

**Ref. No. 01-34002(12)/1/2021-HO - FIT INDIA**

**REQUEST FOR PROPOSAL (LIMITED)**

**HIRING OF EVENT MANAGEMENT AGENCY (EMA)**

**FOR**

**“MEET THE CHAMPIONS” PROGRAM**

Date of Release: 18<sup>th</sup> November 2021

Last date of Submission: 9<sup>th</sup> December, 2021 at 11:00 AM

**SPORTS AUTHORITY OF INDIA (SAI)**

1<sup>st</sup> Floor, SAI, HQ, JLN Stadium, Entry no 10, Lodhi Road, New Delhi

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## DISCLAIMER

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

## MEET THE CHAMPIONS

### 1. BRIEF OF PROGRAM

The recently concluded Tokyo 2020 Olympic Games witnessed India's highest ever medal tally and first gold medal in Track & Field discipline at the Olympics. To further the legacy and to stress the importance of Olympians as role models to the young population, especially the school students, Sports Authority of India (SAI) under the aegis of Ministry of Youth Affairs & Sports (MYAS), is partnering with Ministry of Education (MoE) to organize a curated and interactive session between the Olympians and school students, under the theme Azadi Ka Amrit Mahotsav called "**Meet the Champions**".

The objective of the program is that the Olympians visit schools across India, spend 1 hour with school students and talk to them about the importance of Santulit Aahar (balanced meal) and play any game with them for 10-15 mins during the interaction.

The key features of the program are as follows:

- 75 Olympians to interact with 75 schools pan India in 2 years
- Topics on Balanced Nutrition, Fitness and Sports
- Special section on Fit India Quiz – Q&As between Olympians & students

The sessions at 75 locations will be conducted at school auditorium/hall in the shortlisted city/town. A standard operating procedure (SOP) document will be shared with all host schools to ensure uniformity in delivery. An extensive digital campaign will run for the entire duration of the program and Fit India Icons/ Champions and other celebrities will be roped in to amplify the campaign. The host School/Education Boards may ensure the local media/PR coverage (The matter will be taken up with Ministry of Education). A mega event is planned in New Delhi which may be graced by Hon'ble Ministers from Ministry of Education (MoE) and Ministry of Youth Affairs & Sports (MYA&S) and Indian Olympians.

### 2. SCOPE OF SERVICES

Overall event management: Planning, organizing and execution of mega event in Delhi and regional events across various locations in India for Meet the Champions program.

- A) MEGA EVENT:** This event may be graced by Hon'ble Ministers from Ministry of Education (MoE) and Ministry of Youth Affairs & Sports (MYA&S) and will have a gathering of 1,000 school students. Thus, it needs to be conceptualized and executed keeping in mind the significance and scale of the Meet the Champions program. The event should be impactful, inspiring, engaging and captivating for the audience present at the venue and for the viewers watching the event on TV and digital platforms. All communication will be under the overarching theme of #AKAM (Azadi Ka Amrit Mahotsav).

The mega event will take place in Indira Gandhi Stadium, New Delhi. It needs to be organized, produced, coordinated, managed, executed and delivered within a period of 1 hour (does not include protocols or speeches). The event should showcase the importance of Santulit Aahar (balanced meal), sports and fitness and why it is necessary for children. The dignitaries on dais may include Hon'ble Ministers from MoE and MYA&S, and prominent Indian Olympians. The dignitaries at Indira Gandhi Stadium will virtually interact with Olympians/celebrities who will be present at 6-7 different locations across India. It is paramount to use latest technology / innovations to make the event glitch-free and impactful including online editing, graphics, commentary etc. to support live broadcast of the event. This will also

include up-linking the feed to broadcast and digital partners and providing clips and features post the conduct of the live event.

Additionally, there are some desirables to be considered for the mega event which is provided in Annexure 'IV'.

**REGIONAL EVENTS:** 'Meet the Champions' sessions will be executed by host schools in selected places of various States/UTs. The responsibility of the bidder is to support to school in implementing the sessions and ensuring there will be uniformity in program delivery across the host schools. The list of proposed locations for interactions will be finalised at a later date. There will be a minimum of 10 and maximum of 75 locations pan India where the interactions will take place. The scope of work is limited to the following deliverables and remaining arrangements will be done by the host schools. The deliverables mentioned at S. No. 1 to 4 are variable in nature and need basis subject to actual number of webcasting coverage required. The deliverable at S.No. 5 is fixed in nature and content to be prepared for 75 sessions as per the list provided by SAI.

S. N.	Particulars	SCOPE OF WORK FOR THE BIDDER FOR REGIONAL EVENTS
1.	Branding	a) Branding elements to be installed at host school to ensure uniformity across all venues. b) The branding elements are one stage backdrop and four standees and one selfie point
2.	Webcasting	Live webcasting of the event including local supervision + feed to be given to DD or other platforms
3.	Moderator	Engagement and briefing of local moderator for each session. Moderator should be well versed in local language
4.	Operations & Coordination	A local team to be appointed for venue readiness at host schools including coordination with host schools, branding, tech check and any other requirement for smooth execution of the event.
5.	Content Creation + Social Media	a) Customized content creation for 75 sessions. The content will include Q&A sessions on topics revolving around balanced diet, fitness & sports and Fit India Quiz section. b) Photos/Videos of the interactions to be taken and shared centrally with SAI by the local coordination team for posting on various social media platforms

Note:- An indicative list of Project Desirables for mega event is given at Annexure IV. The bidder must keep in mind the Project Desirables while preparing their proposals. It may be noted here that the list given at Annexure IV is not exhaustive and the bidders are free to add other elements to suit the requirements of their proposal.

### 3. BID SCHEDULE

The Bid Schedule is as follows:

Date of Release	18.11.2021
Last date for queries /clarifications	25.11.2021 at 10:00 AM
Pre-Bid Conference (Video Conference)	25.11.2021 at 11:00 AM Meeting Link: Join Zoom Meeting <a href="https://us02web.zoom.us/j/84073467149?pwd=K3gvR0tlQkZlQzc4bE5zRW9laG9hZz09">https://us02web.zoom.us/j/84073467149?pwd=K3gvR0tlQkZlQzc4bE5zRW9laG9hZz09</a>

	Meeting ID: 840 7346 7149 Passcode: 12345
Bid Submission start date	01.12.2021
Bid submission end date and time	09.12.2021 at 11:00 AM
Opening of Technical Bid	10.12.2021 at 11:30 AM
Presentation	Will be intimated at a later stage
Opening of Financial Bid	Will be intimated at a later stage

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

#### 4. PERIOD OF CONTRACT

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

#### 5. ELIGIBILITY CRITERIA

This is a limited RFP floated for the participation of following Event Management Agencies that have been Empanelled by SAI:

- (i) M/s Cine Yug
- (ii) M/s Deepali Designs and Exhibits Pvt. Ltd.
- (iii) M/s DNA Entertainment Networks Pvt. Ltd.
- (iv) M/s E Factor Entertainment Pvt Ltd.
- (v) M/s Encompass Events Pvt. Ltd.
- (vi) M/s Ferris Wheel Entertainment Pvt. Ltd.
- (vii) M/s ITW Consulting Pvt. Ltd.
- (viii) M/s Max Publicity and Communications Pvt. Ltd
- (ix) M/s Meraki Communications Pvt Ltd.
- (x) M/s Percept Ltd.
- (xi) M/s Showtime Events India Pvt. Ltd.
- (xii) M/s Sports For All
- (xiii) M/s Sporty Trip Experience Pvt. Ltd.
- (xiv) M/s SV Edusports Pvt Ltd.
- (xv) M/s Thomas Cook (India) Pvt Ltd
- (xvi) M/s Twenty First Century Media Pvt Ltd.
- (xvii) M/s White Copper Pvt Ltd.
- (xviii) M/s Wizcraft International Entertainment Pvt. Ltd.

## **6. BID SECURITY /EARNEST MONEY DEPOSIT (EMD)**

Bid Security/Earnest Money Deposit (EMD) has been replaced with Bid Securing Declaration as per Ministry of Finance, Department of Expenditure O.M. dated 12th November 2020. However, all bidders are required to upload along with other documents, a duly signed and sealed copy of Bid Securing declaration as per Annexure - III.

## **7. BID VALIDITY**

- 7.1 The Bid shall remain valid for acceptance for a period of 75 days (seventy five) days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.
- 7.2 In exceptional cases, the Bidders may be requested by SAI to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid.
- 7.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for SAI, the Bid validity shall automatically be extended up to the next working day.

## **8. SIGNING OF BID**

- 8.1 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duty authorized (as mentioned in RFE for Empanelment of Event Management Agencies) to bind the Bidder to the contract.
- 8.2 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting.

## **9. CLARIFICATION OF BID**

- 9.1 Bidders requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with Dy. Director, SAI, Fit India at [contact@fitindia.gov.in](mailto:contact@fitindia.gov.in). SAI will respond through mail to such request provided the same is received by SAI as per the Bid Schedule. No query/clarifications will be considered after prescribed date and time.
- 9.2 Any clarification issued by SAI in response to query(ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clauses(s) of the bid document.

## **10. INSTRUCTIONS TO APPLICANTS**

### **10.1 Number of Proposals and respondents**

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

#### Conditions for Sub Contracting

- Subject to the restrictions outlined in this Tender Document, any Bidder may propose to subcontract a part of the contract for specialised items of services, provided that the names and details of the sub-contracts are clearly stated in the bid submitted by Bidder and provided further that such sub-contractor should not circumvent the eligibility condition
- Procurement of material, hire of equipment or engagement of labour shall not be considered as sub-contracting.

- Despite any approval granted by the Procuring Entity for such arrangements, the Bidder/ Contractor shall be solely and directly responsible for executing sub-contracted portions of the contract.
- The total value of the sub-contracting portion of services must not exceed fifty per cent of the contract price.
- Sub-contracting by the contractor without the approval of the Procuring Entity shall be a breach of contract.

#### **10.2 Proposal preparation cost**

- The Applicants shall bear all costs associated with the preparation and submission of the Proposal. SAI will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.
- All papers submitted with the Proposal are neither returnable nor claimable.

#### **10.3 Right to accept and reject any or all the Proposals**

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

#### **10.4 Amendment of the RFP**

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

#### **10.5 Data identification and collection**

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

### **Preparation and submission of Proposals**

#### **10.6 Language and currency**



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

#### 10.7 **Format** and signing of Proposals

- The Applicants shall prepare electronic copies of the technical and financial e-bid/Proposals separately.
- Applicants should provide all the information as per the RFP and in the specified formats. SAI reserves the right to reject any Proposal that is not in the specified formats.
- In case the Applicants intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

#### 10.8 **Submission** of e-bid/Proposal

- The bid submission module of e-procurement website <http://eprocure.gov.in/eprocure/app> enables the Applicants to submit the Proposal online in response to this RFP published by the SAI. Submission can be done till the Proposal Due Date specified in the RFP. Applicants should start the process well in advance so that they can submit their Proposal in time. The Applicant should submit their Proposal considering the server time displayed in the e- procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the RFP schedule. Once the submission date and time has passed, the Applicants cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Applicants shall only be held responsible.
- The Applicants have to follow the following instructions for submission:
  - For participating through the e-tendering system, it is necessary for the Applicants to be the registered users of the e-procurement website <http://eprocure.gov.in/eprocure/app>.
  - In addition to the normal registration, the Applicant has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid/Proposal submission activities. Registering the DSC is a one-time activity. Before proceeding to register his/her DSC, the Applicant should first log on to the e-tendering system using the user login option on the home page with the login ID and password with which he/she has registered.
  - For successful registration of DSC on e-procurement website <http://eprocure.gov.in/eprocure/app> the Applicant must ensure that he/she should possess class-2/class-3 DSC issued by any Certifying Authorities approved by Controller of Certifying Authorities, Government of India, as the e-procurement website <http://eprocure.gov.in/eprocure/app> is presently accepting DSC issued by these authorities only. The Applicant can obtain user login ID and perform DSC registration exercise above even before e-bid/Proposal submission date starts. SAI shall not be held responsible if the Applicant fails to submit his/her e-bid/Proposal before the Proposal Due Date due to DSC registration problem.
  - The Applicant can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting the tender, for which the Applicant intends to e-bid/Proposal, from "My tenders" folder, the Applicant can place his/her e-bid/Proposal by clicking "pay offline" option

available at the end of the view tender details form. Before this, the Applicant should download the RFP document including financial format and study them carefully. The Applicant should keep all the documents ready as per the requirements of RFP document in the PDF format.

- After clicking the 'pay offline' option, the Applicant will be redirected to terms and conditions page. The Applicant should read the terms & condition before proceeding to fill in the Bid Processing Fee offline payment details. After entering and saving the Bid Processing Fee details form so that "Bid document preparation and submission" window appears to upload the documents as per technical and financial schedules/packets given in the tender details. The details of the RTGS should tally with the details available in the scanned copy and the date entered during e-bid/Proposal submission time otherwise the e-bid/Proposal submitted will not be accepted.
- Before uploading, the Applicant has to select the relevant DSC. He may be prompted to enter the DSC password, if necessary. For uploading, the Applicant should click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Applicant's computer.
- The Applicant should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid/Proposal documents are digitally signed using the DSC of the Applicant and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-bid/Proposal documents are protected, stored and opened by concerned bid openers only.
- After successful submission of e-bid/Proposal document, a page giving the summary of e-bid submission will be displayed confirming end of e-bid/Proposal submission process. The Applicant can take a printout of the bid summary using the "print" option available in the window as an acknowledgement for future reference.
- Fit India Mission reserves the right to cancel any or all e-bids/Proposals without assigning any reason.

#### 10.9 **Deadline** for submission

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

#### 10.10 **Late** submission

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

#### 10.11 **Withdrawal** and resubmission of Proposal

- At any point of time, an Applicant can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Applicant should first log in using his/her login ID and password and subsequently by his/her DSC on the e-procurement website <http://eprocure.gov.in/eprocure/app>. The Applicant should

then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Applicant will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option, the Applicant has to click "Yes" to the message- "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The Applicant also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Applicant has to confirm again by pressing "OK" button before finally withdrawing his/her selected e-bid/Proposal.

- No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Applicant's forfeited of his/her e-bid/Proposal security.
- The Applicant can re-submit his/her e-bid/Proposal as when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Applicant earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the Applicant should first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the e-procurement website <http://eprocure.gov.in/eprocure/app>. The Applicant should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Applicant will be displayed. Click "View" to see the detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.
- The Applicant can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals.
- No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

#### 10.12 Selection of the Agency

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

#### 10.13 Opening of Proposals

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

## 11. BID EVALUATION

11.1 The bid evaluation shall be done in two parts with following weightage.

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

### 11.2 Technical Evaluation

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

SN.	Evaluation Criteria	Maximum Marks
1	Understanding of Scope of Work.	20
2	Work Plan including Approach and Methodology.	20
3	Manpower deployment plan and proposed timeline to achieve the goals.	20
4	Use of technology, innovation, and creative ideas for Mega Event and Regional Events	20
5	Showcase of capability of agency in terms of similar projects.	20
<b>Total Marks</b>		<b>100</b>

Note: Panel of experts shall decide on above aspects.

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

### 11.3 Financial Score

The total all - inclusive consideration towards Event Management Fees including all other expenses related to the Events shall not exceed the estimated value of RFP i.e., **INR 1,00,00,000/- (INR One crore only) excluding GST as per schedule of events given below:**

Mega Event	INR 25 lakhs + GST
Regional Events (75 locations)	INR 1 lakh + GST each

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

- a) L1 shall be given Maximum Marks (i.e. 100 Marks).
- b) Other bidders shall be assigned marks in comparison to the L1 as per to the following formula;

$$\text{Financial Score} = (\text{Lowest Bid} / \text{Bid Under Consideration}) \times 100$$

### 11.4 Final Score

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

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

## 12. COMPARISON OF BIDS AND AWARD CRITERIA

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

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

### 13. RIGHT TO VARY SCOPE OF WORK

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

### 14. AWARD OF CONTRACT

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

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

### 15. PERFORMANCE BANK GUARANTEE

15.1 The selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall be required to give Performance Bank Guarantee ("PBG") for the amount equivalent to 3% of the contract value inclusive of tax. PBG will be in the form of Bank Guarantee (BG) of any Commercial Bank drawn in the name of "SECRETARY (SAI), KHELO INDIA" payable at New Delhi to be deposited in the office of Khelo India, 1st Floor, SAI Headquarters, JLN Stadium Complex, Entry Gate No 10, Lodhi Road, New Delhi.

15.2 SAI will have the right to invoke the PBG without assigning any reasons if the selected Bidder defaults or deemed to have defaulted or in the case of non-acceptance of the purchase orders/work order/scope of work and/or default in any terms of the tender documents and empanelment will be cancelled.

15.3 Successful bidder shall be required to give PBG within 14 days of issuance of Notification of Award by SAI. In the event of default in submission of PBG within the stipulated time, the Agency shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the PO value per day of delay subject to a maximum delay of 7 (seven) days. If delay continues beyond 7 (seven) days, SAI shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.

15.4 The PBG shall be immediately replenished by the Bidder in the event PBG is invoked by SAI.

15.5 The PBG should remain valid for an additional period of 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 6 months, the PBG shall be valid till 6 months + 90 days from the date of project initiation.

15.6 In the event wherein a PO is released by SAI for project renewal or a fresh PO is released, the bidder shall ensure extension / submission of PBG with 15 days of issuance of the PO.

### 16. TERMS OF PAYMENT

16.1 The payments shall be made in instalments as under:

- a) It is to be noted here that **separate Work Orders may be released for Mega Events and Regional Events**. Payments shall be made according to the corresponding work order value.
- b) **Phase I** – Advance Payment amounting to 20% of the Work order value will be made after signing of the contract against submission of Bank Guarantee of the equivalent amount.
- c) **Phase II** – Upto 90% of the total Work Order will be released as part payment (after adjusting 20% advance released as Phase I), according to Invoices/bills raised (as per actual) subject to verification of successful completion (in terms of quantity, quality and timelines) from designated officers. Please note that the 20% advance payment made earlier will be adjusted while releasing part payment.
- d) **Phase III** – Final Payment: 10% of the Work Order value will be made after final acceptance of all documentation and reports of the Event.

- 16.2 EMA to submit Bank Guarantee of equal amount for release of advance payment as per standards mentioned in General Financial Rules 2017 (GFR) issued by Ministry of Finance. This Bank Guarantee shall be returned after the whole amount is adjusted after settlement of Invoices.
- 16.3 Final Billing will be done on actual orders placed.
- 16.4 EMA has to ensure that any additional work done by the EMA has to be approved by the Fit India Mission/SAI in writing, otherwise it will not be considered for payments.
- 16.5 All billed items are to be signed off respectively from SAI/ Designated officer/Committee regarding quantity, quality and successful completion as per agreed timelines. These need to be backed up by relevant evidence (Photographs, Videos, Lists etc. signed off by Competent Authority).

## **17. INTELLECTUAL PROPERTY**

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

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

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

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

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

SAI shall not be responsible in any way for any unfulfilled obligations and/or liabilities of EMA its Affiliates/Associations etc. and/or its agents towards any person, party, company, organization in connection with pending obligations, the finance, employment of other contractual and non-contractual.

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

## **18. PENALTY CLAUSE**

- 18.1 During the term of the Contract, SAI, at its sole discretion, will assess the EMA's performance periodically regarding fulfilment of its obligations. It is contemplated that this assessment of the EMA's performance shall be based on the following factors:
- i. Timely delivery of the Services;
  - ii. Standard of quality of Services;
  - iii. Quantity of the services as per the RFP.
- 18.2 If, upon assessment by SAI, performance of the Agency is not found satisfactory on above mentioned factors, the following penalty shall be levied upon the EMA:

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

18.3 Any failure by EMA in maintaining its contractual obligations shall render EMA liable to any or all of the following sanctions:

- i. Imposition of Penalty as per Clause 19.2 above,
- ii. Forfeiture of its Performance Security
- iii. Termination of the Contract for default and
- iv. Termination of Empanelment

18.4 SAI shall be entitled to terminate this contract immediately upon a written notice, in case EMA is in material breach and/or fail to fulfill its obligations as promised under this agreement provided EMA fails to remedy such breach immediately upon notification of the breach.

18.5 In case the event is cancelled, terminated or postponed due to default, breach and/or reasons owing to the EMA. SAI shall be entitled to seek immediate refund of the total monies paid to EMA till the date of termination with reasonable interest thereupon besides damages.

18.6 Any dispute or difference arising between EMA and SAI shall be mutually resolved through amicable discussions failing which a sole arbitrator as mutually appointed by both the parties, arbitration proceedings would be held under the provisions of Arbitration and Conciliation Act, 1996 as amended. The procedure and fee of the Arbitrator shall be in accordance with prevailing policies and procedures of SAI. Any dispute/differences not being the subject matter of such arbitration shall be subject to the jurisdiction of the Courts of Law at Delhi only, as per governing laws.

**TO BE FILLED ONLY IN PROVIDED BOQ ON CPP PORTAL**

**Name of Work:** Proposal by Event Management Agency for Mega Event & Regional Events of “Meet the Champions” Program.

**Price Bid**

S. No.	Element	Qty.	Cost in Rupees	GST/ other Taxes (if any)	Total
1	Mega Event Fee	1	xxx	xxx	xxx
2	Regional Events Fee for each location	75	xxx	xxx	xxx
<b>GRAND TOTAL</b>					xxx

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

**Note:**

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

Signature of the Agency:

Address:

Date:



Annexure II | SUGGESTED DEADLINES

<b>SUGGESTED DEADLINES RELATED TO CONDUCT OF EVENTS</b>			
<b>S. No.</b>	<b>Particulars</b>	<b>Work to be ensured</b>	<b>Deadline</b>
1	Mega Event & Regional Events for “ <b>Meet the Champions</b> ” Program	Event concept presentation	2 <sup>nd</sup> Week of December, 2021
		Conduct of the Mega Event	3 <sup>rd</sup> Week of December, 2021
		Conduct of Regional Events	After successful completion of the Mega Event

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

Annexure III | BID SECURING DECLARATION FORM

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To

**Mission Director (FIT INDIA)  
Sports Authority of India,  
Ramp 5, North Block  
JLN Stadium Complex, Entry Gate No 10,  
Lodhi Road, New Delhi - 110003**

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions as below:

- a) withdraws/modifies/amends the submitted bid against this tender, impairs or derogates from the tender, during the period of bid validity specified in this tender; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse to execute the contract, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the terms of this tender document.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder or upon

- (i) the receipt of your notification of the name of the successful Bidder and submission of required Performance Security, in accordance with the terms of this tender document; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of: (insert legal capacity of person signing the Bid Securing Declaration)

Dated on \_\_\_\_\_ day of (insert date of signing)

Corporate Seal (where appropriate)

Annexure IV | PROJECT DESIRABLES FOR MEGA EVENT

S.No	Area	Details
1	Branding	Venue branding which includes outdoor and in-stadia branding - arch gate, stage backdrop, banners, standees and directional signages. Masking of upper seating area as it will not be used for the event All communication under the overarching theme of #AKAM (Azadi Ka Amrit Mahotsav)
2	Zoning & Numbering	Zoning of different areas to manage movement of VVIPs, VIP, school students, media, staff, and other personnel during the event Generic pre-printed access pass for workforce (staff, volunteers, media)
3	Distributables	Adequate branded T-shirts (front sided print) , Flags (single use plastic not allowed) and pom-poms for students (expected 1000 numbers)
4	Anchor	Prominent emcee with experience of anchoring important launch/opening ceremony events
5	Food & Beverages (F&B)	<ul style="list-style-type: none"> <li>Refreshment for VVIPs, VIPs (expected 100 numbers). A separate holding area to serve F&amp;B to VVIPs, VIPs.</li> <li>Adequate refreshments &amp; water stations school students, media, volunteers, and staff members (Expected 1500 numbers).</li> </ul>
6	Medical	Ambulance and Medical points
7	Protocol	Coordination with officials to ensure all protocols with regards to VVIPs, VIPs are followed at the venue
8	Permissions	<ul style="list-style-type: none"> <li>Adherence to all the policies such as fire, safety, disaster, risk, labour etc. as outlined by the government.</li> <li>Liaison with concerned authorities for procuring PPL &amp; IPRS license.</li> </ul>
9	Miscellaneous	<ul style="list-style-type: none"> <li>All activities to be conducted in relation to the event are to be created, planned and managed as part of the event responsibilities, included but not limited to VIP welcome, coordinating time for arrival and departure of participants and officials including catering services for the event.</li> <li><b>Internet:</b> Excellent internet connectivity required for virtual interaction with other locations with a minimum download speed of 100 Mbps.</li> <li><b>VVIP/VIP Management:</b> Co-ordinate invitations sent out &amp; list of VIPs &amp; dignitaries in attendance for the event. VVIP &amp; VIP Management to also include “host &amp; usher services” to ensure appropriate service levels to the honoured guests.</li> <li><b>Vehicle Movement:</b> Identification of parking facilities for VIPs, Media, Staff, vendors and participants and ensure smooth and continuous vehicle movement at the venue.</li> <li><b>Crowd Management:</b> To plan &amp; manage the entry/exit points, other access control points, the participants and other staff at the venue during the event and discipline is always maintained.</li> <li><b>Records Management:</b> Consisting of Delivery receipts, Inventory Records, Movement of equipment and any other item</li> </ul>

		<p>for the successful delivery of the event, to record all operations and activities with relevant photo/documentary evidence to ensure smooth payments.</p> <ul style="list-style-type: none"><li>• Photographers &amp; Videographers to provide SAI with a complete record of the event. This will be the sole property of SAI. (includes HQ edited photos)</li><li>• The bidder must ensure that all intellectual property including but not limited to Ministry &amp; SAI logo, Creatives, any work, brand name, trade name, service mark, trademark etc. shall belong to SAI. Under no circumstance, shall the bidder, either directly or indirectly, register, file or attempt to register or file any intellectual property in its own name.</li><li>• Submit the daily reports with documented proof about work in progress till the end of the contract.</li><li>• All planning by agency is subject to approval of SAI.</li><li>• Any other ancillary activity/work as may be assigned by SAI.</li></ul>
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