

**REQUEST FOR PROPOSAL (LIMITED)**

EVENT MANAGEMENT AGENCY (EMA)

FOR

KHELO INDIA YOUTH GAMES 2020

Date of Release: 25<sup>th</sup> October 2019

Last date of Submission: 11<sup>th</sup> November 2019 at 03:30 PM

**KHELO INDIA YOUTH GAMES 2020  
OFFICE OF THE DIRECTOR OF SPORTS AND YOUTH WELFARE  
RUDRASINGHA SPORTS COMPLEX, SUPERMARKET, DISPUR, GUWAHATI-781006**

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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 KHELO INDIA YOUTH GAMES 2020 (KIYG 2020) or any of their representatives, employees or advisors (collectively referred to as “Representatives”), is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.
2. This RFP Document is not an agreement and is not an offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their Proposal (“Bid”). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for KIYG2020 to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP Document and wherever necessary, obtain independent advice from appropriate sources.
3. The Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP Document.
4. The Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

## KHELO INDIA YOUTH GAMES 2020

### INTRODUCTION

The Ministry of Youth Affairs and Sports (MYAS), the Department of Sports and Youth Welfare Government of Assam, the Sports Authority of India and the Sports Authority of Assam intend to jointly conduct the annual edition of 'Khelo India Youth Games' ("KIYG") under the 'Khelo India' initiative. The Event is scheduled to be held in various locations in and around Guwahati Assam from 10<sup>th</sup> January 2020 – 22<sup>nd</sup> January 2020 (few games may be conducted before 10<sup>th</sup> January 2020) and will be organized in the U-21 and U-17 age group with participation from 29 (twenty-nine) states and 7 (seven) Union Territories of India. The dates mentioned here are tentative and change (if any) in the same will be communicated to the bidders immediately. This will be a multi-day, multi-sport event including but not limited to the following 20 sporting disciplines. The games across 8 locations.

**ATHLETICS**

**FOOTBALL**

**BADMINTON**

**KABADDI**

**VOLLEYBALL**

**ARCHERY**

**KHO KHO**

**BOXING**

**WRESTLING**

**LAWN BOWLS**

**WEIGHTLIFTING**

**JUDO**

**TABLE TENNIS**

**BASKETBALL**

**GYMNASTICS**

**HOCKEY**

**SHOOTING**

**SWIMMING**

**LAWN TENNIS**

**CYCLING**

The number of sporting disciplines mentioned above is tentative and changes (if any) will be communicated to the bidders immediately. This event will be a culmination of the various national competitions, with participation from the winners and top performers in competition such as, the School Games Federation of India, tournaments conducted by the National Sports Federations, AIU etc. The aim of organizing the Games is to encourage greater participation of youth in sporting activities in order to discover talent for higher level & international competitions at an early stage.

Within the above ambit, it is the objective of Khelo India Youth Games 2020(KIYG 2020) to engage an Event Management Agency (EMA), who can deliver end to end services for the Games. The support/services to be provided by KIYG 2020 is clearly mentioned in Annexure – I. Event Management Agency should undertake the planning and execution of the entire Khelo India Youth Games Event to make this event of international level for participants. Scale and stature are the key deliverables of the event – the event should be conducted at par with International multi-sport events with an aim to be a bench mark for Youth Games in the country. The event will be telecast live on TV on leading Sports Channel(s).

It is hereby clarified that for the purpose of this RFP, **KIYG 2020** will be the organisation representing the Government of Assam and other stakeholders for the purpose of enforcing the rights under this RFP and KIYG 2020 shall mean the CEO or Joint CEO or Director Sports and Youth Welfare Assam or any other Committee/Sub-committee/Officer as designated by KIYG 2020.

The official name of the event is ***"KHELO INDIA YOUTH GAMES 2020"***.

## 2. OBJECTIVES OF HIRING EVENT MANAGEMENT AGENCY (EMA)

- 2.1 To organize the Event in a manner comparable to any other multi-sport event of international repute.
- 2.2 Delivery of the Event as per plan and within timelines to be specified in supplement to the efforts of KIYG 2020/SAI.

## 3. SCOPE OF SERVICES

3.1 The Event Management Agency will be required to provide the following services. Requirements projected in the Scope of Services are tentative. Exact requirement will be communicated 30 days before the event.

Sl. No.	Functional Area	Scope of Services
1	<b>Invitations, Stationery &amp; Collaterals</b>	<ul style="list-style-type: none"> <li>• Printing of Invitations for VIPs, Dignitaries, Schools, Colleges &amp; State Delegates</li> <li>• Printing of Stationery and Collaterals like notepads, brochures, fixtures, schedules, letterheads, posters etc.</li> <li>• Printing of Winner Certificates</li> <li>• Printing of Participation Certificates for all relevant stakeholders</li> <li>• To facilitate the distribution of invitations as per requirements.</li> <li>• Inventory Management of invitations, stationery and collaterals (to maintain records and stock register)</li> <li>• Return of all excess items to KIYG 2020</li> <li>• All designs/ creatives shall be provided to the EMA by KIYG 2020/ SAI.</li> <li>• EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.</li> <li>• Approximate requirement: as per Annexure II</li> </ul>
2	<b>Sports Presentation</b>	<ul style="list-style-type: none"> <li>• Procurement of the authorized quantities of the items listed below as per requirement to be intimated by KIYG 2020. <ul style="list-style-type: none"> <li>○ Medals with Lanyards in wooden box</li> <li>○ Sports Trophies</li> <li>○ Lapel Pins</li> <li>○ Commemorative Medals</li> <li>○ Souvenirs (in two categories up to INR 1000/- and up to INR 500/-) such as: <ul style="list-style-type: none"> <li>• Limited Edition wooden plaques for dignitaries</li> <li>• Acrylic Shields</li> <li>• Mascot Soft Toys</li> <li>• Small tabletop replicas of games torch</li> <li>• Ceramic Memento Plates displaying Assam Culture and KIYG 2020</li> <li>• Any other souvenir idea suggested by the bidder</li> </ul> </li> </ul> </li> <li>• KIYG 2020 will finalize the above items</li> <li>• Sample of each of the items procured will have to be provided to KIYG 2020 for quality check.</li> <li>• All designs shall be provided to the EMA by KIYG 2020/ SAI.</li> <li>• Distribution to the specified venue/stakeholders as per</li> </ul>

Sl. No.	Functional Area	Scope of Services
		<p>requirement.</p> <ul style="list-style-type: none"> <li>• Distribution of locally sourced souvenirs/ mementos to desired group of stakeholders</li> <li>• Inventory Management &amp; Distribution of souvenirs, medals etc (to maintain records and stock register)</li> <li>• EMA shall conduct medal presentation ceremonies for each sports discipline at all sporting venues in consultation with KIYG 2020/ SAI/ GTCC and FA head concerned. EMA to provide decorated podiums, ushers, ceremony trays etc. for the purpose.</li> <li>• EMA shall conduct Closing Ceremony on the last day of the Games of KIYG 2020 at the Sarusajai Sports Complex in consultation with KIYG 2020/ SAI/ GTCC and FA head concerned. The Closing Ceremony shall include Trophy/ Medal Presentation. Ceremony to be conducted with VVIP facilitation using stage set up MC, dais, presentation trays, costumes, confetti blasts etc. Bidder to attach detailed break-up of line elements along with the Price Bid. It is clarified that all the Brandings, Stickers, Vinyl &amp; Backdrops shall be provided by KIYG 2020.</li> <li>• EMA shall return any excess items to KIYG 2020</li> <li>• EMA will have to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.</li> </ul> <p>Approximate requirement: as per Annexure II</p>
3	<b>Spectator Engagement</b>	<ul style="list-style-type: none"> <li>• <b>Spectator engagement activities:</b> <ul style="list-style-type: none"> <li>○ <b>MC:</b> Using services of Master of Ceremonies (MC) at each sporting venue.</li> <li>○ MC must be comfortable in English, Hindi &amp; Assamese 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</li> <li>○ EMA will provide at least 2 options of such an MC for each of the sporting venues to the KIYG 2020 for approval.</li> <li>○ Designated MC will be required to meet officials of KIYG 2020 to discuss the plan of engagement. This plan must include youth-focussed activities &amp; interaction between athletes &amp; audience.</li> </ul> </li> <li>• <b>DJ :</b> Ensure availability of experienced Disc Jockey (DJs) at the sporting venues with at least 5 years of experience in mixing music &amp; curating play lists. The DJs will be required to: <ul style="list-style-type: none"> <li>○ Develop a playlist including but not limited to the Khelo Games anthem, the National Anthem and play them as per requirement.</li> <li>○ Develop and play relevant music during prize distribution/ presentation ceremony</li> <li>○ Develop an inspired playlist that allows engagement with the spectators during the Games.</li> </ul> </li> <li>• <b>Mascots:</b> Providing and ensuring movement of Mascots at the sporting venues for entertaining the spectators as per requirement.</li> </ul>

Sl. No.	Functional Area	Scope of Services
		<ul style="list-style-type: none"> <li>● <b>Miscellaneous:</b> <ul style="list-style-type: none"> <li>○ PA &amp; Sound systems and Electrical fixtures to be installed and made operational as per FOP/venue setup in consultation with KIYG 2020.</li> <li>○ Ensure that important announcements are be made periodically.</li> <li>○ EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. Approximate requirement: as per Annexure II</li> </ul> </li> </ul>
4	<b>ICT Hardware and Support</b>	<ul style="list-style-type: none"> <li>● EMA shall develop a plan for deployment and installation of ICT equipment, including LED TV screens in consultation with KIYG 2020.</li> <li>● EMA shall install two large LED screens at the IGAS at locations to be intimated by KIYG 2020. These screens must be compatible with TSR. Specifications are indicated in the Price Bid.</li> <li>● To ensure Wi-fi Enabled High Speed Internet with LAN at all FOPs along with routers, repeaters, switches and other hardware as necessary</li> <li>● EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.</li> <li>● EMA to ensure proper functioning of all the installed hardware throughout the event Approximate requirement: as per Annexure II</li> </ul>
5	<b>Venue Catering</b>	<ul style="list-style-type: none"> <li>● EMA has to ensure arrangements to cater to the VVIP's, VIP's &amp; Media personnel <ul style="list-style-type: none"> <li>○ There will be a Central VVIP lounge and Media Lounge at the IGAS which will serve hot meals/ high Tea etc</li> <li>○ Every other venue (seven) will have a basic functional in-venue VIP lounge &amp; Media Lounge to cater to Meal/High Tea requirements throughout the day.</li> <li>○ EMA to define and deliver the menu in consultation with KIYG 2020 for Meals and High Tea (Indicative list at Annexure VIII)</li> <li>○ EMA to ensure that the lounges are manned by staff in proper uniform for service.</li> </ul> </li> <li>● Lounges will be operational from 9<sup>th</sup> January 2020 and continue till 23<sup>rd</sup> January 2020. Lounge Operational hours will be as follows: <ul style="list-style-type: none"> <li>○ Session 1- 0800 Hrs to 1100 Hrs</li> <li>○ Session 2- 1300 Hrs to 1500 Hrs</li> <li>○ Session 3 -1700 Hrs to 2000 Hrs</li> </ul> </li> <li>● Cluster Seating arrangements are to be made at these lounges.</li> <li>● Menu will be on rotational basis each day</li> <li>● Menu Sampling has to be arranged by EMA</li> <li>● The overall figures mentioned in BOQ are indicative in nature and exact requirements for the day at each venue shall be provided 48 hours prior to the respective day.</li> <li>● EMA will make arrangements for VIP buffet dinner for 400 pax* on the day of Opening Ceremony at the IGAS.</li> <li>● EMA will make arrangements for VIP buffet dinner for 200 pax* on the day of Closing Ceremony at the IGAS.</li> <li>● EMA will make arrangements for VIP High Tea for 150 pax* at the</li> </ul>

Sl. No.	Functional Area	Scope of Services
		<p>IGAS lounge on the day of the Opening Ceremony.  <i>(*Figures above are indicative and may vary)</i>            Approximate requirement: as per Annexure II</p>
6	<b>Venue Overlays</b>	<ul style="list-style-type: none"> <li>• The EMA has to come out with a comprehensive plan in consultation with KIYG 2020 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"> <li>○ 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.</li> <li>○ Shifting/ transfer of items on need basis within the venue will have to be arranged by the EMA.</li> <li>○ In case 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.</li> <li>○ KIYG 2020 has designed an estimated overlays plan 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 KIYG 2020 at the time of execution to ensure maximum utilisation of resources.</li> <li>○ 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 KIYG 2020, 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 KIYG 2020/SAI at the end of event.</li> </ul> </li> <li>• Since multiple venues have overlapping events with completely different setups, it is the EMAs responsibility to ensure that the venue setup is changed &amp; provided as per the requirements laid out. This requires tight deadlines for venue readiness.               <ul style="list-style-type: none"> <li>○ For example, Indira Gandhi Athletic Stadium will be used for the Opening Ceremony which closes at 10:00 PM on 10<sup>th</sup> January 2020 and then needs to be ready for Athletics at 8:00 AM the next day.</li> <li>○ 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 KIYG 2020).</li> </ul> </li> <li>• EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.            Approximate requirement: as per Annexure II</li> </ul>
7	<b>State Coordination</b>	<ul style="list-style-type: none"> <li>• EMA shall provide 37 personnel within 15 days of issue of Work Order till the end of Event for the following:</li> <li>• To work as State Coordinators and Liaison Officers</li> <li>• To be the single point of contact for all issues with regards to the participating states/ contingents. To act as single point of contact for each state to escalate various issues (if any)</li> </ul>



Sl. No.	Functional Area	Scope of Services
		<ul style="list-style-type: none"> <li>• To be responsible for end to end coordination with all states and union Territories.</li> <li>• Ensure timely entries/ratification from all States</li> <li>• To ensure smooth movement of the state teams to Guwahati and their return to the home state</li> <li>• To maintain the itinerary of contingents in detail and in real time, collect travel plans &amp; coordinate with EMA Transportation, EMA Accommodation and Catering and EMA SAI on need basis.</li> <li>• To disseminate information about match schedule(s) to all stakeholders.</li> <li>• To coordinate with Chef de Mission/Dy. Chef de Mission to ensure smooth operations and transition from arrival till departure.</li> <li>• Assist in distribution of Kit.</li> <li>• To address and route the grievances of the contingents through proper channel.</li> <li>• To assist Functional Area Heads of KIYG 2020 as and when necessary.</li> <li>• Personnel so deployed must possess good communication skills, proficient in English, Hindi &amp; Assamese and have knowledge of operating computers.</li> <li>• The location of the team will be decided by EMA in consultation with KIYG 2020.</li> <li>• A mid-level management official of the EMA shall supervise the work of these personnel on real time basis and keep KIYG 2020 and the FA head concerned informed about all important issues that need to be escalated.</li> <li>• EMA will strictly adhere to agreed time-lines/ instructions and maintain records for verification at the time of raising invoice.</li> </ul>
8	<b>Volunteer Operations</b>	<ul style="list-style-type: none"> <li>• 1400 volunteers shall be provided by KIYG 2020.</li> <li>• EMA to ensure end-to-management of these 1400 volunteers, including the following in consultation with KIYG 2020: <ul style="list-style-type: none"> <li>○ Briefing, Training, Rostering Schedule &amp; Reporting Process.</li> <li>○ Deployment in all functional areas, general command and Management Supervision in consultation with KIYG 2020/ SAI.</li> <li>○ Maintenance of Daily attendance sheets</li> <li>○ Collation of bank account details and filling up of DBT forms</li> <li>○ Calculation of total payment to be made to each volunteer</li> <li>○ Ensuring kit distribution to Volunteers.</li> <li>○ Ensure provisioning and distribution of meals to Volunteers at every venue in consultation with FA Head/ EMA designated for Accommodation and Catering.</li> </ul> </li> <li>• Content for Training Manuals for the Volunteers to be finalised by EMA based on manuals of preceding years &amp; inputs from NSFs &amp; other stake holders, subject to approval by KIYG 2020/ SAI.</li> </ul>
9	<b>Operations</b>	<ul style="list-style-type: none"> <li>• EMA to ensure end-to-end management of operations of all the Functional Areas incorporated in this RFP viz Invitations, Stationery and Collaterals, Sports Presentation, Spectator Engagement, ICT Hardware and Support, Venue Catering, Venue Overlays, State Co-ordination, Volunteer Operations and Operations. End-to-end management will include catering to requirements of manpower,</li> </ul>

Sl. No.	Functional Area	Scope of Services
		<p>equipment etc of each Functional Area.</p> <ul style="list-style-type: none"> <li>• <b>Coordination:</b> To ensure smooth co-ordination &amp; 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 KIYG 2020 Games Secretariat.</li> <li>• <b>Record Management:</b> 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.</li> <li>• <b>Reporting:</b> EMA is expected to create &amp; 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 &amp; Deployment of the event.</li> <li>• <b>Protocol</b> <ul style="list-style-type: none"> <li>○ Planning and execution of VIP Management Plan</li> <li>○ To create &amp; collate a list of Dignitaries, send out invitations, follow up on arrival</li> <li>○ Co-ordinate with concerned FA head to ensure that travel &amp; itinerary plans are acted upon</li> <li>○ Coordinate with concerned EMA for accommodation &amp; transport as per stature of guest.</li> <li>○ Prepare a detailed VIP movement plan.</li> </ul> </li> <li>• <b>Co-ordination:</b> <ul style="list-style-type: none"> <li>○ Co-ordination with all the stakeholders viz. Broadcast partner, other Event Management Agencies, Govt. Departments, KIYG 2020 etc. to capture a complete overview of the Games.</li> <li>○ Co-ordination with &amp; support to the GTCC and NSF Representatives responsible for Technical Conduct of the Games.</li> </ul> </li> <li>• <b>Miscellaneous:</b> <ul style="list-style-type: none"> <li>○ KIYG 2020 will provide only base shell space for the office premises at IGAS Guwahati.</li> <li>○ 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.</li> <li>○ All planning by EMA is subject to approval of KIYG 2020/ SAI.</li> </ul> </li> <li>• EMA to submit all the records, photos, videos, stock registers etc. to KIYG 2020 as and when required.</li> <li>• EMA will strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.</li> <li>• EMA will scope for any residual items, pertaining to the Functional Areas included in this RFP, that may arise as a contingent need during KIYG 2020, in the 'Operations' Functional Area.</li> </ul>

- i. Scope of Work relating to the Opening Ceremony for KIYG 2020 is not included in the Scope of Work of the RFP for EMA. There shall be a separate RFP for EMA-OC. The successful bidder of this RFP shall cooperate with the EMA for Accommodation and Catering, EMA for OC, EMA for Transportation and EMA engaged by SAI.

- ii. The EMA has to ensure that all intellectual property including but not limited to Khelo India logo, Official Mascot, Creatives, any work, brand name, trade name, service mark, and trademark etc., related to Khelo India Youth Games 2020 shall belong to SAI. In no event, the Event Management Agency shall, either directly or indirectly, register, file or attempt to register or file any intellectual property in its own name.
- iii. To enable the Event Management Agency to render the services, KIYG 2020 will provide support to the EMA, as set out in Annexure - I.

## 4. BID SCHEDULE

4.1 The Bid Schedule is as follows:

Date of Release	<b>25<sup>th</sup> October 2019</b>
Bid Submission start date	<b>31st October 2019 [11:00 am]</b>
Pre-Bid conference	<b>30<sup>th</sup> October 2019 [12:00 noon]</b>
Bid submission end date and time	<b>11<sup>th</sup> November 2019 [ 5.00 pm]</b>
Opening of Bid	<b>12<sup>th</sup> November 2019 [3.30 pm]</b>
Presentation*	<b>13<sup>th</sup> November 2019 [ 11:00 am onwards]</b>
Opening of Financial Bid	<b><u>Date shall be intimated later</u></b>

\* Bidders may be required to make multiple presentations

4.2 KIYG 2020 reserves the right to vary or discontinue the process or any part thereof at its absolute discretion at any point of time.

## 5. ELIGIBILITY CRITERIA

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

- (i) M/s DNA Entertainment Networks Pvt. Ltd.
- (ii) M/s Encompass Events Pvt. Ltd.
- (iii) M/s Fountainhead Entertainment Pvt. Ltd.
- (iv) M/s SV Edusports Pvt. Ltd.
- (v) M/s Wizcraft International Entertainment Pvt. Ltd.

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

6.1 The Bidder shall furnish along with its Bid, Bid Security for an amount of **INR 20 Lakhs (INR Twenty Lakhs)** only.

6.2 The Bid Security is required to protect KIYG 2020 against the risk of the Bidder's unwarranted conduct as amplified under sub-clause 8.8 below. Non-submission of bid security will be considered as major deviation. Bid for the event without Bid Security will not be considered.

6.3 Bid security must be submitted to KIYG 2020 before bid submission end date and time as mentioned in the Bid Schedule in clause 4 above.

6.4 In case as per Notification of Government of India, if the Bidder falls in the category of exemption of Bid Security, Bidder should furnish the relevant Notification along with required documents like valid Registration Certificate along with all other relevant documents. If no such notification or Registration Certificate along with relevant documents is furnished along with the bid, bid shall be treated as un-responsive and shall be summarily ignored without any further reference.

6.5 The Bid Security shall be furnished in one of the following forms:

- a. Account Payee Demand Draft
- b. Fixed Deposit (FDR)

6.6 Demand Draft/FDR from scheduled commercial bank drawn in favour of "KHELO INDIA YOUTH GAMES 2020" payable at Guwahati are deposited in the KHELO INDIA YOUTH GAMES 2020 SECRETARIAT, OFFICE OF THE DIRECTOR OF SPORTS AND YOUTH WELFARE, RUDRA SINGHA SPORTS COMPLEX, SUPERMARKET, DISPUR, GUWAHATI-781006 on or before scheduled date given in this RFP.

6.7 The Bid Security shall be valid for a period of 45 days (forty five days) days beyond the validity period of the Bid. As validity period of Bid as per clause 10 of this RFP is 90 days, the Bid Security shall be valid for 135 days from the date of opening of Technical Bid.

6.8 Bid Security of unsuccessful Bidders will be returned to them without any interest, after expiry of the Bid validity period, but not later than 30 (thirty) days after conclusion of the resultant Contract. Successful Bidder's Bid Security will be returned without any interest, after receipt of Security Deposit from that Bidder.

6.9 The EMD can be forfeited if an agency:

- f. Withdraws or amends or impairs or derogates its bid during the period of bid validity.
- g. Fails to accept orders issued in its favour for execution, and / or violates the terms and conditions of the contract after submission of the bid.
- h. Successfully gets selected, but fails to sign the contract within the stipulated time.
- i. Without prejudice to other rights of KIYG 2020, if it fails to furnish the required Performance Security within the specified period.

## **7. BID VALIDITY**

7.1 The Bid shall remain valid for acceptance for a period of 90 days (ninety) days after the date of Bid opening mentioned 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 KIYG 2020 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 KIYG 2020, 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 duly authorized 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 CEO KIYG 2020 or the JOINT CEO, KIYG 2020 or the Director of Sports and Youth Welfare Assam at [www.assamtenders.gov.in](http://www.assamtenders.gov.in) The concerned official on behalf of KIYG 2020 will respond through mail to such request provided the same is received by KIYG 2020 within 3 (three) days of the original last date of submission of bids.

9.2 Any clarification issued by KIYG 2020 in response to query(ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clauses(s) of the bid document.

## **10. SUBMISSION OF BIDS**

10.1 The Bidders are required to submit soft copies of their bids electronically on [www.assamtenders.gov.in](http://www.assamtenders.gov.in), using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the said Portal, prepare their bids in accordance with the requirements and submitting their bids online on the said Portal. More information useful for submitting online bids on the Portal may be obtained at: [www.assamtenders.gov.in](http://www.assamtenders.gov.in)

10.2 Bidders are required to enrol on the e-Procurement module of the [www.assamtenders.gov.in](http://www.assamtenders.gov.in) by clicking on the link "Online bidder Enrolment" on the said portal which is free of charge.

10.2.1 As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.

10.2.2 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 [www.assamtenders.gov.in](http://www.assamtenders.gov.in)

10.2.3 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 with their profile.

10.2.4 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.

10.2.5 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.

## **11. BID OPENING**

11.1 KIYG 2020 will open the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.

11.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for KIYG 2020, the Bids will be opened at the appointed time and place on the next working day.

11.3 Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them Letters Of Authority from the corresponding Bidders.

## **12. BID EVALUATION**

12.1 The bid evaluation shall be done in two parts with following weightage;

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

### **12.2 Technical Evaluation**

A designated committee will evaluate the technical bids on the basis of submitted documents and creative presentation. The bidders are expected to prepare a creative presentation incorporating the fields mentioned in the below table. Technical Evaluation shall be carried out on the basis of the following:

Sl. No.	Particulars	Documents to be submitted/Instructions	Maximum Marks
1	<p><b>Work Plan and Methodology</b></p> <p>a. Innovative ideas – 15 Marks</p> <p>b. Methodology to be followed in execution of work – 10 marks</p> <p>c. Time Lines on Gantt Charts – 5 Marks</p> <p>d. Technology to be used – 10 Marks</p> <p>e. Deployment Plan of Workforce – 5 Marks</p> <p>f. Organizational Structure (whole Workforce-time period of deployment be mentioned for each functional area) – 10 Marks</p>	<p><u>PDF copies to be submitted online</u></p> <ul style="list-style-type: none"> <li>Power-point Presentation to be prepared elaborating the proposed Work Plan and Methodology.</li> <li>Presentation to include the points suggested in adjacent column.</li> <li>Deployment Plan (as per Annexure - IV) to clearly indicate the quality, quantity, and timelines of engagement of Workforce with KIYG</li> <li>Bidders are advised to take into consideration Suggested Deadlines of various functions and Schedule as mentioned in Annexure – III for proposed event plan.</li> </ul>	55 Marks
2	<p><b>Evaluation of Workforce</b></p> <p>Experience in managing and planning events of “International/National repute/Sports Event” of the following key personnel (Marking Scheme: 2.5 Marks each for every event of International Repute and 1 Mark for each event of National Repute/Sports Event);</p> <p>a. Project Director &amp; Operation head – Max. 10 Marks</p> <p>b. Coordination Head - 5 Marks</p> <p>c. Overlays Head – Max. 5 Marks</p> <p>d. Volunteers Head – Max. 5 Marks</p>	<p><u>PDF copies to be submitted online</u></p> <ul style="list-style-type: none"> <li>CVs of key personnel (as mentioned in the adjacent column) to be deployed highlighting only the relevant experience.</li> <li>The capacity in which they worked(designation) in the relevant events is to be mentioned specifically.</li> </ul>	25 Marks
3	<p><b>Samples from previous events (Design and Quality)</b></p> <p>a. Medals – 3 Marks</p> <p>b. Lanyards – 3 Marks</p> <p>c. Souvenirs – 3 Marks</p> <p>d. Lapel Pins – 2 Marks</p> <p>e. Trophy – 3 Marks</p> <p>f. Display Shield – 2 Marks</p> <p>g. Various stationary items including invitation card - 4 Marks</p>	<p><u>PDF copies to be submitted online</u></p> <ul style="list-style-type: none"> <li>High quality pictures of Samples of each of the items from previous events carried out by the Agency.</li> <li>Physical Samples to be presented before the committee for evaluation at the time of Presentation.</li> </ul>	20 Marks
	<b>Total</b>		<b>100 Marks</b>

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

### 12.3 Commercial Score

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

- i. L1 shall be given Maximum Marks (i.e. 100 Marks).

- ii. Other bidders shall be assigned marks in comparison to the L1 as per to the following formula; Commercial Score = (Lowest Bid/ Bid Under Consideration) X 100

12.4 **Final Score**

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

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

### 13. COMPARISON OF BIDS AND AWARD CRITERIA

- 13.1 Bids shall be evaluated on the basis of final score obtained as per clause 12.4
- 13.2 The bidder who has obtained **highest Final Score shall** be awarded the Bid.

### 14. PERIOD OF CONTRACT

- 14.1 KIYG 2020 shall award Contract to the highest scoring bidder for providing services of conceptualizing, planning, designing, coordinating and managing Khelo India Youth Games, 2020 in accordance with the scope of work mentioned in the RFP.
- 14.2 The contract shall extend for a year from the date of signing of the agreement/ contract.
- 14.3 KIYG 2020 shall review the performance of the Agency after completion of Khelo India Youth Games 2020, before issuing Completion Certificate.

### 15. PERFORMANCE BANK GUARANTEE

- 15.1 The selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall be required to give Performance Bank Guarantee (“**PBG**”) for the amount equivalent to 10% of the PO value. PBG will be in the form of Bank Guarantee (BG) of any Nationalized / Scheduled / Centralized Bank drawn in the name of “**KHELO INDIA YOUTH GAMES 2020**” payable at **Guwahati** to be deposited in the office of KHELO INDIA YOUTH GAMES 2020, OFFICE OF THE DIRECTOR OF SPORTS AND YOUTH WELFARE ASSAM, RUDRA SINGHA COMPLEX, SUPERMARKET, DISPUR, GUWAHATI 781006.
- 15.2 KIYG 2020 will have the right to invoke the PBG without assigning any reasons if the selected Agency defaults or deemed to have defaulted or in the case of non-acceptance of the purchase orders/work order and empanelment will be cancelled.
  - a. Successful bidder shall be required to give PBG within 15 days of issuance of PO by KIYG 2020. In the event of default in submission of PBG within the stipulated time, the Agency shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the PO value per day delay subject to a maximum delay of 7 (seven) days. If delay continues beyond 7 (seven) days, KIYG 2020 shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.
  - b. The PBG should remain valid for an additional period of 90 (ninety) days beyond the timelines mentioned in the PO. For example, if the timelines mentioned to complete a deliverable in the PO is for 3 months, the PBG shall be valid till 3 months + 90 days from the date of project initiation.
  - c. In the event wherein a PO is released by KIYG 2020 for project renewal or a fresh PO is released, the bidder shall ensure extension / submission of PBG with 15 days of issuance

of the PO. Penalty as per clause 13.2 (a) shall be applicable in the event of default in timely submission of PBG.

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

## **16. TERMS OF PAYMENT**

16.1 The payments shall be made in instalments as under:

a) **Phase I –Payment of 20% of the contract value** will be made within 10 days of signing of the contract. This Advance Payment shall be adjusted against Invoices / bills raised by the successful Bidder.

b) **Phase II – 70% payment** against work shall be made after adjustment of 20% advance payment (as mentioned in Phase I), according to the FA wise invoices/bills raised (as per actuals) subject to verification of Successful Completion (in terms of quantity, quality and timeline) from designated officers and FA Heads.

c) **Phase III – Final Payment: 10% of the contract value** will be made after acceptance of all documentation and reports of the Event.

16.2 EMA to submit Bank Guarantee of equal amount for release of advance payment. 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 KIYG 2020, otherwise it will not be considered for payments.

16.5 All billed items are to be signed off by respective FA Head from KIYG 2020 regarding quantity, quality and successful completion as per agreed timelines. These need to be backed up by relevant evidence (Photographs, Videos, Lists signed off by Competent Authority).

## **17. PENALTY CLAUSE**

17.1 During the term of the Contract, KIYG 2020, at its sole discretion, will assess the EMA's performance periodically regarding fulfilment of its obligations. It is contemplated that this assessment of the EMA's performance shall be based on the following factors:

- i. Timely delivery of the Services;
- ii. Standard of quality of Services;
- iii. Quantity of the items as per the RFP.

17.2 If, upon assessment by KIYG 2020, the performance of the Agency is not found satisfactory on above mentioned factors, the following penalty shall be levied upon the EMA:

- i. If the EMA, having been notified, fails to timely deliver goods/services in accordance with the delivery schedule, KIYG 2020 may proceed to take such remedial action(s) including award of work to any other Agency, as deemed fit by KIYG 2020, at the risk and expense of the EMA and without prejudice to other contractual rights and remedies which KIYG 2020 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 KIYG 2020 will assess the actual value of the goods/services supplied and payments will be made based on this assessment. Over and above, KIYG 2020 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 KIYG 2020. 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, KIYG 2020 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 KIYG 2020. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.

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

- i. Imposition of Damages as per Clause 17.2 above,
- ii. Forfeiture of its Performance Security
- iii. Termination of the Contract for default and
- iv. Termination of Empanelment.

## **Annexure I | SUPPORT TO BE PROVIDED BY KIYG 2020**

KIYG 2020 will provide the following support to the EMA at no additional cost:

- KIYG 2020 will be responsible for procuring the venue for the Event. SAA/ State Govt. shall provide the access to the venue as may be required by the EMA for performing its services.
- KIYG 2020 will facilitate procurement of all necessary governmental and/or regulatory approvals and licenses for the conduct and implementation of the Event and will extend assistance to the EMA to procure all licenses required to perform services.
- The EMA will be responsible for payment of all fee, charges, taxes etc as may be required.
- KIYG 2020 shall set-up a dedicated team of officials, who shall liaise with the successful Bidder in relation to the Event.
- Any approvals sought by the EMA in the course of its services shall not be unreasonably withheld or delayed, and any grant or rejection of such request for approval shall be communicated in writing forthwith to the EMA with reasons thereof.

## Annexure II | PRICE BID

**Name of Work:** Proposal for Event Management Agency for Khelo India Youth Games 2020 in Guwahati Assam

### Price Bid (Part I)

The below mentioned numbers in terms of quantity are estimated requirements and shall be used to ascertain L1. KIYG 2020 reserves the right to add or delete line-items as indicated in the table below while placing the Work Order. Per Unit rate as quoted by the bidder shall remain valid for the term of contract;

#### **A) BOQ GENERAL**

S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Rate - Unit Price (in INR)	Total Amount (in INR)
I	II	III	IV	V	VI	VII (V X VI)
<b>1</b>	<b>INVITATIONS, STATIONARY &amp; COLLATERALS</b>					
<b>1A</b>	<b>Invitations for Opening Ceremony &amp; Games</b>					
	VVIP – Invite + Envelopes	For Ministers, Dignitaries etc. A4 Size, The envelope to contain Invitation for Opening Ceremony, leaflets for games invitation, fixtures, schedule and car pass.	Nos.	1500		
	VIP - Invite + Envelopes	<u>For Media, School and College Principles etc.</u> 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	Nos.	1500		
	General - Invite + Envelopes + Schedule	<u>General Invite</u> A4 Size, Envelope to include Invite & fixture, however any change shall be calculated on pro-rata basis	Nos.	5000		
					<b>Subtotal 1A</b>	

S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Rate - Unit Price (in INR)	Total Amount (in INR)
<b>1B</b>	<b>Collaterals</b> (tentative no printed pages are mentioned wherever applicable, however any change shall be calculated on pro-rata basis)					
	Letter Head	A4	Nos.	1000		
	Brochures	A5 with 4 pages	Nos.	2000		
	Game-specific Fixture	A5 with 2 pages	Nos.	12000		
	Posters	Standard Size	Nos.	200		
	Food Coupons	2" x 1"	Nos.	40000		
	Note Pads	A5 with 20 pages	Nos.	1000		
	Certificates (Participant/ Winner/Volunteers)	A4, Parchment Paper	Nos.	12000		
	Vehicle Access Parking Permit Stickers	A5, Stickers	Nos.	5000		
						<b>Sub Total 1B</b>
					<b>Sub Total 1</b>	
<b>2</b>	<b>SPORTS PRESENTATION</b>					
<b>2A</b>	<b>MEDALS</b>					
	Gold painted medal with lanyard & medal box	3" size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by KIYG 2020 with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	900		
	Silver painted medal with lanyard & medal box	3" size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by KIYG 2020 with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	900		

S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Rate - Unit Price (in INR)	Total Amount (in INR)
	Bronze painted medal with lanyard & medal box	3" size Round kaskoot / zinc Medal as per sample weight 80 gms with LOGO embossing with multi- colors and other side small logo with design provided by KIYG 2020 with 1" Lanyard and Engraved Wooden Box inside velvet base.	Nos.	1200		
<b>Sub Total 2A</b>						
<b>2B</b>	<b>TROPHIES</b>					
	Overall champions trophy	Total height 26" includes 6" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in brass silver or gold plated with cup/statue/star/ring/ball etc. used and shining polish.	Nos.	2		
	Over-all Runners-Up trophy	Total height 22" includes 6" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in brass silver or gold plated with cup/statue/star/ring/ball etc. used and shining polish	Nos.	2		
	Over-all Second Runners-Up trophy	Total height 18" includes 5" height double wooden stand 4 side colored name plates with proper box packing. Attractive designed in brass silver or gold plated with cup/statue/star/ring/ball etc. used and shining polish.	Nos.	2		

S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Rate - Unit Price (in INR)	Total Amount (in INR)
	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.	40		
	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.	40		
	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.	40		
	<b>Sub Total 2B</b>					
<b>2C</b>	<b>SOUVENIRS</b>					
	Souvenirs Category 1 (of value upto INR 1000/-)	Any one item from among the following: Limited Edition wooden plaques/ Acrylic Shields/ Mascot Soft Toys/ Small tabletop replicas of games torch/ Ceramic Memento Plates displaying Assam Culture and KIYG 2020/ Any other souvenir idea suggested by the bidder	Nos.	2000		

S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Rate - Unit Price (in INR)	Total Amount (in INR)
	Souvenirs Category 2 (of value upto INR 500/-)	Any one item from among the following: Limited Edition wooden plaques/ Acrylic Shields/ Mascot Soft Toys/ Small tabletop replicas of games torch/ Ceramic Memento Plates displaying Assam Culture and KIYG 2020/ Any other souvenir idea suggested by the bidder	Nos.	2000		
	Lapel Pins	Approx. 1" X 2"	Nos.	10000		
	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.	1500		
	<b>Sub Total 2C</b>					
<b>2D</b>	<b>SPORTS PRESENTATION CEREMONY</b>					
	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		
	<b>Sub Total 2D</b>					
<b>Sub Total 2</b>						
<b>3</b>	<b>SPECTATOR ENGAGEMENT</b>					
	DJ	12 days	Nos.	12		
	MC	12 days	Nos.	6		
	Manpower for Mascots	12 days	Nos.	8		
	PA Sound system of upto 5000 watts - Big Set up covering a football stadium	12 days	Nos.	10		
	PA Sound System of upto 2000 watts - Small Set up covering a small FOP	12 days	Nos.	16		
	Life-size Mascot costumes	4 pairs (8 costumes)	Nos.	8		
<b>Sub Total 3</b>						

S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Rate - Unit Price (in INR)	Total Amount (in INR)
4	<b>HARDWARE SUPPORT (ICT EQUIPMENT)</b>					
	LED Screens at the Indira Gandhi Athletics Stadium Sarusajai	12 metres X 8 metres, Compatible with TSR. Adequate resolution to allow clear viewing during daylight hours	Nos	2		
	Flat Screen LED Television with cable connection	43"	Nos.	50		
	Wi-fi Enabled High Speed Internet with LAN at all venues along with routers, repeaters, switches and other hardware as necessary deemed by the EMA	100 MBPS connection	Nos.	12		
	Dedicated Leased Lines of 100 Mbps for Media at IGAS	Internet leased line – one to one	Nos.	2		
	Manpower support for ICT	Overall cost	Cost	1		
					<b>Sub Total 4</b>	
5	<b>VENUE CATERING</b>					
	Buffet lunch for VVIPs and Media Persons	70 meals at Central Lounge at IGAS (VIP + Media) per day and 35 meals each at other 7 Venues for 14 days	Nos	4400		
	Dinner for VIPs on day of Opening Ceremony	With elaborate 5 star menu	Nos	400		
	High Tea for VVIPs on day of Opening Ceremony	Menu as indicated	Nos			
Dinner for VIPs on day of Closing Ceremony	With elaborate 5 star menu	Nos	200			



S. No.	Particulars	Specifications	Unit/ Remarks	Quantity Required	Rate - Unit Price (in INR)	Total Amount (in INR)
	General High Tea arrangements	100 pax at Central Lounge at IGAS (VIP + Media) per day and 50 pax each at other 7 Venues for 14 days	Nos	6300		
<b>Sub Total 5</b>						
<b>6</b>	<b>VENUE OVERLAYS</b>					
<b>AS PER BOQ (OVERLAYS)</b>						
<b>7</b>	<b>STATE COORDINATION FA</b>					
	Operations – Bidder to attach detailed break-up of cost of manpower to be deployed and other cost heads in State Coordination Functional Area along with the Price Bid.	Overall cost of State Coordination Functional Area	Overall cost	1		
<b>Sub Total 7</b>						
<b>8</b>	<b>VOLUNTEER OPERATIONS FA</b>					
	Operations – Bidder to attach detailed break-up of cost of manpower to be deployed and other cost heads in Volunteer Operations Functional Area along with the Price Bid.	Overall cost of Volunteer Operations Functional Area	Overall cost	1		
<b>Sub Total 8</b>						
<b>9</b>	<b>OPERATIONS FA</b>					
	Operations – Bidder to attach detailed break-up of cost of manpower to be deployed and other cost heads in Operations Functional Area along with the Price Bid.	Overall cost of Operations Functional Area	Overall cost	1		
	Photographers with necessary equipment for 4K HD quality	Remuneration x Qty x Days	Nos.	12		
	Cost of editing of photos	Editing in terms of photoshop, enhancement, creation of artistic/poster style pictures (or any other processing in vogue) out of raw photos	Nos.	500		

	Videographers with necessary equipment for 4K HD quality	Remuneration x Qty x Days	Nos.	12		
	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.	4		
	Residual items. Bidder to attach detailed break-up of cost of such items along with Price Bid	Cost of any residual items, pertaining solely to the Functional Areas included in this RFP that may arise as a contingent need during KIYG 2020	Overall cost	1		
					<b>Sub Total 9</b>	

**B) BOQ OVERLAYS**

S. NO.	LINE ITEM	SPECIFICATIONS	UNITS	TOTAL REQ.	DAYS	Rate Unit price (in INR)	Total amount (in INR)	Rental / Collaterals
1	<u>German Hangar</u> a) For Cultural & Indegenious games 30x70M (1). b) Athlete chaning room 8x8m (6) c) BCR Star sports (IG) - 20x10m (1) d) BCR Star sports (LNIP) - 20x10m (1)	"Floor : Wooden platform20x10mx1.5m and steps - Minimum lighting levels of 200 lux - 5A electrical sockets - Sufficient Size electrical panel for above connections	Sq Mtr	2884	15			
2	<u>Tent/Shamiana</u> a) Dining Hall (LNIP) 50x20m (1). b) Dining Hall (Saru) 60x40m (1). c) Dining Hall (SAI, BP, Kahilipara), 30x20m (3) d) Dining Hall (Chasal) -10x20 m (1). e) Athlete Rest area (LNIP) - 30x10m (2). f) Athlete Rest area (Cycl & LB) - 8x8m (2). g) Athlete Call Center (Saru) - 15x6m (1). h) Police Cont Room (Saru) - 20x10m (1). i) Spectator Area (LB) 35x10m (1)	Dining hall catering space for min (200 & Max 1500) Athletes at a time. Same space should have another enclosure for similar space for dining of (Min 80 to Max 200) technical official and Sports Staff. Enclosures for athletes, officials and volunteers within the shamiana will be partitioned using 6 feet high partitions. Bamboo structure with 4 side covered with cloth, carpet on floor & Waterproof (Tarpaulin /Roof). "Floor : Wooden flooring - Minimum lighting levels of 200 lux - 5A electrical sockets - Sufficient Size electrical panel for above connections	Sq Mtr	6768	15			
3	Black/Coloured / White Masking	Black/Coloured / White cloth with bamboo barricading upto 3m Ht.	RM	580	15			
4	Table for Water dispensers	Wooden/Steel for water dispensers	Nos.	92	15			
5	Table	4ft X 2 ft, Office Tables/ Plastic Tables	Nos.	170	15			
6	Buffet table	1.8x.6m size table with cloth as per requirement	Nos.	215	15			
7	Round service table	1.8m dia round service table for buffet	Nos.	88	15			
8	Office Chair	Wheeled Chair with Leatherette. Upholstery with Back Support and Side Arms	Nos.	170	15			

S. NO.	LINE ITEM	SPECIFICATIONS	UNITS	TOTAL REQ.	DAYS	Rate Unit price (in INR)	Total amount (in INR)	Rental / Collaterals
9	Hydraulic Bar Chair (Boxing)	5ft ht max (min 3 ft.), adjustable height	Nos.	20	8			
10	Padded Chair	Armrest Cushion chair with cushion at seat and backrest, with steel frame	Nos.	100	15			
11	Plastic Chairs for Dining hall	Plastic chair with arm support	Nos.	5000	15			
12	Almirah	Precision steel ball-bearings. High-side drawers accept letter size hanging file folders. Core-removable lock. Aluminium handles and label holders. Dimensions: 52"H x 15"W x 26.5"D	Nos.	11	15			
13	Sofa 2 Seater	Width: 750 x Height: 700 x Length: 1200 Seamless design of plush seating in quality leather is this 2- seater sofa	Nos.	92	15			
14	Cooler Box	50 LtrCapacity Manufactured from USDA/ FDA/ EU approved food grade polyethylene. PU filled & UV stabilized. Used for storing chilled soft drinks, perishable items, snacks, pastries & frozen foods.	Nos.	23	15			
15	Fridge	Fridge should be branded and Capacity of 185 ltr	Nos.	10	15			
16	Wash Basin	Movable wash basin with water container	Nos.	50	15			
17	Massage Table	"28" Wide x 72" Length x Height 23" 2" Thick Cushion of Multi-Layer Foam, Oil & Waterproof. Portable & Foldable	Nos.	11	15			
18	Power Point /Extension Cord	Power cord with universal sockets 6 no's, 5Amp each, max spike current of 13000Amps, with surge protection	Nos.	50	15			
19	Tensile Barrier	Retractable Belt Posts or Belt Stanchions	Nos.	110	15			
20	Victory Stand	Tiered victory stand dimensions: 1x1m of separate boxes total 3nos(1set) and ht should be as per IOC	sets	20	15			

S. NO.	LINE ITEM	SPECIFICATIONS	UNITS	TOTAL REQ.	DAYS	Rate Unit price (in INR)	Total amount (in INR)	Rental / Collaterals
21	Octonorm Partitions	Partitions shall be made in prefabricated aluminium sections (ht. up to 2.50 Mts.) with laminated panels .	RM	70	15			
22	Chemical Toilet	Port-a-loo Including Cleaning , Manpower for Maintenance and Suction on All Event days	Nos.	36	15			
23	Coffee Table	1210x610x400 Wooden Polished Centre table	Nos.	46	15			
24	Office Bin	30 Litre Office Bin	Nos.	55	15			
25	3 Mirrors for Anti-dope test rooms	Mirror 6 by 3ft each for three walls	Sets.	10	15			
26	Patio Umbrella	8 Feet High along with base	Nos.	68	15			
27	Folding Stool	about 1ft ht , canvas seating with iron frame	Nos.	55	15			
28	Trunk	metal box 3x2 x2ft (or similar ) with lock & key	Nos.	15	15			
29	Podium	Podium for speech	Nos.	3	15			
30	White Board	White Board With Stand Six 4 feet x 2 feet	Nos.	20	15			
31	Carpet (Rolls)	Carpet 3mm with Laying and Installation 30x3m -One roll	Rolls	200	15			
32	Platforming - For Different Sports	Platforming with carpeting 3.6m X 40m with 3steps of 1.2m width	Sq Mtr	432	15			
		Platforming with carpeting 4.8m X15m with 4steps of 1.2m width	Sq Mtr	144	15			
		Platforming with carpeting 3.6m X10m with 3steps of 1.2m width	Sq Mtr	72	15			
		Platforming with carpeting 8m X4m with carpet	Sq Mtr	32	15			
33	AC	Standing / Mobile AC (For BCR 4 ton each)	Nos.	9	15			
34	Fans	Standing/ Mobile Fans	Nos.	46	15			
35	Canopy	3x3m canopy with platform and	Nos.	27	15			

S. NO.	LINE ITEM	SPECIFICATIONS	UNITS	TOTAL REQ.	DAYS	Rate Unit price (in INR)	Total amount (in INR)	Rental / Collaterals
		carpeting						
36	Stage for closing ceremony	wooden platform with carpeting 12x6x1m ht. with 3nos of staircase of 1.8m and 3m respectively	Sq Mtr	1	3			
37	DG Set 500KVA (for high mast)	3 phase cabling, earthing, change over, distribution panel which is suitable for entire duration of the event, to run as per site requirement with capacity switch gear and distribution cables of adequate size and length, with all consumables, operation and maintenance for 14 days. The cost of fuel for running per hour is to be mentioned in respect of each of the DG Set. The final bills for fuel shall be verified against the running hours per day in respect of each DG Set	Nos.	1	10			
38	DG Set 350 KVA (for hockey Stadium)	3 phase cabling, earthing, change over, distribution panel which is suitable for entire duration of the event, to run as per site requirement with capacity switch gear and distribution cables of adequate size and length, with all consumables, operation and maintenance for 14 days. The cost of fuel for running per hour is to be mentioned in respect of each of the DG Set. The final bills for fuel shall be verified against the running hours per day in respect of each DG Set	Nos.	1	10			

S. NO.	LINE ITEM	SPECIFICATIONS	UNITS	TOTAL REQ.	DAYS	Rate Unit price (in INR)	Total amount (in INR)	Rental / Collaterals
39	DG Set 62KVA	3 phase cabling, earthing, change over, distribution panel which is suitable for entire duration of the event, to run as per site requirement with capacity switch gear and distribution cables of adequate size and length, with all consumables, operation and maintenance for 14 days. The cost of fuel for running per hour is to be mentioned in respect of each of the DG Set. The final bills for fuel shall be verified against the running hours per day in respect of each DG Set	Nos.	3	15			
40	DG Set - 15-18KVA	3 phase cabling, earthing, change over, distribution panel which is suitable for entire duration of the event, to run as per site requirement with capacity switch gear and distribution cables of adequate size and length, with all consumables, operation and maintenance for the days mentioned at each location. 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	Nos.	2	15			
41	LED Lights	90W lights mounted on poles (if required) with wire and connection	Nos.	30	15			

S. NO.	LINE ITEM	SPECIFICATIONS	UNITS	TOTAL REQ.	DAYS	Rate Unit price (in INR)	Total amount (in INR)	Rental / Collaterals
42	LED Lights	30W lights mounted on poles (if required) with wire and connection	Nos.	30	15			
43	Switch Board	Temporary Switch Board with 2 no. 5 amp modular switch/socket mounted on 6m pvc box plate, including wiring, connection from the main source.	Nos.	80	15			
44	Wires Plugs and Fixtures	Copper Wire required at various points for extending the power requirement to desired locations.	RM	670	15			
45	Flag Poles	Standard dimensions	Nos.	280	15			
46	Camera Platform	12 ft x 8ft x 25 ft	Nos.	20	15			
		8 ft x 8ft x 25 ft	Nos.	20	15			
47	Camera Raiser	8ft x 8ft x 2 ft	Nos.	15	15			
<b>Sub Total 6</b>								



**Price Bid (Part II)**

<b>ELEMENT</b>	<b>FUNCTIONAL AREA</b>	<b>AMOUNT</b>	<b>APPLICABLE TAX</b>	<b>TOTAL</b>
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E) = C X D</b>
<b>Sub Total 1</b>	<b>Invitations, Stationary &amp; Collaterals</b>			
<b>Sub Total 2</b>	<b>Sports Presentation</b>			
<b>Sub Total 3</b>	<b>Spectator Engagement</b>			
<b>Sub Total 4</b>	<b>Hardware Support (ICT Equipment)</b>			
<b>Sub Total 5</b>	<b>Venue Catering</b>			
<b>Sub Total 6</b>	<b>Venue Overlays</b>			
<b>Sub Total 7</b>	<b>State Coordination FA</b>			
<b>Sub Total 8</b>	<b>Volunteers Operations FA</b>			
<b>Sub Total 9</b>	<b>Operations FA</b>			
			<b>GRAND TOTAL</b>	

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

- All work should be carried out in consultation with designated committees of KIYG 2020.
- The numbers indicated herewith are tentative and may be scaled-up or scaled-down. The final requirements shall be derived upon in consultation with the successful bidder, KIYG 2020, SAI and other stakeholders as per requirement.
- The bidders are advised to conduct physical visits to the venues for proper assessment of cost of items.
- The payments in respect of each of the line items shall be made on actual consumption basis subject to certification of respective FA Head.

**Note:**

- a. Govt. Taxes as applicable shall be paid extra by KIYG 2020 on submission of documentary proof at the time of submission of invoices. However, the bidders have to quote the applicable taxes in the Price Bid.
- b. No conditions should be attached to the price proposal.
- c. The amounts should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- d. The Agency has to quote individual rate for each item in scope.

Signature of the Agency:

**Annexure III| DEADLINES  
(to be indicated by the EMA)**

<b>SUGGESTED DEADLINES RELATED TO CONDUCT OF EVENT</b>			
<b>Sl. No.</b>	<b>Functional Area</b>	<b>Work to be ensured</b>	<b>Deadline</b>
<b>1.</b>			

**Deadlines to be finalized in consultation with KIYG 2020  
Once finalized, the deadlines have to be met by the EMA.**

## Annexure IV | DEPLOYMENT PLAN

To be given at the time of presentation

Sr. No	Functional Area	<u>QUANTITY</u> Phase-wise no. of Personnel Deployed	<u>QUALITY</u> Relevant Work Experience of Resource	<u>WHEN</u> Date of Deployment	<u>WHERE</u> Place of Deployment
1	Invitations, Stationary & Collaterals				
2	Sports Presentation				
3	Spectator Engagement				
4	Hardware Support				
5	Venue Catering				
6	Sports Kit Distribution				
7	Volunteer Operations				
8	Venue Overlays				
9	State Co-ordination				
10	Post Game Operations				
11	Operations				
12	VIP Management				
13	Broadcast partner Co-ordination				
14	KIYG 2020Co-ordination				
15	Crowd Management				
16	Venue Management				
17	Any other (Please specify)				

The Human Resource as indicated in the table above may be allocated to multiple Functions depending upon their ability to multi-task.

**The Deployment Plan will be discussed in detail during the Presentation**

**ANNEXURE V**  
**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To

**The Chief Executive Officer,  
Khelo India Youth Games 2020  
Office of the Director of Sports and Youth Welfare,  
Rudra Singha Sports Complex, Dispur, Guwahati-781006**

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year) of Notification of Award]  
and Contract No. \_\_\_\_\_

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary:

**KHELO INDIA YOUTH GAMES 2020**

**PERFORMANCE GUARANTEE No.:** [insert Performance Guarantee number]

We have been informed that [insert complete name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the supply of [description of Goods and related Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month][insert year], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[signatures of authorized representatives of the bank and the Supplier]

**ANNEXURE –VI**

**Undertaking by the Bidder**

1. This is to certify that I on behalf of M/S ..... before signing this tender have read and fully understood all the terms and conditions of this tender read along with clarifications and undertake that M/S ..... will abide by them unconditionally and to the satisfaction of KIYG 2020.
  
2. M/s .....have not been black-listed by Central/ State Governments/ PSUs at any point of time. There have been no Criminal proceedings / conviction against the bidder at any point of time.
  
3. None of the Full time Directors of the Bidder have any relative working in KIYG 2020/MYAS/SAI/DSYW/SAA.

Signature of the authorised signatory of the Bidder with Seal

Name:

Designation:

Address:

Phone No.:

Mobile No. :

Email ID :

FAX :

**ANNEXURE VII  
BID SUBMISSION FORM**

Date \_\_\_\_\_

To

The Chief Executive Officer,  
Khelo India Youth Games 2020,  
Office of the Director of Sports & Youth Welfare, Assam,  
Rudra Singha Sports Complex, Dispur, Guwahati - 781006

**Ref.: Bid Invitation Document No. \_\_\_\_\_ dated \_\_\_\_\_**

We, the undersigned have examined the above mentioned Bidding Document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_ (Description of goods and services) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid.

We further confirm that, if our Bid is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of Clause 15 of the RFP for due performance of the contract.

We 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.

We agree to all terms and conditions as stipulated in the RFP including the terms of payment indicated in Clause 16 and the Penalty Clause in Clause 17 of the RFP.

We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that we are competent to contract and we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum if any.

\_\_\_\_\_  
\_\_\_\_\_  
[Signature with date, name and designation]

Duly authorised to sign Bid for and on behalf of Messrs \_\_\_\_\_

[Name & address of the company]

**ANNEXURE-VIII**  
**Menu for In-venue catering-**  
**Buffet Lunch**

*Thick Veg Soup (Cream of Tomato / cream of Mushroom / Almond Shorba)/ soup sticks with butter,  
Mixed green Salad, Mixed Sprouts Salads,  
Curd / Raita,  
Roti, Naan, Missi Roti, butter  
Daal fry, Rajma  
Boiled Rice (both brown and white), Vegetable Pulao,  
fruits (three seasonal fruits),  
Masala papad, sugar, sugar free, condiments,  
Lemon Pickle, Mango Pickle, water. or equivalent.*

*and*

*2 hot dishes out of – Mix vegetable / Seasonal vegetable/ Vegetable Kofta, Paneer dish / Malai Kofta,  
Kadhi/Peas Mushroom OR equivalent.*

*and*

*1 hot dish out of – Grilled/Baked Chicken/Mutton/Fish dish with gravy as an option. OR equivalent.*

*and*

*2 desserts out of – GulabJamun)/ Rasgulla / RasMalai, Pastry / Chocolate Brownie, Ice cream (butter scotch /  
chocolate) OR equivalent.*

**High Tea**

*Biscuits (non-cream/Glucose) with tea/coffee/ Milk (sugar, sugar free)fresh Orange juice,  
AND ONE FROM apple (uncut), banana (uncut),  
AND THREE FROM sandwich (assorted vegetable/chicken) with sauce, condiments, Brownie/cup cakes,  
vegetable/chicken puff/muffins, samosa/veg pakoda, cheese pakoras water OR equivalent.*