fitness/sports awareness program) where services of a professional event management agency may be required.

To achieve these standards, SAI intends to empanel Event Management Agencies, who have excelled in management and delivery of mega sporting events. These empanelled agencies will be responsible for organization of this event as well as various other events which are to be held under the aegis of Khelo India scheme and SAI.

1.3 This Request for Empanelment (RFE) Document provides the relevant information as well as instructions to assist the prospective bidders ("Bidder") in preparation and submission of Bids. It also includes the mode and procedure to be adopted by SAI for receipt and opening as well as scrutiny and evaluation of Bids and subsequent conclusion of Contract.

1.4 Before formulating the Bid and submitting the same to SAI, the Bidder should carefully read and examine all the terms, conditions, instructions etc. contained in the Bidding Documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these Bidding Documents may result in rejection of its Bid.

2. 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 purposes of interpretation of the Bid, the English translation shall prevail.

3. SCOPE OF WORK

The Event Management Agency shall implement the entire competition with seamless coordination between all functional areas. There should be no room for delay/glitches in

terms of all functional area operations (outside specific sports conduct) of the games. The Agency shall assist in setup of field of play (FOP) as per the requirement of NSFs/broadcast partners (providing labour etc.) in coordination with stadia in charge, competition managers / federation, in-stadia branding elements and spectator services to reflect a young, colourful, premium and inspirational look & feel in line with the event logo and colours. The quality and scale of the event shall match standards on par with the international standard of the same age category. The Agency shall provide spectator engagement services to include public announcement systems, DJ's, Master of Ceremonies, games, competitions, adequate visibility on giant screens at each venue etc. The Agency shall ensure that all marketing communication and advertisements should carry Khelo India marks, all logos of government stakeholders in the event. Agency shall ensure that all event material, processes, requirements numbers shall be implemented only after proper written approvals from SAI. Decisions on all approvals or otherwise will be considered within reasonable time on submission of the request. The Agency shall implement a system to manage and record registration data, accreditation, games, events, entries, scores, and reports of the event. The Agency may be required to design Volunteer campaign and implement volunteer recruitment, training, management and operations. The office space for the Agency would be given by SAI on a need basis.

Note: Technical conduct of the Khelo India Games are managed by National Sports Federations (NSFs) and Games Technical Conduct Committee (GTCC). The agency will be required to give all logistic assistance to the stake holders. However, whenever any sporting event/competition is organized, the detailed scope of work will be given to the empaneled agencies stating their role & responsibilities. It is clarified that the sporting event/competition may be conducted in any part of India.

The broad Scope of Work for conduct of Khelo India Games is categorised into following different functions with set of activities to be performed under each head. It may be noted here that these are just indicative heads, depending on the venues and game time requirements more subcategories may be added/reduced to below stated Scope of work;

1. Design Agency
2. Accreditation
3. Invitations
4. Stationery & Collaterals
5. Sports Presentation
6. Spectator Engagement
7. ICT Hardware and Support
8. Media Operations
9. Venue Branding
10. Venue Overlays
11. Venue Operations
12. Post Games Operations
13. City Activation
14. Accommodation, Catering and Transport (ACT) Management Solution

Note

The actual requirement for different heads of Scope of Work under Khelo India University Games, 2020 (“KIUG”) as given to the Event Management Agency (“EMA”) has been attached in Annexure ‘VIII’. The figures in the tables (BOQ) serve as a reference for the Bidders.

For future editions of Khelo India Games, the requirements are likely to increase/decrease based on readiness of infrastructure and facilities provided by host state. Thus, the Bidders are requested to study the given detailed Scope of work, as provided in the Annexure ‘VIII’ thoroughly and create an analysis accordingly.

4. TERMS OF EMPANELMENT

- 4.1 **The term of Empanelment shall be for three(3) years from the execution of contract/agreement, which may be extendable for another two (2) years subject to the discretion of SAI depending upon the work of the Agency. Any extension shall be by way of a fresh agreement between the parties.**
- 4.2 **The empanelment can be used by any division of Sports Authority of India (SAI) including Khelo India and Fit India or any other organisation as deemed fit by SAI.** The process of selection of agencies is elaborated in the Bid Evaluation section at clause 14 in this RFE.
- 4.3 All empanelled agencies must honour all RFE conditions and adherence to all aspects of fair-trade practices in executing the purchase orders/work order placed by SAI. Failing this, SAI may stop their further participation in SAI tendering process.
- 4.4 The Empanelled Agency may assign any part of their scope of work to any sub-agency/third party, wherein the payments shall be made by the Empanelled Agency to the sub agency directly and SAI shall bear no responsibility of the same. However, the Empanelled Agency shall be responsible to SAI for delivery/execution of the Scope of Work. However, the Empanelled Agency shall be responsible and liable towards SAI for all purposes and SAI shall have no obligation whatsoever towards the sub-agency. However the Empanelled Agency will have to consider the objections raised by SAI with regards to the sub Agency. The Empanelled Agency will also have to remove/replace the sub Agency in the event, SAI raises objections and is not satisfied with the sub-agency for any reasons whatsoever.
- 4.5 In the event, an Empanelled Agency or the concerned division of the Agency is taken over /bought over by another company, all the obligations and execution responsibilities under the agreement with SAI, should be passed on for compliance by the new company in the negotiation for their transfer, subject to the approval of SAI.
- 4.6 SAI may, at any time, terminate the empanelment by giving written notice to the empanelled agency without any compensation or liability, if the Empanelled Agency commits any breach of contract, has misrepresented or becomes bankrupt or otherwise insolvent, and/or SAI is not satisfied with the work of the Empanelled Agency provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to SAI.

5. BID SCHEDULE

5.1 The Bid Schedule is as follows:

Date of Publication	21.02.2020
Bid Document download start Date	22.02.2020
Last date and time of submission of queries for Pre-Bid Conference	28.02.2020 by 5:00 PM
Pre-Bid conference	02.03.2020 at 11:30 AM At 1 st Floor Sports Authority of India HQ, JLN Stadium Complex, Entry Gate No. 10, Lodhi Road, New Delhi –110003
Bid Submission start date	08.03.2020
Bid submission end date and time	13.03.2020 at 11:00 AM
Opening of Bid date and time	16.03.2020 at 11:30 AM
Presentation of Responsive Bids (as per pre-qualification criteria)	Shall be notified later

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

6. ELIGIBILITY CRITERIA

6.1 The following five Event Management Agencies shall remain empanelled with SAI as per the existing empanelment criteria vide RFE No. SAI/KID/RFE/EMA/2018 dated 25.09.2019. As they are already empanelled, these Agencies are not required to apply in this bid process. This RFE is being floated to expand the existing empanelment.

- a) Encompass Events Pvt. Ltd.
- b) Wizcraft International Entertainment Pvt. Ltd.
- c) Fountainhead Marketing Pvt. Ltd.
- d) DNA Entertainment Pvt. Ltd.
- e) SV Edusports Pvt. Ltd.

6.2 Each Bidder must fulfil the following qualification criteria:

- a. **Valid Incorporation:** The Bidder must be validly incorporated under Companies Act 2013 as amended or under the relevant provisions/ Acts in India. The bidder must be necessarily registered and existing in India;
- b. The Bidder must be rendering **Event Management** services in same name for **last three years**. Documents as mentioned in Clause 7 relating to business entity should be furnished;
- c. **Consortium is not allowed.**

d. **Turnover:** The Bidder must have a **minimum average turnover of INR 10 crores (Ten crores) in last three financial years (i.e. FY 2016-17, 2017-18, 2018-19)**. However, Start-up firms as notified by Govt. of India are exempted.

e. **Solvency:** The Bidder should submit a solvency certificate of INR 1 Crores.;

f. Technical abilities:

The bidders must have undertaken and delivered at least 5 Event Management Projects of National or International repute of 2 crores (Two Crores) or more (in terms of payments received) in last three years. Please note, relevant projects of National or International repute to be considered for evaluation of event management are as follows:

- Sports Events
- Award Ceremonies
- Business Summits / Conferences / Seminars
- Youth Services Events
- Cultural Events

Note: Social Events like private parties, marriages, etc. **shall NOT be considered** for evaluation

g. None of the full-time Directors of the bidders should have any relative (a person connected by blood or marriage) working in the Ministry of Youth Affairs and Sports ,MYAS/SAI. An undertaking in this regard is to be given by the Bidder; A person shall be 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 related to the other in the manner indicated below:-
 - i. Father
 - ii. Mother (including step-mother)
 - iii. Son (including step-son)
 - iv. Son's wife
 - v. Daughter (including step-daughter)
 - vi. Father's father
 - vii. Father's mother
 - viii. Mother's mother
 - ix. Mother's father
 - x. Son's son
 - xi. Son's son's wife
 - xii. Son's daughter
 - xiii. Son's daughter's husband
 - xiv. Daughter's husband
 - xv. Daughter's son
 - xvi. Daughter's son's wife
 - xvii. Daughter's daughter

- xviii. Daughter's daughter's husband
- xix. Brother (including step-brother)
- xx. Brother's wife
- xxi. Sister (including step-sister)
- xxii. Sister's husband

h. **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 in this clause 6.1 (h):

- financial integrity of the Bidder;
- ability of the Bidder to undertake all obligations set out under the in this RFE;
- absence of convictions or civil liabilities against the Bidder;
- absence of any previous debarment of the Bidder, in accordance with the General Financial Rules, 2017, provided such debarment is still existing;
- absence of any disqualification as specified below:
- Conviction of the Bidder or any of its respective directors, partners, executives or key managerial personnel by any judicial body for any offence involving moral turpitude, economic offence, securities laws or fraud or any offence under the Prevention of Corruption Act, 1988 or the Indian Penal Code, or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract;
- Admission of an application for winding up or liquidation under the Insolvency and Bankruptcy Code (IBC) or any Applicable Laws against the Bidder or any of its or their respective directors and partners;
- Any action or proceeding being initiated under the Insolvency and Bankruptcy Laws under the Applicable Law, including but not limited to declaration of Insolvency or Bankruptcy, disqualification or de-recognition by any professional body being initiated against the Bidder;
- Current or previous banning of the Bidder or its respective directors, partners, executives or key managerial personnel by the governing body of any sport from involvement in the administration of or any form of participation in such sport, for any reason;
- Default by The Bidder or any of its or their respective directors and 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;
- Black listing of the Bidder by any government or semi-government body.

6.2 Documentary evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with the references as required in the Eligibility Criteria given above in Clause 6.1.

6.3 If the bids are not accompanied by all the requisite supporting documents as mentioned in Clause 7, the same would be rejected.

6.4 Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances.

7. DOCUMENTS TO BE SUBMITTED

7.1 All the documents are to be mandatorily uploaded online as per the instruction for online bid submission detailed in this RFE document.

7.2 The following documents are to be submitted with the RFE. Upload online the scanned copies as per the instructions mention in Annexure VII.

S. No.	Criteria	Document to be submitted online
PRE QUALIFICATION		
1	Incorporation and Experience of Event Management	Scanned copy of Certificate of Incorporation / Registration Certificate / Articles and Memorandum of Association or aims/objectives of the bidder organization of Bidding entity.
2	PAN Card No.	Scanned copy of PAN Card
3	TAN No.	Scanned copy of TAN No
4	GST Reg. Certificate	Scanned copy of GST Registration
5	Bid Submission Form	Scanned copy of Signed and Stamped Bid Submission Form as per Annexure I.
6	Authorised Signatory	Scanned copy of Power of Attorney in favour of Authorised signatory of Bidding Documents. OR Signed and scanned copy of Board's resolution(s) in favour of Authorized signatory of the bidder. (Sample Attached at Annexure I)
7	RFE Documents	Signed and Scanned copy of RFE, corrigendum and clarification issued by SAI to this RFE, if any, duly signed and stamped on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of this RFE.
8	Financial Status	Signed and scanned copy of Certificate from a Chartered accountant stating the following: - a. The bidder is abiding by all statutory laws / rules / regulations / guidelines as applicable from time to time including submission of Income tax return, etc. b. Turnover during the financial year 2016-17 and or 2017-18 and or 2018-19 in support of eligibility criteria at clause 6 above (Annexure III). In case audit of the firm is pending for the FY 2018-19, provisional accounts certified by CA may be considered. Audited accounts and Report prior to FY 2016-17 will not be accepted. c. Solvency certificate in support of eligibility at clause 6 above from the bidder's bank. Solvency Certificate for the bidder should not be dated more than one (1) month old from the last date of submission of bid. d. Scanned copy of Income Tax Return of last 03 years ending

S. No.	Criteria	Document to be submitted online
		March 2019.
9	Technical Ability	Technical Ability Certificate issued by CA certifying that the Company has undertaken and delivered at least Five Event Management Projects of National or International Level of INR 2Crores or more in last three years. (Annexure IV).
DOCUMENTS FOR EVALUATION		
10	Financial Strength	a. Average Turnover of the Agency in last three financial years ending FY 2018-19 - Annexure III b. Average Turnover from Sports Event Management in last three financial years ending FY 2018-19 – Annexure V
11	Technical Strength	a. Number of Relevant National/International Events conducted in last three years – Annexure II along with documents related to these project along with scope of work should be submitted as part of the eligible projects. (Please attach separate copies for each event) b. Magnitude of largest Relevant National/International Event (in terms of payments received) conducted in last three years – Annexure IV
12	CV of respective Key Officials of the Agency (Required as per Technical Evaluation at clause 14 of this RFE)	To be submitted in prescribed Performa according to Annexure VI

Note:

- Wherever applicable, the above documents shall be used for evaluation purpose as well.
- All the above documents in requisite format are to be furnished online.
- Supporting documents for bid evaluation shall also be verified during presentation. The bidders are advised to make their presentation strictly according to the evaluation criteria based on the credentials submitted above.

7.2 A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

7.3 Amendments to Bidding Documents:

- 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.

- b. Such an amendment will be uploaded on SAI website: <http://sportsauthorityofindia.nic.in>, Khelo India website: www.kheloindia.gov.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.

7.4 Clarification of Bidding Documents:

- a. 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 conference as per the bid schedule mentioned in clause 5 above.

NOTE: It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above. All the Bids so submitted must be **unconditional**. Bidders should make sure that all the pages should be **numbered** and **an index** should be attached as first page with the Bid. The authorized signatory of the Bidder must sign the Bid with proper name, designation, duly stamped at appropriate places and initial all the remaining pages of the Bid.

8. EARNEST MONEY DEPOSIT (EMD)

8.1 EMD shall be notified to the Empaneled Agencies at the RFP stage.

8.2 As per the General Financial Guidelines of Govt. of India, EMD shall be calculated as 2% to 5% of the estimated cost of project.

9. BIDDERS' QUERIES AND RESPONSES THERE TO

9.1 All enquiries from the Bidders relating to this RFE must be submitted exclusively to the contact person at the given email address/by post or by hand. The queries should necessarily be submitted on or before scheduled date and time mentioned in the Critical Date Sheet in the following format:

To, Secretary (SAI), Sports Authority of India, New Delhi.		
BIDDER'S REQUEST FOR CLARIFICATION		
Name of Organization submitting request	Name & position of person submitting request	Full formal address of the organization including phone, fax and email points of contact & contact details of local office as well
		Tel:
		Fax:
		Email:

Sl. No.	Bidding Document Reference(s) (Clause number/page)	Content of RFE requiring clarification	Points of Clarification required.
1			
2			

9.2 All enquiries should be sent to SAI only through email only. SAI shall not be responsible for ensuring that Bidders' enquiries have been received by them. SAI shall endeavour 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 to all the Bidders.

9.3 SAI will host a Pre-Bid Conference, scheduled as per the details in the Bid Schedule mentioned in Clause 5 of the RFE. The representatives of the interested Bidders may attend the pre-bid conference at their own cost. The purpose of the conference is to provide Bidders with information regarding the RFE 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 RFE during the pre-bid conference.

9.4 Within reasonable time period from the Pre-Bid Conference, SAI shall issue responses to all of the bidders' written queries, together with any other revised documents (if required).

9.5 Bidder may also download the Bidding Documents from the web site- www.sportauthorityofindia.nic.in, www.kheloindia.gov.in & CPP Portal of Govt. of India i.e. <http://eprocure.gov.in/eprocure/app> Bidders shall ensure that their Bids, complete in all respect should be uploaded online before the closing date and time as indicated in the critical date sheet above on CPP Portal <http://eprocure.gov.in/eprocure/app>.

9.6 Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Bidders are advised to follow the instructions provided in the 'Instructions to the Bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app> .

9.7 Bidder who has downloaded the RFE from the Central Public Procurement Portal (CPPP) website: <https://eprocure.gov.in/eprocure/app>, www.kheloindia.gov.in and SAI website www.sportauthorityofindia.nic.in shall not tamper/modify the RFE form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, RFE will be completely rejected and Bidder is liable to be banned from doing business with SAI.

10. BID VALIDITY

- 10.1 The Bid shall remain valid for acceptance for a period of 90 days (ninety) days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.
- 10.2 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.
- 10.3 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.

11. SIGNING OF BID

- 11.1 The Bidders shall submit their Bids as per the instructions contained in the RFE.
- 11.2 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the Bidder to the contract and upload in PDF format.
- 11.3 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting. The letter of authorization shall be by a written Power of Attorney/Board Resolution, which shall also be furnished along with the Bid.

12. SUBMISSION OF BIDS

- 12.1 Online bids have been invited and bidder should submit their bid as per instructions given for on-line submission in Annexure VII of the RFE.

13. BID OPENING

- 13.1 SAI will open (online) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 13.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for SAI, the Bids will be opened at the appointed time and place on the next working day.
- 13.3 Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them Letters Of Authority from the corresponding Bidders acknowledgement letter of bid submission at CPPP website: <https://eprocure.gov.in/eprocure/app>.
- 13.4 The Technical Bid are to be opened at the prescribed time and date as indicated in RFE 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).
- 13.5 Late Bids: Bids received after the specified date and time of receipt of the Bid as mentioned in the Bid schedule mentioned in Clause 5 of the RFE shall not be considered.

14. BID EVALUATION

14.1 The bid evaluation shall be done according to the following criteria;

S. NO.	PARAMETERS	MAXIMUM MARKS
1	Financial Strength	30
1.1	Average Turnover of the Agency in last three years 10crores to less than 15 crores – 5 Marks 15 crores to less than 20 crores – 10 Marks Above 20 crores – 15 Marks	15
1.2	Average Turnover from Sports Event Management in last three years Less than 1crores – 0 Marks 1Crores to less than 3crores – 2 Marks 3crores to less than 5crores – 5 Marks 5crores to less than 7crores – 10 Marks Above 7crores – 15 Marks	15
2	Technical Strength	25
2.1	Number of Relevant National/International Events conducted in last three years Up-to 5 Projects, 1 marks for each project(Max 5Marks) Additional 2.5Marks for each similar Project (max. up to a total of 15 Marks)	15
2.2	Magnitude of largest Relevant National/International Event (in terms of payments received) conducted in last three years Less than 2crores – 0 Marks 2crores to less than 5crores – 4 Marks 5crores to less than 10crores – 7 Marks Above 10crores – 10 Marks	10
3	Relevant experience of the key Employees	25
3.1	Chairman/Managing Director/Director – At least 15 years of experience 15years of experience – 2 marks More than 15 years of experience – Uptomax 5 (1 mark for each year of additional experience)	5
3.2	Operations Head – At least 10 years of relevant experience 10 years of experience–2marks More than 10 years of experience –Upto max 4 marks (1 mark for each year of additional experience)	4
3.3	Production Head - At least 10 years of relevant experience 10 years of relevant experience–2marks More than 10 years of relevant experience –Upto max 4 marks (1	4

S. NO.	PARAMETERS	MAXIMUM MARKS
	mark for each year of additional experience)	
3.4	Creative Head – At least 10 years of relevant experience 10 years of relevant experience–2marks More than 10 years of relevant experience –Upto max 4 marks (1 mark for each year of additional experience)	4
3.5	Communication, Branding, Publicity & Marketing Head- At least 10 years of relevant experience 10 years of relevant experience–2marks More than 10 years of relevant experience –Upto max 4 marks (1 mark for each year of additional experience)	4
3.6	F&B Manager- At least 10 years of relevant experience 10 years of relevant experience–2marks More than 10 years of relevant experience –Upto max 4 marks (1 mark for each year of additional experience)	4
4	Presentation (of responsive bids as per pre-qualification criteria) on Approach and methodology for the assignment including the assessment of the relevant skills and experience of the team for the assignment.	20
4.1	Event management planandInnovation/Creativity/best practises in delivery of the event	10
4.2	General approach & methodology and quality of deployment of manpower	10
	TOTAL	100 Marks

14.2 Supporting documents for bid evaluation shall also be verified during presentation. The bidders are advised to make their presentation strictly according to the evaluation criteria based on the credentials submitted above.

14.3 **Bidders scoring 75 marks or above shall be considered for further processing.** However, SAI reserves the right to reject the bids for justified reasons, even if the score is 75 marks or above.

14.4 After evaluation, all the successful bidders shall be ranked according to the following method:

Highest scorer : **Rank 1**
Second highest scorer : **Rank 2**
Third highest scorer : **Rank 3**
Fourth highest scorer : **Rank 4 and so on...**

14.5 Rank 1 to 5 bidders shall be empanelled as per the provisions detailed in this RFE.

14.6 However, depending on the number of qualified bidders and suitable requirements, SAI may decide to modify the above criteria.

15 QUALIFICATION CRITERIA

15.1 Bids of the Bidders, who do not meet the required Qualification/Eligibility Criteria mentioned in clause 6 will be treated as non – responsive and will not be considered further.

16 COMPARISON OF BIDS AND AWARD CRITERIA

16.1 For comparison & ranking purpose for evaluation, the comparison of the responsive Bids shall be carried out based on credentials submitted by the bidder as per Clause 6.

16.2 Bids shall be evaluated based on technical score obtained as per clause 14.

17 RESERVED RIGHTS

17.1 SAI reserves the right to:

- a) Accept/reject any of the RFE clause in full or part without assigning any reason thereof.
- b) Revise the requirement at a later stage as and when required.
- c) Amend, modify, relax or waive any of the conditions stipulated in the RFE wherever deemed necessary.

17.2 No Liability clause:

- a) 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 RFE 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;
- b) SAI will not be liable for any costs, damages or losses incurred by any Bidder participating in this RFE, if SAI decides to cancel the RFE process or for any reason whatsoever.
- c) The Bidder shall be responsible for all costs incurred in connection with participation in the RFE 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.
- d) The submission of a response to this RFE by any Bidder confirms the Bidder's acceptance of all terms and conditions of this RFE 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 RFE;
 - examined all information relevant to the risks, contingencies and other circumstances that could affect the RFE; and
 - satisfied itself as to the correctness and sufficiency of the RFE.

- Bidders to this RFE 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 RFE. Any clarifications and all information will be via e-mail only. No queries shall be entertained by SAI after scheduled date and time mentioned in Bid schedule of the RFE.

18 PERFORMANCE BANK GUARANTEE

18.1 Once empaneled, the selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall be required to give Performance Bank Guarantee (“PBG”) for the amount equivalent to 10% of the PO value. PBG will be in the form of Bank Guarantee (BG) of any Nationalized / Scheduled / Centralized Bank drawn in the name of “**SECRETARY (SAI),KHELO INDIA**” payable at New Delhi to be deposited in the office of Khelo India, 1st Floor, SAI Headquarters, JLN Stadium Complex, Entry Gate No 10, Lodhi Road, New Delhi.

18.2 SAI shall have the right to invoke the PBG without assigning any reasons if the selected Agency defaults or deemed to have defaulted or is in breach of any terms and conditions of contract or in the case of non-acceptance of the purchase orders/work order and empanelment will be cancelled.

- Empaneled agencies shall be required to give PBG within 15 days of issuance of PO by SAI. In the event of default in submission of PBG within the stipulated time, the Agency shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the PO value per day delay. In addition to this, SAI shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.
- The PBG should remain valid for an additional period of 90 (ninety) days beyond the timelines mentioned in the PO. For example, if the timelines mentioned to complete a deliverable in the PO is for 3 months, the PBG shall be valid till 3 months + 90 days from the date of project initiation.
- In the event wherein a PO is released by SAI for project renewal or a fresh PO is released, the bidder shall ensure extension / submission of PBG with 15 days of issuance of the PO. Penalty as per clause 18.2 (a) shall be applicable in the event of default in timely submission of PBG.

18.3 PBG must be made in form of Bank Guarantee equal to 10% of PO value.

Validity	Valid for the period of PO / extended PO plus (+) 90 days. <ul style="list-style-type: none"> • The PBG will be released (without any accrued interest) after the completion of all tasks (deliverables) as assigned in the PO subject to any costs, expenses, dues damages, penalty payable by the Agency.
Instrument	One single deposit in the form of Bank Guarantee.

Amount	Equal to 10% of PO value
	PBG will be immediately replenished in the event of invocation of PBG by SAI.

19 AWARD OF WORK

19.1 As mentioned earlier, RFP including the detailed scope of work will be given to all empanelled agencies for submission of technical & financial proposal for the same.

20 PENALTY CALCULATION PROCESS

Time shall be essence of the contract.

Any unjustified and unacceptable delay beyond the delivery / installation (where applicable) schedule as per purchase/ Work order will render the Agency liable for penalty at the rate as mentioned in the following clauses.

- 20.1 The empanelled agencies shall render the services strictly adhering to the timeline mentioned in the Work order. Any delay by the Agency, in the performance of its obligations, error percentage greater than 5%, shall attract Penalty at the rate of 0.5% of the total value of the Purchase / Work Order per day of delay subject to a maximum of 15% of the work order value. Beyond 30 days (or 15% penalty), SAI will have the option of getting the work done through alternate sources at the cost and risk of the defaulting Agency besides having the option of terminating the services of the empanelled agency..
- 20.2 The empanelled Agency shall not refuse to accept SAI work order under any pretext. The work order can be collected from SAI office or if convenient to the Agency, it can be mailed to them. The Agency shall start the work within 7 days of the date of the work order or as may be specified in the work order .
- 20.3 , SAI would be free to revoke the defaulting Agency's bank guarantees (including the ones submitted for other Work Orders) in the event of breach of obligations of the Empanelled Agency and/or termination of the Contract.
- 20.4 If at any time during performance of the work order, the Agency's encounter conditions impeding timely performance of the ordered services, the Agency shall promptly notify SAI in writing of the fact of the delay, its likely duration and its cause(s).

21 PAYMENT PROCESS

- 21.1 Payment will be made in Indian Rupees only.
- 21.2 Payment will be made according to the payment schedule mentioned in the Work Order.
- 21.3 Payments shall be subject to deductions of any amount for which the Agency is liable as per the penalty clause of this RFE document. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the income- Tax Act, 1961 and any other taxes.
- 21.4 Pre-receipted bills shall be submitted in triplicate in the name of "Secretary (SAI), Khelo India". The 100% payment would be processed against Proof of satisfactory completion

from the Functional Area Heads for each of the different FAs and submission of Post Games Report by the empanelled agency.

22 CORRUPT OR FRAUDULENT PRACTICES

22.1 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: -

- a) 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;
- b) will declare a firm ineligible or 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.

22.2 "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."

23 CONFIDENTIALITY

23.1 The Bidder agrees and acknowledges that this RFE is confidential and the Bidder, by downloading the RFE document, agrees and undertakes that nothing contained in this RFE 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 RFE and any information disclosed to them in relation thereto.

23.2 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.

23.3 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.

24 GENERAL TERMS AND CONDITIONS

- 24.1 Any default or breach in discharging obligations under this RFE by the selected Agency while rendering services / supplies 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 Agency/empanelled bidder to put pressure of any kind, may disqualify the Agency/empanelled bidder for the present RFE and the Agency/empanelled bidder may also be liable to be debarred from bidding for SAI/SAI RFEs in future for a period of at least three years.
- 24.2 SAI reserves the right to modify and amend any of the stipulated condition/criterion given in this RFE, depending upon project priorities vis-à-vis urgent commitments. SAI also reserves the right to accept/reject a bid, to cancel/abort RFE process and/or reject all bids at any time prior to award of empanelment, without thereby incurring any liability to the affected agencies on the grounds of such action taken by SAI.
- 24.3 SAI may not award any work to the Empanelled Agencies at its own discretion without assigning any reason thereof.
- 24.4 Any default by the bidders in respect of RFE terms & conditions will lead to rejection of the bid.
- 24.5 The decision of SAI arrived during the various stages of the evaluation of the bids is final & binding on all Agencies. 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.
- 24.6 In case the empanelled Agency / bidder is found in-breach of any condition(s) of RFE or supply order, at any stage during the course of project deployment period, the legal action as per rules/laws will be taken.
- 24.7 Any attempt by empanelled Agency / bidder to bring pressure towards SAI's decision making process, such Agencies shall be disqualified for participation in the present RFE and those Agency may be liable to be debarred from bidding for SAI tenders in future for a period of three years.
- 24.8 Printed/written conditions mentioned in the RFE bids submitted by Agencies will disqualify them and will not be binding on SAI.
- 24.9 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.
- 24.10 SAI will not be responsible for any misinterpretation or wrong assumption by the Agency, while responding to this RFE.
- 24.11 Only those bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFE document, shall be short-listed for further evaluation.
- 24.12 SAI reserves the right to award similar contract/assignment to any other event management agency for any specific event other than the empanelled agencies without assigning any reason thereof.

- 24.13 This empanelment shall not confer any right to the empanelled agencies to claim the award of work during their term of empanelment.
- 24.14 SAI reserves the right to issue separate tenders for part Scope of Work like Opening Ceremony, Venue Catering etc. for any event organised by SAI.
- 24.15 Owing to the special requirement, SAI may issue separate tender/RFP rather than restricting to only Empanelled Agencies. The special requirement shall include, along with other reasons, unreasonable/inflated rates quoted by the Empanelled Agencies.
- 24.16 In case separate tenders/RFPs are floated by SAI, the Empanelled Agencies can also participate in the bidding process.
- 24.17 It is urged through this RFE that mis-representation of facts shall be dealt with seriously, and may lead to barring of the bidder from all Sports Authority of India tenders/RFPs for a period of 2 (two) years.
- 24.18 Bidders are requested to share information which is true and based on some tangible proofs.
- 24.19 SAI reserves the right to add/remove Agencies in the list of Empanelled Event Management Agencies.
- 24.20 SAI reserves right to add second tier for the work below specified monetary limit. The already Empanelled Agencies will qualify to apply for those work as well.

25 REPRESENTATIONS AND WARRANTIES

- 25.1 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 RFE or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFE and any assessment, assumption, statement or information contained therein or deemed to form part of this RFE or arising in any way in this Selection Process.
- 25.2 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 RFE.
- 25.3 The Bidder represents 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 / blacklisting etc. without incurring any liability to the affected bidder(s) on the ground of SAI/SAI/MYAS's action.
- 25.4 The Bidder represents 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.

26 INDEMNIFICATIONS AND LIABILITIES

- 26.1 The bidder shall fully indemnify, hold harmless and defend MYAS/ SAI/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, which arise out of or relate to:

- a) any breach of any representation or warranty of the bidder contained in the RFE,
- b) any breach or violation of any covenant or other obligation or duty of the bidder under this RFE.

26.2 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 RFE.

26.3 SAI reserves the right to accept or reject any or all proposal (s) or to annul the RFE process in to and reject all proposals at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder (s) on the ground of SAI action.

26.4 The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by SAI or any other costs incurred in connection with or relating to its 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 other expenses incurred by the Bidder in preparation or submission of the Bids, regardless of the conduct or outcome of the Selection Process.

26.5 Each party shall, at all times, indemnify and keep indemnified the other party, against all claims / damages for any infringement of any intellectual property rights by it of the other party.

26.6 The Successful Bidder shall at all times indemnify and keep indemnified SAI against all claims/third party claims/damages etc. for any infringement of Intellectual Property Rights (IPR) while providing its services under the Project.

26.7 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 or injury sustained or suffered by its (the Successful Bidder's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Successful Bidder.

26.8 The Successful Bidder shall at all times indemnify and keep indemnified SAI against and any claims by Employees in respect of wages, salaries, remuneration, compensation or the like.

26.9 All claims regarding indemnity shall survive the termination or expiry of the Contract.

27 TERMINATION

27.1 Termination for Insolvency

SAI may at any time terminate the Contract by giving a written notice of One (01) month to the Successful bidder, if the Successful bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful 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.

27.2 Termination for default

- a) SAI, New Delhi, without prejudice to any other contractual rights and remedies available to it, may by written notice to the Successful Bidder, terminate the contract in whole or in part, if the Successful Bidder fails to deliver any or all services as per satisfaction of SAI

- or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by SAI, New Delhi.
- b) Unless otherwise instructed by SAI, New Delhi, the Successful Bidder shall continue to perform the contract to the extent not terminated.

27.2 Termination for convenience

- a) SAI, New Delhi reserves the right to terminate the contract, in whole or in part for its (SAI's) convenience, by serving written notice to the Successful Bidder at any time during the pendency of the contract. The notice shall specify that the termination is for the convenience of SAI, New Delhi. The notice shall also indicate inter alia, the extent to which the Successful Bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- b) The goods and services which are complete and ready in accordance with terms of the contract for delivery and performance shall be accepted by SAI, New Delhi within 30 (thirty) days of the receipt of the notice of termination by the Successful Bidder in accordance with the contract terms, conditions and prices. For the remaining goods and services, SAI, New Delhi may decide:
- To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
 - To cancel the remaining portion of the goods and services and compensate the Successful Bidder by paying an agreed amount for the cost incurred by the Successful Bidder towards the remaining portion of the goods and services.

28 FORCE MAJEURE

- 28.1 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, quarantine restrictions and freight embargoes. The Successful Bidder shall not be liable for imposition of any such sanction so long 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.
- 28.2 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.
- 28.3 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.
- 28.4 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 sub-paragraphs.

29 DISPUTE SETTLEMENT MECHANISM

- 29.1 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.
- 29.2 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, 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, New Delhi/ SAI and a Successful Bidder relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitrator, appointed to be the arbitrator by the Director General (Sports Authority of India). 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.
- 29.3 Venue of Arbitration: The sole Arbitrator shall have its seat in Delhi.
- 29.4 The arbitration will be in English Language and at Delhi.
- 29.5 Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses shall be shared equally by the parties, unless otherwise awarded by the sole arbitrator.
- 29.6 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 SAI's arbitration proceedings.
- 29.7 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 High Court at Delhi/ New Delhi.

30 APPLICABLE LAW

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

ANNEXURE 'I' | BID SUBMISSION FORM

To,

**Secretary, SAI
Sports Authority of India HQ,
JLN Stadium Complex, Entry Gate No 10,
Lodhi Road, New Delhi - 110003**

Sub: "Empanelment of **Event Management Agency** to Conceptualize, Plan, Design, Organize, Produce, Coordinate, Direct, Manage, Execute and Deliver the main sporting events/run up events/ceremonial events/activations etc. organised/conducted/managed by SAI (Sports Authority of India)".

Dear Sir,

1. With reference to the RFE dated _____ for the above captioned project, and clarification issued by SAI, New Delhi thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for empanelment as Event Management Agency for providing services for **Sports Authority of India**. The proposal is unconditional.
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 empanelment as the Agency for the aforesaid Project.
4. I shall make available to SAI, New Delhi any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the SAI, New Delhi to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I agree to keep our Bid valid for acceptance for 90 (Ninety) 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.
7. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
8. I certify that we fulfil the "Fit and Proper Person" criteria as mentioned in this RFE document.
9. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
10. If our Firm is selected, we commit to provide Event Management Services for SAI, New Delhi.
11. The undersigned is authorized to sign the documents being submitted through this RFP. (A

copy of Power of Attorney/Board Resolution is enclosed)

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

I declare that:

- a. I have examined and have no reservations to the RFE Documents, including any Addendum issued by SAI, New Delhi;
- b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with SAI or any other public sector enterprise or any government, Central or State; and
- c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. None of our full-time Directors is engaged in providing services or is directly related to any employee of Sports Authority of India/ Ministry of Youth Affairs and Sports.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

Power of Attorney (Sample)

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. /Ms.....son/daughter/wife and presently residing at, who is presently employed with us and holding the position ofas our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for Empanelment of Event Management Company in SAI, New Delhi, 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, New Delhi, representing us in all matters before SAI, New Delhi, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with SAI, New Delhi in all matters in connection with or relating to or arising out of our Proposal for said Project and/or upon award thereof to us till the entering into of the Agreement with SAI, New Delhi.

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 PRINCIPALHAVEEXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20**

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 50 (fifty) and duly notarized by a notary public.

ANNEXURE 'II' | ELIGIBLE PROJECTS UNDERTAKEN BY THE BIDDER

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

(i)	Assignment Name	
(ii)	Type of Event (International/ National)	
(iii)	Name, Contact No. & email of the Client Representative:	
(iv)	Year in which Event took place	
(v)	Location of Event	
(vi)	Contract Value	
(vii)	Narrative Description of the Scope of work of the assignment	
(viii)	Status of the assignment	

IMPORTANT:

1. Use separate sheet for each Eligible Project. Please mark each sheet as Annexure II(a), Annexure II(b), Annexure II(c)..... for each different project.
2. Please provide proof of eligible projects undertaken with a copy of Successful Completion Certificate attached from the client. In case Successful Completion Certificate is not available, Copy of work order/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 'III' | ANNUAL TURNOVER

S. NO.	FINANCIAL YEAR	ANNUAL TURNOVER (INR)
1.	2018-19	
2.	2017-18	
3.	2016-17	

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is Rs._____. (In words)

Name of the audit firm:
Seal of the audit firm
Date:

(Signature, name and designation of the authorized signatory)

Note:

- In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Applicant.
- In case audit of the firm is pending for the FY 2018-19, provisional accounts certified by CA may be considered. Audited accounts and Report prior to 2016-17 will not be accepted.

ANNEXURE 'IV' | TECHNICAL ABILITY

YEAR	EVENT	LOCATION	PROJECT COST (INR)
1.			
2.			
3.			
4.			
5.			

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has **undertaken and delivered** the above mentioned five Event Management Projects and received the payments shown above against the respective Projects on account of professional fees for Event Management Services.

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note: Please ensure that highest grossing event in the last three years is included in above list.

In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

ANNEXURE 'V' | AVERAGE TURNOVER FROM SPORTS EVENTS

The average turnover of the Agency from Sports Events in Last three Years

S. NO.	EVENT	LOCATION	YEAR	PROJECT COST (INR)
1.				
2.				
3.				
4.				
5.				
.				
.				
.				
.				

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective projects on account of professional fees for Sports Event Projects. And the Average Turnover of the Firm from professional fees for **Sports Events in the last three financial years** is INR _____. (In words)

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant. Also, the amount mentioned above shall be strictly from Sports Event Projects in last three Financial Years.

ANNEXURE 'VI' | 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 years)

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 Cost: Project Details: Main project features: Position Held: Activities performed:

	Name of Assignment: Year: Client: Project Cost: Project Details: Main project features: Position Held: Activities performed:
	Name of Assignment: Year: Client: Project Cost: 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 Client, and/or sanctions by the Bank.

Name of Expert

Signature

Date

ANNEXURE 'VII' | INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

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

2. REGISTRATION

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

3. SEARCHING FOR TENDER DOCUMENTS

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

4. PREPARATION OF BIDS

- (i). Bidder should take into account corrigendum/amendment/modification published on the tender document before submitting their bids.
- (ii). Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii). Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (iv). To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the

bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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. Foreign bidder can get help at +91-7878007972, +91-7878007973.

ANNEXURE 'VIII' | SCOPE OF WORK FOR KHELO INDIA UNIVERSITY GAMES 2020, ODISHA

Please note:

- The below scope of work serves only as illustration for the Event Management Agencies.
- SAI is abbreviation of Sports Authority of India, Delhi
- DSYS is abbreviation of Department of Sports and Youth Services, Govt. of Odisha

S. No.	Functional Area	Scope of Services
1	Design Agency	<ul style="list-style-type: none"> • To design and create content for all collaterals and brandings in English, Hindi and Odia for KIUG as defined by Khelo India Secretariat. • The Scope of Work for Design Agency is not limited to only designing, however, also comprise creation of related content (in desired languages) in respect of the games elements as well. • Indicative list is as follows: • Composite logo (original Khelo India Logo & previous year's designs for look & feel of the event will be provided by SAI, EMA to build upon and enhance the same) • Invitations • Stationery • Posters • Hoardings • Flyers • Leaflets • Newspaper advertisements • Accreditation template • In-stadia Branding • Drop-downs • Building Brandings • Bus Branding • Equipment Branding • Running Board Branding • LED Branding content • TSR Templates • E-Fixtures • Any other design requirement related to Event • Audio Visual (AV) of duration 3 Minutes for • Accreditation Manual • Contingent Leader Manual • Any other AV of similar Nature • 3D animations of the Mascot to be created. • To ensure that all marketing communication, adverts, collateral & templates will carry KIUG marks, Khelo India marks, all logos of government stakeholders in the event. • Design to be vibrant, colourful and inspirational in visual design reflecting event colour scheme. • All designs to be approved by SAI & DSYS (Department of Sports and Youth Services, Odisha) in writing.

S. No.	Functional Area	Scope of Services
		<ul style="list-style-type: none"> • The Event Management Agency will be responsible for end-to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. • EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per BOQ
2	Accreditation	<ul style="list-style-type: none"> • Data entry for offline forms (approx. 2000). • The EMA is responsible to mine the desired data in respect of Athletes from Khelo India portal. • Data for accreditation will be provided in bulk. • It will be the duty of EMA to convert it into suitable format for printing. • The Scope of Work for Accreditation FA is not limited to only printing of Accreditation Cards, however, it comprises end to end delivery of the function i.e. from collecting the raw data, conversion in desired format, printing of cards, final distribution etc. • Accreditation Zoning to be planned and implemented by EMA within 15 days from the award of work (to be approved by SAI/DSYS). • Accreditation to be printed in High Quality Laser Print. • Accreditation list to be provided by DSYS (Department of Sports and Youth Services, Odisha)/SAI. • Time-bound planning of Printing, Checking, segregation, Inventory Management & distribution of Accreditations. • The Accredited Printing Machine should always be at the venue • Printing the Emergency Day Passes on a need basis. • Handover of all excess, if any Accreditation to Khelo India post the Games. • Technical Specification of Lanyards <ul style="list-style-type: none"> ○ 88 mm wide thickness. ○ 130 mm length ○ Rotating metal C. Hook ○ Lanyard Fabric (Satin) ○ Printed lanyard (Dye Sub Printing), Custom printing logo, event details. • Technical Specification of ID <ul style="list-style-type: none"> ○ Material: PVC ID Thickness: 350 microns ○ Size: A6 size (105 x 148 mm or 4.1 x 5.8 inches) ○ Design and logo will be provided once tender is awarded • Emergency/Day Passes As per BOQ • Technical Specification of Lamination Pouch for Emergency Day Pass <ul style="list-style-type: none"> ○ Material: PET+EVA. Thickness: 225 microns ○ Melting Point: 110 degrees Celsius. Lamination Temperature: 110-140 degree Celsius ○ Size: for A6 paper passes

S. No.	Functional Area	Scope of Services
		<ul style="list-style-type: none"> ○ Technical Specification of Accreditation Cards/Passes Paper. ○ 120 GSM ○ Size: A6 ● The Event Management Agency will be responsible for end-to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. ● EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. ● Approximate requirement: as per BOQ
3	Invitations	<ul style="list-style-type: none"> ● Aid & assist the Functional Area Head in creating a list of dignitaries & VIPs to be invited with addresses, their segregation as per instructions provided by SAI. ● Provide the design options for approval from SAI & DSYS. ● Printing of Invitations for VIPs, Dignitaries, Colleges, Universities & State Delegates. ● To facilitate the distribution of invitations as per requirements (via courier if required). ● Inventory Management of invitations, (to maintain records and stock register). ● Return of all excess items to DSYS. ● All designs shall be provided to the EMA by SAI. ● EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ● Approximate requirement: as per BOQ.
4	Stationery & Collaterals	<ul style="list-style-type: none"> ● Provide the design options for approval from SAI & DSYS. ● Printing of Stationery and Collaterals like notepads, brochures, fixtures, schedules, letterheads, posters etc. ● Printing of Winner Certificates. ● Printing of Participation Certificates for all relevant stakeholders. ● Inventory Management of stationery and collaterals (to maintain records and stock register). ● Return of all excess items to DSYS ● All designs shall be provided to the EMA by SAI. ● EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ● Approximate requirement: as per BOQ.
5	Sports Presentation	<ul style="list-style-type: none"> ● Procurement of the authorized quantities of the items listed below as per requirement to be intimated by SAI. <ul style="list-style-type: none"> ○ Medals with Lanyards in wooden box ○ Sports Trophies ○ Lapel Pins ○ Commemorative Medals ● Sample of each of the items procured will have to be provided

S. No.	Functional Area	Scope of Services
		<p>to SAI for quality check.</p> <ul style="list-style-type: none"> • All designs shall be approved by SAI & DSYS. • Distribution to the specified venue/stakeholders as per requirement. • Inventory Management & Distribution of souvenirs, medals etc. (to maintain records and stock register). • EMA shall arrange medal presentation ceremonies at all sporting venues in consultation with SAI/ GTCC and FA head concerned. Ceremonies to include Presentation trays, costumes, confetti blasts, stage setup, Dais, Backdrop, etc. Bidder to attach detailed break-up of line elements along with the Price Bid. • EMA shall return any excess items to DSYS • EMA will have to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per BOQ.
6	Spectator Engagement	<ul style="list-style-type: none"> • Spectator engagement activities: <ul style="list-style-type: none"> ○ MC: Using services of Master of Ceremonies (MC/Emcee) at each sporting venue. ○ MC must be comfortable in English, Hindi & Odia and one who can engage with the audience through conversations, games to maximize spectator interest for the event at each of the venues. MC must have experience of hosting 2 large scale sporting events which require mass engagement such as Marathons, Pro-Kabaddi, IPL etc ○ EMA will provide at least 2 options of such an MC for each of the sporting venues to the DSYS & SAI for approval. ○ Designated MC will be required to meet officials of KIUG 2020 to discuss the plan of engagement. This plan must include youth-focussed activities & interaction between athletes & audience. ○ DJ: Ensure availability of experienced Disc Jockey (DJs) at the sporting venues with at least 5 years of experience in mixing music & curating playlists. The DJs will be required to: <ul style="list-style-type: none"> ○ Develop a playlist including but not limited to the Khelo Games anthem, the National Anthem and play them as per requirement. ○ Develop and play relevant music during prize distribution/ presentation ceremony ○ Develop an inspired playlist that allows engagement with the spectators during the Games. • Mascots: Providing and ensuring movement of Mascots at the sporting venues for entertaining the spectators as per the requirements. • Miscellaneous: <ul style="list-style-type: none"> ○ PA & Sound systems and Electrical fixtures to be installed and made operational as per FOP/venue setup in consultation with SAI.

S. No.	Functional Area	Scope of Services
		<ul style="list-style-type: none"> ○ Ensure important announcements are be made periodically. ○ EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ○ Approximate requirement: as per BOQ
7	ICT Hardware and Support	<ul style="list-style-type: none"> ● EMA shall develop a plan for deployment and installation of ICT equipment, including LED TV screens in consultation with SAI. ● To ensure Wi-fi Enabled High Speed Internet with LAN at all FOPs along with routers, repeaters, switches and other hardware as necessary by the EMA. ● EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ● EMA to ensure proper functioning of all the installed hardware throughout the event ● Approximate requirement: as per BOQ
8	Media Operations	<ul style="list-style-type: none"> ● Appoint a press coordinator within seven days from award of work to integrate all stakeholder press & PR initiatives; Local tie up preferable for adequate coverage in local press, assisting accreditation of media persons. ● Ensure that the government's "Khelo India Initiative – making sports accessible to all, providing a platform for sporting excellence, creating an environment for sport to thrive in an international level, Talent acquisition & grooming" is the focus of all coverage disseminating around the event. ● Cross-promotion of the Khelo India social media tags with the Press Coverage. ● Sharing the Press Releases as per requirements of the Khelo India Initiative, especially sending stories of local heroes to various vernacular presses across the country (Total at least 100 such stories) before, during & immediate after the game. ● Create and disseminate a timeline of sub-events effective 15th January, 2020 through the games and post event coverage which includes; <ul style="list-style-type: none"> a. Exclusive newsworthy interviews b. Inspirational stories c. Behind the scenes d. People on top – their vision and thoughts e. The story so far f. Social impact reports ● All content needs to be cleared with the Marketing & communications Function of Khelo India Initiative to share a focussed messaging. ● To implement a Social Media Activation Plan with respect to KIUG 2020 by adapting 360 degree approach and ensure big bang digital splash across all key portals and platforms. Such plan to start at least 15 days prior to the start of event on various prominent Social Media Platforms such as (but not limited to) SportsKeeda, The Quint ,Scoopwhoop, Men's Xp,

S. No.	Functional Area	Scope of Services
		<p>etc. EMA to deploy dedicated team for the same.</p> <ul style="list-style-type: none"> • Ensure any and all negative areas (if any) are identified and notified to all stakeholders at the earliest. • Ensure any and all negative press reports are handled swiftly with corrective action reports. • Ensure daily press releases to maximize event coverage in national & regional dailies, magazines and digital media. • Press briefing will be done by Khelo India. The EMA will make arrangements for press conferences and all necessary material (Media Kits, souvenirs etc.) covering; <ul style="list-style-type: none"> a. Launch event b. Opening/Closing ceremony c. Post-match press conferences for all broadcast sports (semi-final onwards) d. Special cases • All such events need to be notified and cleared with the Khelo India team. • Ensure that sufficient media space is allocated to include editorial, advertorial and advertisement content for the event. The intent is to cover the event vision, its build-up by leveraging the quality of action and highlighting the heroes/ records of various disciplines. • Collated weekly report of coverage to be provided effective 1st week of February 2020, increasing the frequency to daily reports during the games. This data should include coverage on the games until 2 months post the event as well. • EMA will be required to put in infrastructure for Press Conferences to be conducted from time to time. • Creation of Social Media Content from site which apart from prints/still photos also include 8-10 videos of 30 seconds each per day of the event. A Social Media War room is to be built for this purpose. • The Event Management Agency will be responsible for end-to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. • EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per BOQ.
9	Venue Branding	<ul style="list-style-type: none"> • Design for indoor stadium FOP to be prepared and shared with the Khelo India Team • Design for outdoor stadium FOP to be shared Khelo India Team. • All creative templates and designs for branding elements are to be approved in advance by SAI & DSYS. • Post final approvals of the branding elements, all approved branding structures, mock-ups and templates need to be collated into a program manual for usage by all partners of SAI. • Venue directional signage shall start from 1Km radius (all

S. No.	Functional Area	Scope of Services
		<p>approach roads) to the venue.</p> <ul style="list-style-type: none"> • The venue entry and exit gate/arch should be placed/branded at all sporting venues for all sport as specified by SAI • All entry points to the stadium should have adequate branding for the events, seating arrangements and other specific areas e.g. Police post, medical room, press conference area, catering lounges, playing arena, mixed zones or any other area identified. • All players' room, gym, coaches' rooms, stores etc. and any other specified area/room thereon shall be adequately branded. • The player entry and exit gate/arch should be placed at all venues (all sports) as specified by SAI • The venue/player entry should be aesthetically and thematically designed with colour theme and palette approved by the SAI • Event logo to appear with the host broadcaster credit and event /sponsors logos as a standard template. The creative designs for such structures will be approved by SAI. • All FOPs should have appropriate FOP branding like other international sports event. • All collaterals and stationery as per the approved event designs shall be developed by the EMA. • The Vinyl requirements include but are not limited to branding space on buses, outside of the Stadia and any other space as maybe required. • Venue of the Games includes all FOPs outside of designated Sporting Complexes in and around KIIT University, Bhubaneswar. EMA needs to provide specified Branding to the venues as per instructions of SAI. • The Event Management Agency will be responsible for end-to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. • EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per BOQ
10	Venue Overlays	<ul style="list-style-type: none"> • The EMA has to come out with a comprehensive plan in consultation with DSYS & SAI and implement the same regarding setting up of overlays at all the venues. The plan to ensure the following: <ul style="list-style-type: none"> ○ Shifting of overlay items from one place to another depending on the games schedule/fixtures. The cost of logistics (including labour, lifts, trolleys etc.) in movement of such items shall be factored in the Operations FA. ○ In case the identified overlays items are no longer required at the end of scheduled event, such items are to be removed within 24 hours of end of respective event. ○ DSYS has designed an estimated overlays plan

S. No.	Functional Area	Scope of Services
		<p>regarding layout of each of the line items encompassing all the venues. These estimated requirements are indicated in the BOQ. The EMA to enhance the same in consultation with SAI and DSYS at the time of execution to ensure maximum utilisation of resources.</p> <ul style="list-style-type: none"> ○ While quoting the price in price-bid, EMA to specify against each of the line items that if the item is provided on rental basis to SAI, or is being purchased/created/installed for the event and is of no use to the vendor after closing of event (collaterals). In case the line item is purchased for the event, EMA shall deposit the same with SAI at the end of event. ● Since multiple venues have overlapping events with completely different setups, it is the EMAs responsibility to ensure that the venue setup is changed & provided as per the requirements laid out. This requires tight deadlines for venue readiness. ● Likewise, at other FOPs, venue setup change/ preparation for different disciplines need to be planned and executed in a way to ensure the start of the next event without any delay as per schedule/fixture (schedule/fixture of multiple events at venues will be provided by KIUG 2020). ● EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. ● Approximate requirement: as per BOQ
11	Venue Operations	<ul style="list-style-type: none"> ● EMA to ensure end to end management of operations of all the above mentioned Functional Areas including manpower, equipment etc. ● To assess and deploy adequate workforce for FAs like ACT, Spectator Engagement, Sports Presentation, Accreditation, Venue Branding, Venue Overlays, ICT & Hardware Support, Venue Catering etc. ● Workforce of 14 personnel to be provided to SAI/DSYS within 7 days of issue of Work Order till end of Event to facilitate the following: <u>Resource Level 1 (Total requirement – 3):</u> ● Overall management of Resource Level 2 ● Game time GTCC and University Coordination, catering, transportation of athletes, technical officials team officials, chef de mission, deputy chef de missions, state coordinators etc. ● Interacting with SAI FA Heads to collate information from KIUG 2020 Operations and learnings thereof ● Oversee the function, management, planning, execution, verification & reporting of Operations falling under the scope of the Event Management agency. ● Ensure on time delivery and closure of the events. ● Closure of Games, verification of operations with proof & reporting in relation to Games.

S. No.	Functional Area	Scope of Services
		<ul style="list-style-type: none"> • Any other work assigned by the controlling authority. <p><u>Resource Level 2 (Total requirement – 11):</u></p> <ul style="list-style-type: none"> • Four (4) people to assist GTCC in coordination and management. • Four (4) people to work as Subject Matter Experts in each of the prominent Functional Areas such as Accreditation, Volunteers Operations, Protocol, Sports Presentations etc. • One (1) people to assist AIU in coordination and management • One (2) persons to manage end-to-end Management of Accreditation and Sports Kit Distribution functions to ensure the following: <ul style="list-style-type: none"> • Assessment of requirements of Sports Kits for KIUG • Collation of data regarding quantity and sizes of different stakeholders • Communication with vendor to disseminate date • Coordination with vendor for timely receipt of Sports Kits • Assessment of requirements and arrangement for Main Accreditation Centre where the Accreditation cards and Sports Kits will be distributed • Distribution of Accreditation cards and Sports Kits to all stakeholders • Management of logistics of Accreditation and Sports Kit Distribution • Any other work as allocated by Functional Area Head. <p><u>General:</u></p> <ul style="list-style-type: none"> • The location of the team & shifting to Bhubaneswar will be decided by EMA in consultation with SAI. • The Event Management Agency will be responsible for end-to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. <ul style="list-style-type: none"> • Coordination: To ensure smooth co-ordination & execution of the Event, at least one Subject Matter Expert (SME) of the EMA must be attached to each of the Functional Area Heads and two Senior Coordinators with the KIUG 2020 Games Secretariat. • Co-ordination with all the stakeholders viz. Broadcast partner, other Event Management Agencies, Govt. Departments, SAI etc. to capture a complete overview of the Games. • Co-ordination with & support to the GTCC and NSF Representatives responsible for Technical Conduct of the Games. • Record Management: This includes Delivery Receipts, Inventory Records, Movement of Equipment/Stationary/FFE, and any other item under the scope of work of EMA, to record all operations and activities with relevant photo/documentary evidence to ensure smooth vendor payments.

S. No.	Functional Area	Scope of Services
		<ul style="list-style-type: none"> • Reporting: EMA is expected to create & maintain detailed reports for each functional area. This includes but is not limited to Production reports, Overlays Reporting, Inventory reports, Variance Analysis, Work-force Planning & Deployment of the event. • Protocol • Planning and execution of VIP Management Plan • To create & collate a list of Dignitaries, send out invitations, follow up on arrival • Co-ordinate with concerned FA head to ensure that travel & itinerary plans are acted upon • Coordinate with concerned EMA for accommodation & transport as per stature of guest. • Prepare a detailed VIP movement plan. • Ceremonies • Conduct of Medal Ceremonies for each of the Sports (to provide decorated podiums, ushers, MC, ceremony trays etc.) • Conduct of Games Closing Ceremony (one stage with VVIP facilitation, MC, Dias, Confetti Blasts etc.) in consultation with SAI, GTCC and FA head. • Co-ordination: Overall coordination with all the stakeholders • Athlete Experience: <ul style="list-style-type: none"> ○ Participant's/Athlete's experience of the event shall be of essence to the overall Scope of Work of EMA. ○ EMA to develop a process/system to enhance the overall experience of Athletes in terms of Accommodation, Catering & Transport (ACT). ○ A system of intimation to athlete with respect to information about Travel, Stay, Competition Schedule, etc. needs to be put in place by way of putting up an information system. • Miscellaneous: • SAI will provide only base shell space for the office premises at KIIT University , Bhubaneswar. • Furniture, Fixtures, Equipment, Internet connectivity or any other item required to maintain functional efficiencies shall be managed by the EMA for their own work force. • All planning by EMA is subject to approval of SAI. • EMA to submit all the records, photos, videos, stock registers etc. to SAI as and when required. • EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.
12	Post Games Operations	<ul style="list-style-type: none"> • A detailed Legacy Plan to be proposed during presentation. The plan to include preparation and submission of Legacy Reports/deliverables (i.e. master Software/Print, Post Games Reports, Picture Books, Games Master Schedule, Media Reports etc. and other items as committed by the bidder in presentation).

S. No.	Functional Area	Scope of Services
		<ul style="list-style-type: none"> • Legacy report to be prepared based on the Standard Operating Procedures for all the functional areas to create system-generated processes. • Master software and print of the legacy reports will be handed over to SAI. Necessary portal and license fees to be borne by the agency. • Deployment of following 4 Nos. of Resources starting from award of work. Such personnel will have to travel on site at Guwahati (for KIYG 2020) and Bhubaneswar during the games and post games will have to report at SAI HQ New Delhi when required to undertake a host of post-games activities. These personnel are expected to aid and assist their assigned Officer/G.M/Sr. managers/ Manager in ensuring all vendor closures, payments Creation of Legacy Report, production of post-game presentations. Any other game related activities including co-ordination with States, Colleges, Schools, Athletes, Universities & other stakeholders. The term of this engagement shall be three (3) months including 1 month prior to and games period, 2 months' post game period which may be renewed on unit cost basis for subsequent period (if required) <p><u>Requisite Qualifications:</u></p> <ol style="list-style-type: none"> 1) Resource Level 1: Product Manager (1 no.) – Max Remuneration INR 1,50,000/- per month <ul style="list-style-type: none"> ○ Educational qualification - B.tech/M.tech ○ Work experience – Atleast 7 years in relevant fields ○ Should have successfully completed projects in development of mobile app, software development &programming. 2) Resource Level 2: Software Developer (3 nos.) – Max Remuneration INR 80,000/- per month <ul style="list-style-type: none"> ○ Educational qualification - B.tech/M.tech ○ Work experience – Atleast 5 years in relevant fields ○ Should have successfully completed projects in development of mobile app, software development &programming. ○ One should have knowledge of Graphic Designing. <p><u>Printing of Post Games Reports and Media Reports:</u></p> <ul style="list-style-type: none"> ○ <u>These reports shall be printed in A4 size standard book format.</u> ○ <u>The formats and material of the deliverable shall be approved by SAI/DSYS</u> <p><u>Printing of Coffee Table Books:</u></p> <ul style="list-style-type: none"> ○ 13" X 11" picture Books with 100 pages, Hardcover, high quality print with gloss finish. The design should be of high quality and finalised in consultation with DSYS ○ The Event Management Agency will be responsible for end-to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on

S. No.	Functional Area	Scope of Services
		<p>their own. EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. Approximate requirement: as per BOQ.</p>
13	<u>City Activation</u>	<ul style="list-style-type: none"> • The EMA to propose a detailed City Activation/ Marketing plan for Bhubaneswar and Cuttack with an upper limit of value INR 1 Crores only (inclusive of all costs for installation, rentals etc.). • Such Plan to suggest activation ideas such as (but not limited to) activation in Malls, Prominent Public Places, Airport, Railway Station, Bus Terminals, Tourist Places, interactive activities etc. • The Proposal shall be evaluated during Presentation. • EMA to attach a detailed break-up of the cost of individual elements (such as but not limited to jingles, banners, road show, canter activation etc.) as annexure to Financial Proposal. The requirements may be scaled up or down based on the element wise cost sheet. • It is clarified that the requirements of City Activation are only indicative in nature and SAI/DSYS reserves the right to place the work order for the same. • EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per BOQ

S. No.	Functional Area	Scope of Services
14	<u>Accommodation, Catering and Transport (ACT) Management Solution</u>	<ul style="list-style-type: none"> • It is clarified that arrangements for hotel accommodation, vehicles & catering for players, tech officials & volunteers, other dignitaries will be made by KIIT University/State Govt./AIU/University; • Supervision by Senior Management of EMA for overall functions and end-to-end coordination of the Accommodation, Catering and Transport Functional Areas (collectively called ACT) in respect of the participants (taking travel plans of various stake holders, room allotment, creation of counters at Railway Station & Airport, vehicle management etc.) shall be the responsibility of EMA. • EMA to present a detailed ACT Management Solution along with deployment of their ACT management team during the presentation • In addition to their own management team, EMA to provide the following 7 dedicated resources to DSYS/SAI for management of ACT <ol style="list-style-type: none"> 1) Resource Level 1: ACT Lead (1 no.) – Max Remuneration INR 1,50,000/- per month <ul style="list-style-type: none"> ○ Overall coordination with stakeholders such as KIIT, SAI, DSYS, AIU etc. ○ Should have management and team leading experience ○ Work experience – Atleast 7 years in relevant fields ○ Should have successfully completed projects in management of Accommodation, Catering and Transport. ○ To monitor Resource Level 2 2) Resource Level 2: SMEs in ACT (6 nos.) – Max Remuneration INR 80,000/- per month <ul style="list-style-type: none"> ○ Two resources shall be deployed for each Accommodation, Catering and Transport functions. ○ Subject Matter Experts in respective functions ○ Work experience – Atleast 5 years in relevant fields ○ To coordinate with all the stakeholders and maintain itineraries

BOQ FOR KHELO INDIA UNIVERSITY GAMES 2020, ODISHA

Notes:

- The below mentioned line items and respective quantities are taken from the RFP for Event Management of Khelo India University Games 2020 to be held in Bhubaneswar, Odisha in February 2020.
- The bidders are advised to study the following **Head Wise** 'Line item requirements' to understand the magnitude and scale of the Khelo India Events.

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
ACCREDITATION					
1	Cards with Lanyards (As per specification mentioned in the Scope of Services)	Standard size of PVC Card (With Different card type/different colour)	Nos	7000	1
	Generic pre-printed day passes	Standard smaller in Size with different colour as per the category	Nos	1000	1
POST GAMES OPERATIONS					
2	Printing of Coffee Table Books/ Picture Books	13" X 11" with 100 pages, Hardcover, high quality print with gloss finish	Nos.	100	1
	Post Games Report	Standard A4 Size Book	Nos	30	1
	Media Report	Standard A4 Size Book	Nos	5	1
	Product Manager (To be deployed at Delhi, Guwahati or Bhubaneswar as per requirements)*	Remuneration per day x Qty x Days (Max. remuneration upto 1,50,000/- per month)	Nos.	1	90
	Software Developer (To be deployed at Delhi, Guwahati or Bhubaneswar as per requirements)*	Remuneration per day x Qty x Days (Max. remuneration upto 80,000/- per month)	Nos.	3	90
3	DESIGN AGENCY				

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
	Design Agency Fee	Designing of Composite logo, invitations, stationary, posters, hoardings, flyers, newspaper advertisements, accreditation template, in stadia branding, drop downs, building branding, bus branding, equipment branding, running board branding, LED branding, TSR Templates, e-fixtures and any other design requirement related to the Event.	Overall cost	1	1
		(As per the Scope of Work)			
	AV Fee	Three Videos for Manuals like Accreditation, Contingent Leader, etc. of 3 minutes each	Overall cost	1	1
		(As per the Scope of Work)			
HARDWARE SUPPORT (ICT EQUIPMENT)					
4	Flat Screen LED Television with cable connection	43"	Nos.	20	12
	Wi-fi Enabled High Speed Internet with LAN at all venues and FOPs along with routers, repeaters, switches and other hardware as necessary deemed by the EMA	100 MBPS connection	Nos.	6	1
	Dedicated Leased Lines of 100 Mbps for Media	Internet leased line – one to one	Nos.	8	12
	Dedicated Leased Lines of 100 Mbps for 3 Broadcast rooms	Internet leased line – one to one	Nos.	5	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
	STD telephones	4X STD telephone lines with handsets in all the three-broadcast room	Nos	16	12
	Broadcast network requirements	1 line for all satellite area. 2 X 5Mbps ADSL and Multi User Wi-Fi Internet connection + 2 x 10Mbps static IP Internet line in Broadcast Control Room hard patch	Nos.	Overall cost	1
	LCD Projector		Nos.	2	12
5	INVITATIONS, STATIONARY & COLLATERALS				
5A	Invitations for Opening Ceremony & Games				
	Invitations for Opening Ceremony	Leaflets for Opening Ceremony Invitations, to be inserted in VVIP and VIP Invite envelopes	Nos.	1000	1
	VVIP - Invite + Envelopes	<u>For Ministers, Dignitaries etc.</u>	Nos.	500	1
		A4 Size,			
		The envelope to contain leaflets for games invitation, fixtures, schedule, car pass etc. as desired by KIYG 2020			
		Leaflets for Opening Ceremony to be inserted on need basis			
	VIP - Invite + Envelopes	<u>For Media, School and College Principles etc.</u>	Nos.	1000	1
A4 Size, Separate invites for Opening Ceremony and the Games respectively.					
The envelope to contain leaflets for games invitation, fixtures, schedule, car pass etc. as desired by KIYG 2020					

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
		Leaflets for Opening Ceremony to be inserted on need basis			
	General - Invite + Envelopes + Schedule	<u>General Invite</u>	Nos.	1000	1
		A4 Size, Envelope to include Invite & fixture, however any change shall be calculated on pro-rata basis			
		Leaflets for Opening Ceremony to be inserted on need basis			
	Collaterals (tentative no printed pages are mentioned wherever applicable, however any change shall be calculated on pro-rata basis)				
	Letter Head	A4	Nos.	500	1
	Brochures	A5 with 4 pages	Nos.	2000	1
	Game-specific Fixture	A5 with 2 pages	Nos.	12000	1
	Posters	Standard Size	Nos.	200	1
	Food Coupons	2" x 1"	Nos.	10000	1
	Note Pads	A5 with 20 pages	Nos.	1000	1
5B	Certificates (Participant/ Winner/Volunteers)	A4, Parchment Paper	Nos.	12000	1
	Scissors	Stainless steel with non-slip grip for extra safety,	Nos.	15	1
	Clipboards	A4 with strong plain base with strong metal clip with attached non slip material on the edges	Nos.	15	
	Vehicle Access Parking Permit Stickers	A5, Stickers	Nos.	5000	1
6	MEDIA OPERATIONS				

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
	Press Agency Fee	Overall fee of Media Operations which includes the following:	Overall cost	1	1
		1. Appointment of a press coordinator to integrate all stakeholder press and PR initiatives and local tie up for adequate coverage in local press, assisting in accreditation of media persons.			
		2. Press Coverage focussed on Khelo India initiative.			
		3. Cross promotion of Khelo India social media tags with Press coverage.			
		4. Sharing Press Releases as per requirements of Khelo India initiative.			
		5. Creation of Social Media Content from site which apart from prints/still photos also include 8-10 videos of 30 seconds each per day of the event. A Social Media War room is to be built for this purpose.			
		6. Create and disseminate a timeline of sub events effective 1st February 2020 through the games and post event coverage which includes:			
		a) Exclusive newsworthy interviews			
		b) Inspirational stories			
	c) Behind the scenes				

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
		d) People on top- their vision and thoughts			
		e) Story so far			
		f) Social impact reports			
	SPECTATOR ENGAGEMENT				
7	DJ (The Agency is expected to take all the necessary licenses and permissions.)	The setup of DJ system should be completed by 18 th February 2020, however the DJ shall be required for event days i.e. 9 days	Nos.	9	9
	MC	9 days	Nos.	9	9
	Manpower for Mascots	9 days	Nos.	12	9
	PA Sound system of upto 5000 watts - Big Set up covering a football stadium	12 days	Nos.	5	12
	PA Sound System of upto 2000 watts - Small Set up covering a small FOP	12 days	Nos.	9	12
	Pom-Pom		Nos.	5000	1
	Lifesize Mascot	4 pairs (8 costumes)	Nos.	8	1
8	SPORTS PRESENTATION				
	MEDALS				
8A	Gold painted medal with lanyard & medal box	3" size Round zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by us with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	465	1

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
	Silver painted medal with lanyard & medal box	3" size Round zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by us with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	465	1
	Bronze painted medal with lanyard & medal box	3" size Round zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by us with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	555	1
	TROPHIES				
8B	Overall champions trophy	Total height 26" includes 6" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in Gold plated with cup/statue/star/ring/ball etc. used and shining polish.	Nos.	2	1
	Over-all Runners-Up trophy	Total height 22" includes 6" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in brass silver with cup/statue/star/ring/ball etc. used and shining polish	Nos.	2	1

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
	Over-all Second Runners-Up trophy	Total height 18" includes 5" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in brass silver with cup/statue/star/ring/ball etc. used and shining polish.	Nos.	2	1
	Trophies for sport first	Trophy 16" height includes 5" wooden stand with glossy polish with 4 side colored name plates with proper box packing. Attractive design in brass silver or gold plated shining polish	Nos.	34	1
	Trophies for sport second	Trophy 14.75" height includes 4" wooden stand with glossy polish with 4 side colored name plates with proper box packing. Attractive design in brass silver or gold plated shining polish	Nos.	34	1
	Trophies for sport third	Trophy 13" height includes 3.5" wooden stand with glossy polish with 4 side colored name plates with proper box packing. Attractive design in brass silver or gold plated shining polish	Nos.	34	1
8C	SOUVENIRS				
	Lapel Pins	Approx. 1" X 2"	Nos.	2000	1

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
	Commemorative Medals	3” size Round Medal as per sample weight 100 gms with LOGO embossing with multi-colors and other side small logo with write up (provided by KI) with Wooden Box inside velvet base.	Nos.	500	1
8D	SPORTS PRESENTATION CEREMONY				
	Medal Ceremonies and Games Closing Ceremony – Bidder to attach detailed break-up of line elements along with the Price Bid.	Cost to include Presentation trays, hostess, costumes, confetti blasts, stage setup, Dais, Backdrop, etc.	Overall cost	1	1
9	VENUE BRANDING				
	Flex & Frame	MS Pipe Frame with Star Flex	sq. ft	80000	1
	Vinyl Branding	Vinyl Pasting	sq ft	10000	1
	Vinyl on Sun board Branding	Vinyl Pasted on Sun board	sq ft	20000	1
	Backdrops	MS Pipe Frame with Star Flex	sq ft	5000	1
	Champions Board	MS Pipe Frame with Star Flex	sq ft	3000	1
	Main Gate Arch	MS Pipe Frame with Star Flex	sq ft	50000	1
	Standeas	6 ft by 4 ft Wooden Frame	sq ft	60000	1
	Branding	Roll-ups & Office branding	sq ft	5000	1
	Stickering	Branding requirement on cars and buses	sq ft	5000	1
	Signage to Venue	MS Pipe Frame with 320 GSM Blackout Star Flex	sq ft	25000	1
Teardrop Banners	Knitted Polyester (stands/poles/ base to be provided). To be placed across the stadium concourse	sq ft	5000	1	

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
	Box Branding	MS Pipe Frame with 320 GSM Blackout Star Flex in box Shape	sq ft	15000	1
	Drop Down Flex	Blackout Flex as per the specific dimensions identified for the different buildings	sq ft	25000	1
	Pole Branding	Knitted Polyester. Media to be held in its position either with the help of existing horizontal pipes. Velcro strips to be provided to hold the banner.	Sq ft	7000	1
10. BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA					
S. No.	Particulars	Specifications		Quantity Required	Days/Duration
		Size	Description		
1	German Hanger	20M X 15 M	German Hanger of given dimension with 6" height wooden platform with carpeting, water proofentage satin cloth draping on the ceiling with air condition & adequate lighting	2	12
2	Waterproof Shamina	3M X 3M	Bamboo structure with 4 side covered with cloth, carpet on floor & Waterproof (Trapoline /Roof)."Floor : Wooden flooring and carpeting with adequate light	10	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
		5M X 5M	Bamboo structure with 4 side covered with cloth, carpet on floor & Waterproof (Trapoline /Roof)."Floor : Wooden flooring and carpeting with adequate light	10	12
		20M X 30 M	Bamboo structure with 4 side covered with cloth, carpet on floor & Waterproof (Trapoline /Roof)."Floor : Wooden flooring and carpeting with adequate light	10	12
3	Pagoda Tents	3M X 3M	Supply, erection and dis-assembling of Water proofentage with 6" height wooden platform with carpeting a) As specified with minimum internal height of 2.5m with two removable sides. b) Material : Sides - Opaque PVC canvas material. c) Electrical / Technology: . Minimum lighting levels of 200 lux . Adequate safety lighting . 5A electrical sockets	7	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
			. Sufficient Size electrical panel connections		
			d) The tent shall be constructed in accordance with National Building Code and Practices and shall be furnished with fire extinguishers to meet necessary fire regulations governing temporary structures.		
		5M X 5M	e) Cabling from nearest electrical source/DG Set is to be ensured	7	12
4	Octonorm Panels	Height -2.5 M	Partitions shall be made in prefabricated aluminium sections with laminated panels.	5000	12
5	Chinese Tents/ Canopy	3M X 3M	Canopy with platform and carpeting	20	12
6	Patio Umbrella	Height - 2.5 M	Branded Umbrella with Base	50	12
7	Wooden Platforms		19 mm 2 layered BWP with hardwood framing of minimum 4 inch.	10000	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
8	Stage	2' Height	Stage of wooden platform with 4' wide x 6" high wooden risers on 2 sides. Stage size may vary as per the design.	4000	12
9		4' Height		4000	12
10	Victory Stand		Tiered victory stand dimensions: 1x1m of separate boxes total 3nos(1set) and ht should be as per IOC	10	12
11	Podium		Podium for speech	10	12
12	Camera Platform	12' L X 8' W X 25' H		10	12
		8'L X 8'W X 25' H		20	12
		8'L X 8'W X 8'H		15	12
13	Camera Raiser	8' L X 8' W X 25' H		10	12
14	Table	1'X1'	Water dispenser	50	12
15	Table	4'X2'	Office Tables/ Plastic Tables with cloth & Frills	300	12
16	Buffet Table	6'X19'6"	Office Tables/ Plastic Tables with cloth as per requirement	45	12
17	Round Table	6' Dia	Office Tables/ Plastic Tables with cloth as per requirement	50	12
18	Bar Table	4' Dia		150	12
19	Executive chair		Wheeled Chair with Leatherette. Upholstery with Back Support and Side Arms	70	12
20	Bar chair			150	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
21	Hydraulic Bar Chair (Boxing)	5' height Max.	adjustable height	15	12
22	Metal Chair with cushion		Chair with Leatherette Upholstery with Back Support and Side Arms	200	12
23	Plastic chair		Plastic chair with arm support	2500	12
24	Folding Stools		about 1ft ht , canvas seating with iron frame	150	12
25	Sofa	2 seater	Seamless design of plush seating in quality leather	100	12
26	Sofa	1 seater	Seamless design of plush seating in quality leather	100	12
27	Coffee Tables	1.2 M X 0.6M X 0.4M	Wooden Polished Centre table	75	12
28	Massage tables	28" W X 72"L X 23"H	2" Thick Cushion of Multi-Layer Foam, Oil & Waterproof. Portable & Foldable	45	12
29	Almirah	52"H	Precision steel ball-bearings. High-side drawers accept letter size hanging file folders. Core-removable lock. Aluminium handles and label holders.	150	12
		X15"W X26.5"D			
30	Trunk	3' X 2' X 2'	metal box with lock & key	70	12
31	White Boards	4' X 2'	White Board With Stand	15	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
32	Cooler Box		50 LtrCapacity Manufactured from USDA/ FDA/ EU approved food grade polyethylene. PU filled & UV stabilized. Used for storing chilled soft drinks, perishable items, snacks, pastries & frozen foods.	35	12
33	Fridge		Fridge should be branded and Capacity of 185 ltr	30	12
34	Fan		Standing/ Mobile Fans	50	12
35	AC- 4 ton	4 Ton	Standing / Mobile AC	30	12
36	Wash Basin		Movable wash basin with water container	35	12
37	Extension cords		Copper Wire required at various points for extending the power requirement to desired locations.	400	12
38	TV	43'		20	12
39	Deep Freezer		Minimum capacity of 200 Ltrs. With a basket and should have the facility to Increase or Decrease the temperature range as per the requirement	6	12
40	500 KVA		3 phase cabling, earthing, change over, distribution panel which is suitable for entire duration of the	3	12
41	350 KVA			6	12
42	125 KVA			12	12
43	62 KVA			10	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
44	15-18 KVA		event, to run as per site requirement with capacity switch gear and distribution cables of adequate size and length, with all consumables, operation and maintenance for 12 days. The cost of fuel for running per hour is to be mentioned in respect of each of the DG Set. The final bills for fuel shall be verified against the running hours per day in respect of each DG Set	10	12
45	Security Guards			70	12
46	Parking Ushers			25	12
47	Supervisors			15	12
48	House		Manpower for up keeping & maintenance of the Venue. Cleaning hardware to be included in the scope. Like tissue paper roll, hand towels, and other related requirement.	75	12
	keeping				
49	Labour			100	12
50	Bamboo Barricading with cloth masking		Black/white cloth masking	10000	12
51	Mojo Barricading	4' Height		6000	12
52	Tensile Barriers		Retractable Belt Posts or Belt Stanchions	50	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
53	Queue Manager		Set Of Two Pieces Stainless Steel-Retractable Belt Stanchions	70	12
54	Traffic Cones	30"		50	12
55	High wattage metal lights	Warm white		400	12
56	LED Par64	Warm white		300	12
57	Chemical toilets		Portable toilet with PVC / MS frame body. Plumbing with quality EWC, flush tank, taps and washbasin. Waste removal and cleaning staff, water facility, plumbing and tank (2000 liter to 5000 liter water tank will be keep on 8 feet height. Platform provisioning subject to the identified area.	80	12
58	Walkie-Talkie		Make of reputed Brand like Motorola/ Yashica or equivalent, VHF Devices	70	12
59	Ice		Ice made with RO water in small polybags of sizes ranging from 5kg to 10 kg. SAI will intimate the day- wise requirement of ice from as per the match schedule.	500	12
60	Carpets		Carpet 3mm with Laying and Installation 30x3m - One roll	5000	12

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/Duration
61	Desktop		Desktops along with UPS, Windows 10, MS Office, PDF Reader and other basic soft wares.	20	12
			Full functional desktops not older than a year along with maintenance		
62	LED	16'X10'	All equipment related to live screening viz. genset, cabling, stage, super structure, truss, set top box etc. are included in the scope of work.	6	12
63	Mirrors	6' X 3'		10	12
64	Fire Extinguishers		Multipurpose Uses ABC Type fire extinguisher 2 Kg with 5 years Warranty.	50	12
65	Bins	30 L	Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately).	200	12
		5 L	Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately).	200	12
66	Green Mesh Carpet		waterproof PVC material with 9-20mm thickness	30000	12
11A	VENUE OPERATIONS (WORKFORCE)				

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
	Resource Level 1 (To be deployed at Delhi or Bhubaneswar as per requirements)*	Remuneration per day x Qty x Days (Max. remuneration upto 1,50,000/- per month)	Nos.	3	60
	Resource Level 2 (To be deployed at Delhi or Bhubaneswar as per requirements)*	Remuneration per day x Qty x Days (Max. remuneration upto 80,000/- per month)	Nos.	11	60
	Operations – Bidder to attach detailed break-up of cost of manpower to be deployed and other cost heads in all Areas	Games Management Fee	Overall cost	1	1
11B	Photographers with necessary equipment for 4K HD quality	Remuneration x Qty x Days	Nos.	10	9
	Cost of editing of photos	Editing in Photoshop, enhancement, creation of artistic/poster style pictures (or any other processing in vogue) from raw photos	Nos.	500	1
	Videographers with necessary equipment for 4K HD quality	Remuneration x Qty x Days	Nos.	10	9
	Cost of creation of 10 minutes Video	Creation of High Quality 4K Videos from raw video footage of 10 minutes' duration each. Such videos to have approved background music, effects and enhancement (or any other processing in vogue)	Nos.	10	1
13. HOST CITY ACTIVATION					

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
	Host City Activation – Plan to suggest activation in Malls, Prominent Public Places, Airport, Railway Station, Bus Terminals, Tourist Places etc.	<ul style="list-style-type: none"> The EMA to propose an activation plan for Bhubaneswar and Cuttack with an upper limit on value to INR 1 Crores only (inclusive of all costs for installation, rentals etc.). 	Overall Cost	1	1
<ul style="list-style-type: none"> To implement a Social Media Activation Plan with respect to KIUG 2020 by adapting 360-degree approach and ensure big bang digital splash across all key portals and platforms. Such plan to start at least 15 days prior to the start of event on various prominent Social Media Platforms such as (but not limited to) SportsKeeda, The Quint, Scoop whoop, Men’s Xp, etc. EMA to deploy dedicated team for the same. 					
<ul style="list-style-type: none"> The Proposal shall be evaluated during Presentation. 					
<ul style="list-style-type: none"> EMA to attach a detailed break-up of the cost of individual elements (such as jingles, banners, road show, canter activation etc.) as annexure to Financial Proposal. The requirements may be scaled up or down based on the element wise cost sheet. 					

S. No.	Particulars	Specifications	Unit/Remarks	Quantity Required	Days/ Duration
		<ul style="list-style-type: none"> It is clarified that the requirements of City Activation are only indicative in nature and SAI/DSYS reserves the right to place the work order for the same. 			
14. ACT MANAGEMENT					
	Resource Level 1 – ACT Lead (To be deployed at Delhi or Bhubaneswar as per requirements)*	Remuneration per day x Qty x Days (Max. remuneration upto 1,50,000/- per month)	Nos.	1	60
	Resource Level 2 – SMEs (To be deployed at Delhi or Bhubaneswar as per requirements)*	Remuneration per day x Qty x Days (Max. remuneration upto 80,000/- per month)	Nos.	6	60
	ACT management solution	<ul style="list-style-type: none"> The cost to include manpower, any kind of management tools (hardware or Software) etc. 	Overall cost	1	1
		<ul style="list-style-type: none"> EMA to attach a detailed break-up of the cost of individual elements as annexure to Financial Proposal. The requirements may be scaled up or down based on the element wise cost sheet. 			
		<ul style="list-style-type: none"> It is clarified that the requirements of ACT management Solution are only indicative in nature and SAI/DSYS reserves the right to place the work order for the same. 			