

**Rajasthan State Sports Council  
Sawai Mansingh Stadium, Janpath, Jaipur**

**Email: [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com)**

NIT NO...../2025-26

**Request for Proposal for**

**"Engagement of an Event Management Agency for Ceremonies (Opening , Closing and Launch Ceremony) of 5<sup>th</sup> Khelo India University Games 2025" Jaipur, Rajasthan'**

**Secretary  
Rajasthan State Sports Council  
Jaipur**





# राजस्थान राज्य क्रीड़ा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## ABBREVIATIONS

KIUG	Khelo India University Games
RSSC	Rajasthan State Sports Council
GoR	Government of Rajasthan
INR	Indian Rupees
BG	Bank Guarantee
PBG	Performance Bank Guarantee
QCBS	Quality & Cost Based System
RFP	Request for Proposal
LOA	Letter of Award
JV	Joint Venture



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## NOTICE INVITING TENDER (NIT)

1. Secretary, Rajasthan State Sports Council, SMS Stadium, Jaipur invites E-Tender for "Engagement of an Event Management Agency for **Ceremonies (Opening , Closing and Launch Ceremony) of 5<sup>th</sup>** Khelo India University Games 2025" Jaipur, Rajasthan.
2. The Tender will be received through electronic tendering mode only. The details regarding participation in the e-tendering process can be obtained on <http://eproc.rajasthan.gov.in>, <http://www.rssc.in>, <http://sppp.rajasthan.gov.in>
3. All enquiries from the Bidders relating to this RFP must be submitted at the time of pre-bid.
4. The corrigendum and addendum issued (if any) related to this bid will be published on <http://eproc.rajasthan.gov.in>, only.

Secretary  
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Jaipur



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## A. DETAILED NOTICE INVITING E-TENDER

### Data Sheet

Estimated Cost	Rs. 12.00cr (Including All Taxes)
Date of Publication	.....at 05:00 PM
RFP document download start Date	..... at 05:30 PM
Pre-Bid conference	..... at 02:00 PM
Last date and time of RFP Upload	..... at 01:00 PM
Submission of Tender Fee, Bid Security (EMD) and processing Fee Date & Time	.....at 02.00 pm (Physically in the office of Rajasthan State Sports Council, SMS Stadium, Jaipur)
Technical Bid Opening Date/Time	..... at 4.00 pm
Financial Bid Opening Date/Time	Will be intimated later to the Technically qualified Bidders
Method of selection	QCBS {70 (Technical) : 30 (Financial)}
Bid Validity Period	90 Days
Risl Processing Fees	Rs. 2,500/-
Earnest Money Deposit (EMD)/ Bid Security	Rs 24,00,000/-
Tender Fees	Rs. 5,000/-
Mode of Submission	Online (State e-procurement website/ e-procure)
E-mail for all correspondence	<a href="mailto:rsscjaipur@gmail.com">rsscjaipur@gmail.com</a>
Website for downloading tender document, Corrigendum's Addendums etc.	<a href="http://eproc.rajasthan.gov.in">http://eproc.rajasthan.gov.in</a> <a href="http://www.rssc.in">http://www.rssc.in</a> <a href="http://sppp.rajasthan.gov.in">http://sppp.rajasthan.gov.in</a>
* In case, any of the bidders fails to physically submit the Banker's Cheque/Demand Draft for Tender Fee, EMD, and RISL processing fee up to 02:00 pm on ..... its Bid shall not be accepted.	
* Bidder has to submit the tender fees of Rs. 5000/- in form of bankers cheque/DD in favour of Secretary, Rajasthan State Sports Council, Jaipur before attending the pre-bid meeting.	

Secretary  
Rajasthan State Sports Council  
Jaipur



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## B. INSTRUCTIONS TO BIDDERS

1. **Cost of Bid:** The bidder shall bear all costs associated with the preparation and submission of bid and RSSC in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
2. All bidders are required to pay Tender Document Fee and processing fee as per the details mentioned in data sheet. The fees are Non-Refundable and payable along with the Technical Proposal.
3. All bidders are required to pay Bid Security Fee as per the details mentioned in data sheet.
  - a. The Bid Security shall be returnable no later than 90 days from the Bid Validity Date except in the case of the Selected Bidder who's Bid Security shall be retained.
  - b. The Authority shall be entitled to forfeit the Bid Security as Damages inter alia in any of the events specified herein below. The Bidder, by submitting its Bid pursuant to this RFP, shall be deemed to have acknowledged and confirmed that the Authority will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the period of Bid validity as specified in this RFP, no relaxation of any kind on Bid Security shall be given to any Bidder.
4. The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information required by the RFP document or submission of a tender not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the bid.
5. The bidder shall not make or cause to be made by any alternation, erasure, or obliteration to the text of the RFP document.
6. Any privately held company or LLP is allowed to submit its bid for the RFP. The bidder may be a Single Entity ,
7. **Preparation of Bids**
  - 7.1 **Language:** Bids and all accompanying documents shall be in the English language. In case any accompanying materials are in other languages, notarised English Translation shall accompany it. The English version shall prevail in matters of interpretation.
  - 7.2 **Form of Bid:** The form of a bid shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder. Relevant power of attorney for signing the bid should be attached.
  - 7.3 **Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian National Rupee (INR / Rs.), and payment under this contract will be made in Indian National Rupee (INR / Rs.).



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## 8. Clarifications by Bidders

- 8.1 Bidders requiring any clarification on the RFP document may attend Pre-Bid meeting on scheduled date .
- 8.2 All correspondence for clarifications should be submitted as per the format attached at **Annexure-XIV at the time of pre bid meeting.**
- 8.3 RSSC shall endeavor to respond to the queries raised or clarifications sought by the Bidders. To be fair to all prospective bidders, the responses to queries shall be uploaded on the e-proc website. However, RSSC reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring RSSC to respond to any query or to provide any clarification.
- 8.4 At any time prior to the Bid Due Date, RSSC may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder(s), modify the RFP document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/Corrigendum/Clarifications thus issued shall be uploaded on the e-proc website.

## 9. Pre-Bid Meeting

- 9.1 To clarify and discuss issues with respect to the Project and the RFP Document, a Pre- bid meeting (“Pre bid Meeting”) will be held as per the details provided in point 3 of data sheet.
- 9.2 Prior to the Pre-Bid meeting, the Bidders may submit a list of queries and proposed suggestions in the word format as per **Annexure-XIV** if any, to the RFP requirements.
- 9.3 Bidders may note that RSSC will not entertain any deviations to the RFP Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified, and the Bidders would be deemed to have accepted the terms and conditions of the RFP Document with all its contents. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.
- 9.4 Bidders’ representatives attending the pre bid meeting shall bring an authorization letter from the Bidder.
- 9.5 In case of any change in the schedule of the Pre-bid Meeting, the same will be communicated to Bidders through the e-tender website.
- 9.6 No interpretation, revision, or other communication from RSSC regarding this solicitation is valid unless in writing at the time of pre bid meeting.
- 9.7 Bidder has to submit the pre bid meeting fees of Rs. 5000/- in form of bankers cheque/DD in favour of Secretary, Rajasthan State Sports Council, Jaipur before attending the pre-bid meeting. This amount will be adjusted against tender form fees later.

## 10. Format and Signing of Bid

- 10.1 The documents comprising the bid shall be typed, and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- 10.2 The bid shall contain no alternations, omissions, or additions except those to comply with an instruction issued by RSSC or are necessary to correct errors made by the bidder, in which case such corrections shall be initialled/signed by the person signing the bid.
- 10.3 The proposal shall be properly bound, indexed, and serially-numbered.



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## 11. Submission of Bids

- 11.1 The bidder shall submit their offer i.e. Technical Bid (Online bid). The Financial Bid shall be submitted on the e-tender portal only.

The Bids that are submitted beyond the stipulated date and time under any circumstances what so ever will not be considered.

## 12. Late and Delayed Bids:

- 12.1 Bids must be received no later than the date and time stipulated in the RFP document. RSSC may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of RSSC and the bidder will be the same.
- 12.2 Any bid received by RSSC after the deadline for submission of bids, as stipulated above, shall not be considered.

## 13. Opening and Evaluation of Technical Bid

- 13.1 Technical Bids will be opened in the presence of the bidders' representatives who choose to attend at the appointed place and time.
- 13.2 The Technical Bid of the bidder would be evaluated as per the evaluation criteria set out in the RFP document. Bids will be evaluated based on the information submitted by the bidders. However, RSSC reserves the right to seek clarification/documents from the bidders, if RSSC considers it necessary for proper assessment of the bid.
- 13.3 The Technical Bids will be evaluated based on eligibility criteria and only those Bidders whose Technical Proposals get a score of minimum 70 (**seventy**) marks or more out of 100 (one hundred) shall qualify for financial bid opening and shall be ranked from highest to the lowest based on their technical score (St).

## 14. SELECTION PROCESS

- 14.1 The Bids of bidders meeting the eligibility criteria, will be evaluated based on the QCBS method.
- 14.2 Overall weightage of 30% for Financial Bid (price quoted in BOQ) and 70% for Technical score shall be considered while calculating final score.
- 14.3 A Bidder must get a minimum of 70 marks (out of 100 marks) in the Technical Evaluation to proceed to opening of Financial/Price bid. The price bids of bidders scoring the minimum required marks of 70 in the Technical Evaluation Criteria will only be opened.
- 14.4 The Bid of the Bidder, who obtains the highest total score (Ts) across the technical bid and the Financial/Price bid, will be rated as the 'Best Bid' and will be declared as the successful Bidder. Ts will be calculated as defined below:

$$Ts = (Sf_{low}/Sf) * 30 + (St/St_{high}) * 70$$

Where,

- Sf: Evaluated/Quoted Bid Price
- $Sf_{low}$ : The lowest of all Evaluated Bid Prices among responsive Bids
- St: The total Technical Score awarded to the Bid
- $St_{high}$ : The Technical Score achieved by the Bid that was scored best among all responsive Bids



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- 14.5 In the event that one or more Bidders have the same Ts value, the Bid with the lowest quoted amount will be treated as “Best Bid”. In case of further tie, the bidder with highest technical score (St) will be rated as the “Best Bid”.
- 14.6 Supporting documents for bid evaluation shall also be verified during presentation. The bidders are advised to make their presentation strictly according to the evaluation criteria based on the credentials submitted above.
- 15. Right to accept any Bid and to reject any or all bids**
- 15.1 RSSC is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tendering process.
- 15.2 RSSC may terminate the contract/cancel the LOA if it is found that the bidder is blacklisted on previous occasions by any of the central/state government ministry/Directorate/institutions/ local bodies/municipalities/PSUs, etc.
- 15.3 RSSC may also terminate the contract/cancel the LOA in the event the Successful Bidder fails to furnish the performance security or fails to execute the agreement.
- 16. Award of Contract**
- 16.1 RSSC will award the contract to the Successful Bidder to perform the contract satisfactorily as per the terms and conditions incorporated in the RFP document.
- 16.2 RSSC will communicate the outcome to the Successful Bidder by mail confirmed by letter transmitted by registered/speed post that its bid has been accepted. This letter (hereinafter and in the condition of contract called the “Letter of Award”) shall prescribe the amount which RSSC will pay to the Successful Bidder in consideration of the execution of work/services by them as prescribed in the contract.
- 16.3 The Successful Bidder will be required to commence the assignment at the earliest, as communicated by RSSC in this regard.
- 16.4 The Successful Bidder will be required to execute the contract for the services within a period of seven(7) days from the date of issue of Letter of Award.
- 17. Performance Security**
- 17.1 The Successful Bidder shall be required to furnish a Performance Security prior to sign the contract (for an amount which is **5% of total project cost**) in the form of FDR/Bankers cheque/Demand draft/ Bank Guarantee from a scheduled Bank in an acceptable form in favour of **Secretary, Rajasthan state sports council, jaipur Payable at jaipur**. The Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations. In case the contract period is extended, further, the validity of Performance Security shall also be extended by the Successful Bidder accordingly. The format for BG for Bid Security is provided at **Annexure-XI**.
- 17.2 Failure of the Successful Bidder to comply with the requirements of the above clauses shall constitute sufficient grounds or the annulment of the award and other actions as deemed necessary.





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## C. ELIGIBILITY CRITERIA:

Bidders must read carefully the conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

To be eligible for evaluation of its Proposal, the Bidder shall fulfill the following Minimum Eligibility Criteria: (Detailed documents According to Annexure H).

Criteria	Requirements	Documentary Evidence
Legal Entity	The bidder may be a single Business Entity For the purpose of this Invitation for RFP document, a Business Entity shall mean a company registered in India under the Companies Act, 1956 or 2013 or a Partnership Firm registered under the Limited Liability Partnership Act of 2008 or Indian Partnership Act, 1932,	Certificate of Registration/ Incorporation(s)
Financial Capacity	The bidder should have a minimum average annual turnover of ₹ 50 crores over any three of the previous financial years upto year ending FY 2021-22, 2022-23, 2023-24 from Event Management Activities.	Certificate from CA/ statutory auditor/audited financial statements for the three previous Financial years. (UIDN no. Should be mentioned)
Bidder Experience	The Bidder should have experience in undertaking minimum 1 sporting event for Central/State Department/National Sporting bodies/private organisation(National/international) in India within the last 5 Years (FY 2020-2021,2021-22, 2022-23, 2023-2024, 2024-25) with minimum contract single order value of ₹ 5 Crore .  OR  The Bidder should have experience of providing Event Management services for Launch ,Opening & Closing ceremony of sporting event to any Central/State Department/National Sporting bodies/private organisation (National/International)in India within the last 5 Years (FY 2020-2021,2021-22, 2022-23, 2023-2024, 2024-25) with minimum contract single order value of ₹ 3 Crore .	Work Order/LOA (Contract value & scope of work to be mentioned) + Completion Certificate/ Certificate from CA for particular work



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## A. TECHNICAL SCORE EVALUATION CRITERIA:

Sr. No.	Criteria	Max Marks	Document/ Evidence Required
1	Experience of Agency in undertaking sporting event for Central/State Department/National Sporting bodies/private organisation (International/National) in India with a minimum contract value of 5 crore within the last 5 Years (FY 2020-2021, 2021-22, 2022-23, 2023-2024, 2024-25): <ul style="list-style-type: none"><li>• 2 similar assignments - 5marks</li><li>• more than 2 assignments -10 marks</li></ul>	10	Work Order/LOA (Contract value & scope of work to be mentioned) + Completion Certificate/ Certificate from CA for particular work
	Experience of Agency in undertaking of Opening/ Closing/ Launch ceremony for sporting event (National / International) to any Central/State Department/National Sporting bodies/private organization (International/National) in India within the last 5 Years (FY 2020-2021, 2021-22, 2022-23, 2023-2024, 2024-25) <ul style="list-style-type: none"><li>• Contract value 3 to 8 cr -10marks</li><li>• Contract value 8 to 15 cr -12 marks</li><li>• contract Value more than 15 cr- 15 marks</li></ul>	15	Work Order/LOA (Contract value & scope of work to be mentioned) + Completion Certificate/ Certificate from CA for particular work
	Relevant experience of the following Agency Personnel in managing opening ceremony of an International/ National reputed sports events.  <b>Creative Head-</b> 5 Marks Minimum 10 years + of work experience in The relevant domain or equivalent.  <b>Production Head –</b> 5 Marks Graduate with a minimum of 10 years Of relevant experience.  <b>Technical Designer (Sound)–</b> 5 Marks Graduate with a minimum of 5 years of Relevant experience.  <b>Technical Designer (Lights) –</b> 5 Marks Graduate with a minimum of 5 years of Relevant experience.  <b>Choreographer –</b> 5 Marks Minimum of 5 years of relevant experience	25	CVs of key personnel to be submitted in the given format. And an affidavit on 100 rs Stamp regarding deployment of Key personnel whose cv is attached in tender. If bidder fails to deploy Key personnel whose cv is attached rssc will take necessary action.



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4.	<b>Technical Presentation:</b>  The bidders will have to come up with a concept of Sports , cultural roots of Rajasthan and present theme for each of the ceremonies.  <ul style="list-style-type: none"><li>• Anthem song (demo of 1 minute)– 5 marks</li><li>• Mascot Design and animations in different sports– 5 marks</li><li>• Innovation &amp; Technology – 10 marks</li><li>• Stage Design,Décor, Props, Lighting effects etc –5 marks</li><li>• Quality of artist-5 marks</li><li>• over all concept-20</li></ul> <b>Note:</b> Presentation should also include the approach and methodology for Launch, Promotion, Opening, and Closing Ceremonies.Bidder will submit Authorised and Signed hard copy of detailed project report/presentation report including particulars (stage design area, Detail of famous bollywood celebrity for stage performance ,EMCEE profile,performers,items,man power and other necessary items with size and quantity) required during Ceremonies.soft copy of same will be submitted via registered email.	50	<b>To be shown in the Technical Presentation</b>
<b>Total</b>		<b>100</b>	
<b>Qualifying Marks</b>		<b>70</b>	



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## B. TERMS OF REFERENCE

### 1. Project Background

The Ministry of Youth Affairs and Sports (MYAS) Government of India, Department of Youth Affairs and Sports, Rajasthan State Sports Council, Sawai Mansingh Stadium, Janpath Jaipur, Rajasthan, Association of Indian Universities and the Sports Authority of India, intend to jointly conduct the fifth edition of the 'Khelo India University Games' ("KIUG") under the 'Khelo India' initiative. The event is scheduled to be held in **7 cities/division level across Rajasthan from tentatively 10th November 2025 to 25th November 2025** and will be organized in the U-25 age group with participation from 200 plus universities from across India. The dates and venues mentioned here are tentative and change (if any) in the same will be communicated to the bidders. This will be a multi- day, multi-sport event.

### 2. Objective:

The objective of this RFP is to engage "Engagement of an Event Management Agency for **Ceremonies (Opening , Closing and Launch Ceremony) of 5<sup>th</sup> Khelo India University Games 2025**" Jaipur, Rajasthan.

### 3. Scope of Services

This is an indicative and not comprehensive scope of work. Scope of work elements are indicative all elements items will be used as per requirement of all setup and directed by Authority. The successful bidder will submit detailed project report regarding scope of work including particulars (artist ,performers,items,man power with quantity and size etc) required with detailed price break up. Detailed project report will be as per report presented during presentation. If bidder fails to deploy team and arrangements that presented during presentation rssc have all right to impose penalty(decided by committee or competent authority) accordingly.



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S. No.	Particular	Scope of Services
1.	<b>Launch Ceremony indoor approx 2500 guest</b>	<p>The Event Management Agency hired for KIUG 2025 (hereafter called EMA-C KIUG 2025) will conceptualize, organize, manage, fabricate and execute the Launch Ceremony for Khelo India University Games Rajasthan 2025.</p> <p>The EMA-C KIUG 2025 is will be responsible for <b>design, production and supply of wearable mascot kit</b> in two sizes - life size (For a person with height between 5'6" and 6') and kid size. The EMA-C will also create 3D animation of the mascot. <b>The budget of the launch ceremony should not exceed 150 lacs inclusive of all taxes.</b></p> <p>The Launch Ceremony will be an evening event which is expected to run for 90 Minutes.</p> <p>Approximately 2500 guests, including VVIPs, are expected to attend the event. Indicative scope and Elements as par requirement:</p> <ul style="list-style-type: none"><li>• Design, creation &amp; launch of logo &amp; tagline</li><li>• Design, production &amp; launch of mascot</li><li>• Launch of jersey</li><li>• Speeches by dignitaries</li><li>• Launch of Anthem Song &amp; Video</li><li>• Cultural Act of 30Minute</li><li>• 3-minute AV of the event to be prepared after completion of the Ceremony</li><li>• Catering on the dias</li><li>• Launch of games Tournch</li><li>• <b>Catering Service for VIP &amp; other Guests - VIP (200 guests) and Others (300 guests) {Menu to be provided by EMA– Lunch/Snacks/Dinner} and refreshment for Approx 2000 persons.</b></li></ul> <ul style="list-style-type: none"><li>• <b>Branding along with docketts</b></li><li>• VVIP Dias (With Back Drop)</li><li>• VVIP Lounges</li><li>• VIP Lounges</li><li>• Flags (big &amp; small to be used in multiple segments)</li><li>• Main Stage Set-up</li><li>• Ceremonial bands</li><li>• Trussing structures as required</li><li>• Genets /power back up</li><li>• Mechanical equipment as required for structures and production</li><li>• Lights (intelligent lighting, moving lights, conventional lights, moving head, color changers, gobos, etc.)</li><li>• Choreographer</li><li>• Props</li><li>• Costumes</li></ul>



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		<ul style="list-style-type: none"><li>• Rehearsals</li><li>• Podium</li><li>• Acoustics</li><li>• Cabling</li><li>• Local Communication and Transportation</li><li>• Bollards</li><li>• Flowers Decoration(On Stage)</li><li>• Landscaping and plantation</li><li>• Security Gaurds</li><li>• Bouncers</li><li>• Vanity Van</li><li>• DJ</li><li>• EMCEE</li><li>• VIP/VVIP Car Passes</li><li>• Videography and Photography</li><li>• Media Riser</li><li>• Delay Led Riser</li><li>• Camera riser</li><li>• VVIP and VIP sofa</li><li>• Banquat Chair</li><li>• Logistics and production planning for the ceremony.</li><li>• Ensuring adherence to all the policies related to the Risk Management, Manpower Management, Safety Management, etc.</li><li>• Liaison with concerned authorities for effective venue management planning, coordination, and execution</li><li>• Ceremony Venue seating layout and planning.</li><li>• Sourcing, Accommodation, Catering &amp; Transportation of Artistes.</li><li>• <b>VIP Management:</b> Invitations to be sent out to VIPs &amp; Dignitaries in attendance for the launch Ceremony. VIP Management also includes “host &amp; usher services” to ensure appropriate service levels to the Honored Guests.</li><li>• <b>Press Operations:</b> Co-ordination with the Event Management Agency hired for KIUG 2025 (EMA- KIUG 2025) to ensure that the Media Personnel and Press Operations function are effectively incorporated into the launch Ceremony.</li><li>• <b>Security Verification:</b> Co-ordination with the EMA- KIUG 2025, State Government Police &amp; SPG to ensure that the relevant police verification of all the people accompanying VVIPs and VIPs has been conducted for smooth conduct of the launch Ceremony</li><li>• Refreshment Box/packet arrangement for approx. 2500 persons and including refreshment center arrangement and crowd management accordingly.</li><li>• proper sitting arrangement for all VVIP,VIP ,officials, Athletes and other guest.</li><li>• Crowd Management: To plan &amp; manage the entry/exit points, other access control points, to manage the spectators at the venue during the event and during the catering to ensure discipline is maintained at all times.</li></ul>
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# राजस्थान राज्य क्रीड़ा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

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		<ul style="list-style-type: none"><li>Records Management: Consisting of Delivery Receipts, Inventory Records, and Movement of equipment, FFE, and any other item for the successful delivery of the event, to record all operations and activities with relevant photo/documentary evidence to ensure smooth payments.</li><li>Reporting and Documentation: This is an important aspect of Event Management. The Agency is expected to create &amp; maintain detailed reports for the LAUNCH Ceremony, including but not limited to Production reports, Inventory reports, Work-force (Artistes) Planning &amp; Deployment &amp; Legacy Reports with photographs.</li></ul> <p><b>Note:</b> The brief note and detailed report of each event to be provided within 4 days post event completion.</p>
2A.	<b>Opening Ceremony Out door approx. 25000 persons</b>	<p>The EMA-C will conceptualize, organize, manage, fabricate and execute the Opening Ceremony for Khelo India University Games Rajasthan 2025 (as per the indicative Scope mentioned below). <b>The budget of the launch ceremony should not exceed 700 lacs inclusive of all taxes.</b></p> <p>The OC will be an evening event. Major Scope Elements for the Opening Ceremony are listed below:</p> <ol style="list-style-type: none"><li>The Opening Ceremony will be Conceptualized, Planned, Designed, Organized, Produced, Coordinated, Directed, Managed, Executed and Delivered within a period of <b>120</b> minutes (including speeches by VVIPs etc.) in which the core cultural program would be of 90 minutes duration. Minimum two acts in the themes of the proposed acts should be befitting not only to the cultural &amp; social background of Rajasthan but also portray the holistic development of the State in recent times in sports. The Agency must ensure a seamless transition from one act to another and the proposal should NOT give an impression of acts being forcefully stitched together.</li><li>Sourcing, appointing, directing and managing of performers and other creative elements of the ceremonies in tandem with KIUG 2025.</li><li>Monitoring the day-to-day operations for the ceremony.</li><li>Logistics and production planning for the ceremony.</li><li>Ensuring adherence to all the policies related to the Risk Management, Manpower Management, Safety Management, etc.</li><li>Liaison with concerned authorities for effective venue management planning, coordination, and execution.</li><li>All activities to be conducted in relation to the Opening Ceremony are to be created, planned and managed as part of the Ceremony responsibilities, included but not limited to VIP welcome with welcome kit, to interact with the cultural departments, coordinating time for arrival, departure, and marshaling of the athletes and officials for Opening Ceremony including catering services for the crew and performers for rehearsals and the Opening Ceremony.</li></ol>



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		<p>viii. The successful Bidder shall ensure, through high-quality communication and reporting (in writing), that KIUG 2025 is kept informed of issue(s), if any, that may arise and necessitate changes in the scope, variation or delays.</p> <p>ix. Ensure smooth execution production and delivery of the Ceremony in accordance with the requirements of the KIUG 2025.</p> <p>x. Ceremony venue seating layout and planning</p> <p>xi. Sourcing, Accommodation, Catering &amp; Transportation of Artistes.</p> <p>xii. VIP Management: Invitations to be sent out to VIPs &amp; dignitaries in attendance for the Opening Ceremony. VIP Management also includes “host &amp; usher services” to ensure appropriate service levels to the honored guests.</p> <p>xiii. Press Operations: Co-ordination with the Event Management Agency hired for KIUG 2025 (EMA-KIUG 2025) to ensure that the Media Personnel and Press Operations function are effectively incorporated into the Opening Ceremony.</p> <p>xiv. Security Verification: Co-ordination with the EMA-KIUG 2025, State Government Police &amp; SPG to ensure that the relevant police verification has been conducted for smooth conduct of the Opening Ceremony.</p> <p>xv. Broadcast Partner: Co-ordination with Broadcast partner to ensure that all parameters for the broadcast of the event have been covered.</p> <p>xvi. Vehicle Movement: Identification of parking facilities for VIPs Officials Media, etc in close co-ordination with EMA-KIUG 2025 for Transportation and City Police.</p> <p>xvii. Venue Signage: Co-ordinate with the EMA-KIUG 2025 to ensure that the direction signage to the venue are deployed and installed in time clearly marking the routes to and from the venue. Also, to ensure installation of in-venue signage for the Opening Ceremony. The signage shall be of Fluorescent material for easy visibility in the night.</p> <p>xviii. Crowd Management: To plan &amp; manage the entry/exit points, other access control points, to manage the spectators at the venue during the event and during the catering to ensure discipline is maintained at all times.</p> <p>xix. Records Management: Consisting of Delivery Receipts, Inventory Records, and Movement of equipment, FFE, and any other item for the successful delivery of the event, to record all operations and activities with relevant photo/documentary evidence to ensure smooth payments.</p> <p>xx. Reporting and Documentation: This is an important aspect of Event Management. The Agency is expected to create &amp; maintain detailed reports for the Opening Ceremony, including but not limited to Production reports, Inventory reports, Work-force (Artistes) Planning &amp; Deployment &amp; Legacy Reports with photographs.</p>
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		<p>xxi. 3-minute AV of the event to be prepared after completion of the Ceremony.</p> <p>xxii. proper sitting arrangement for all VVIP,VIP ,officials, Athletes and other guest.</p> <p><b>Note:</b> The cost of Licenses related to the event is the responsibility of the EMA, Government of Rajasthan can help facilitate.</p> <p><b>Note:</b> The installations and setup for the Opening Ceremony must be cleared up after 24 hours.</p>
		<p>xxiii. Broadcast Partner: Co-ordination with Broadcast partner to ensure that all parameters for the broadcast of the event have been covered.</p> <p>xxiv. Vehicle Movement: Identification of parking facilities for VIPs Officials Media, etc in close co-ordination with EMA-KIUG 2025 for Transportation and City Police.</p> <p>xxv. Venue Signage: Co-ordinate with the EMA-KIUG 2025 to ensure that the direction signage to the venue are deployed and installed in time clearly marking the routes to and from the venue. Also, to ensure installation of in-venue signage for the Opening Ceremony. The signage shall be of Fluorescent material for easy visibility in the night.</p> <p>xxvi. Crowd Management: To plan &amp; manage the entry/exit points, other access control points, to manage the spectators at the venue during the event and during the catering to ensure discipline is maintained at all times.</p> <p>xxvii. Records Management: Consisting of Delivery Receipts, Inventory Records, and Movement of equipment, FFE, and any other item for the successful delivery of the event, to record all operations and activities with relevant photo/documentary evidence to ensure smooth payments.</p> <p>xxviii. Reporting and Documentation: This is an important aspect of Event Management. The Agency is expected to create &amp; maintain detailed reports for the Opening Ceremony, including but not limited to Production reports, Inventory reports, Work-force (Artistes) Planning &amp; Deployment &amp; Legacy Reports with photographs.</p> <p>xxix. 3-minute AV of the event to be prepared after completion of the Ceremony.</p> <p>xxx. proper sitting arrangement for all VVIP,VIP ,officials, Athletes and other guest.</p> <p><b>Note:</b> The cost of Licenses related to the event is the responsibility of the EMA, Government of Rajasthan can help facilitate.</p> <p><b>Note:</b> The installations and setup for the Opening Ceremony must be cleared up after 24 hours.</p>
2B	Opening Ceremony Core production Elements(As per Requirement)	<p>i. VVIP Dias (With Back Drop)</p> <p>ii. VVIP Lounges</p> <p>iii. VIP Lounges</p> <p>iv. Flags (big &amp; small to be used in multiple segments)</p> <p>v. Main Stage Set-up</p> <p>vi. Ceremonial bands</p>



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		<p>vii. Trussing structures as required viii. Genets /power back up ix. Mechanical equipment as required for structures and production x. Lights (intelligent lighting, moving lights, conventional lights, moving head, color changers, gobos, etc.) xi. High end audio video reproduction equipment (high definition xii. projection systems, acoustics, surround sound system) xiii. Mobilization of Mascots (ceremony sequence) xiv. Audio Visual content complimenting the overall theme and concept xv. Games Torch xvi. World class light display / show xvii. Theme Song (Vocal &amp; instrumental versions) xviii. Theme video</p>
		<p>xvii. Rigging xviii. Composition xix. Recording xx. Lyrics (xx) Theme Song xxi. Overall ceremony venue Decor xxii. Pyrotechnics/Fireworks 3-D 20 minutes xxiii. Interactive Kits for spectators Job xxiv. Creative Consultant xxv. Performance by Bollywood Celebrity <b>(A-Category)</b> xxvi. Performance involving National and Local Sports Icons(<b>A-Category</b>) xxvii. Artists (Mass cast, dance troupes, Bollywood singers, performers etc.) <b>(A-Category)</b> xxviii. Choreographer xxix. Props xxx. Costumes xxxi. Rehearsals xxxii. Podium xxxiii. Acoustics xxxiv. Cabling xxxv. Insurance xxxvi. Local Communication and Transportation xxxvii. Bollards xxxviii. Flowers Decoration(On Stage) xxxix. Landscaping and plantation xl. Security Gaurds xli. Bouncers xlii. Vanity Van xlili. DJ xliv. EMCEE xlv. VIP/VVIP Car Passes xli. Videography and Photography xlvii. Media Riser</p>



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		<p>xlvi. Delay Led Riser</p> <p>xlvi. Camera riser</p> <p>i. VVIP and VIP sofa</p> <p>ii. Banquet Chair</p> <p><b>Note:</b> The aforesaid list is indicative &amp; not In budget exhaustive in nature. The Bidder is free to add any other necessary arrangements that may be required for the production and implementation of the Ceremony in consultation /SAI and RSSC authority with the KIUG 2025. The Venue should be ready by 1 day Before the day of Opening Ceremony.</p>
2C	<b>Indicative Ceremony Content</b>	<p>i. Pre-Event Show – Cultural or Musical for Spectator Engagement</p> <p>ii. Welcome of Chief Guest, VVIPs, Dignitaries etc. (act/representation &amp; speeches)</p> <p>iii. March-past of contingents, Pledge, Torch – Cauldron, Flag Hoisting etc.</p> <p>iv. Segments representing Theme</p> <p>v. Segments should include technological advancement of India using high end advanced technologies such as holographic /anamorphic/mixed reality etc., Aerial Act, Drone Show</p> <p>vi. Musical concert and Theme song by Lead singer(s)</p> <p>vii. Innovative ideas for final act</p> <p>viii. Catering on the dias</p> <p>ix. Any other Act &amp; Ideas.mana</p> <p><b>Note: Approval may be taken to run drones during ceremonies.</b></p>
3.	<b>Closing Ceremony out door Approx. 20000 persons</b>	<p>The EMA-C will conceptualize, organize, manage, fabricate and execute the Closing Ceremony for Khelo India University Games Rajasthan 2025.</p> <p><b>The budget of the launch ceremony should not exceed 350 lacs inclusive of all taxes.</b></p> <p>The Games Closing Ceremony will be an evening event. Conduct of the Games Closing Ceremony (one stage with VVIP felicitation, MC, Dias, Confetti Blasts etc.) will be in consultation with SAI, RSSC, GTCC and FA head.</p> <ul style="list-style-type: none"><li>Logistics and production planning for the ceremony.</li><li>Ensuring adherence to all the policies related to the Risk Management, Manpower Management, Safety Management, etc.</li><li>Liaison with concerned authorities for effective venue management planning, coordination, and execution</li><li>Ceremony Venue seating layout and planning.</li><li>Sourcing, Accommodation, Catering &amp; Transportation of Artistes.</li><li><b>VIP Management:</b> Invitations to be sent out to VIPs &amp; Dignitaries in attendance for the launch Ceremony. VIP Management also includes “host &amp; usher services” to ensure appropriate service levels to the Honoured Guests.</li></ul>



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		<ul style="list-style-type: none"><li>• <b>Press Operations:</b> Co-ordination with the Event Management Agency hired for KIUG 2025 (EMA- KIUG 2025) to ensure that the Media Personnel and Press Operations function are effectively incorporated into the launch Ceremony.</li><li>• <b>Security Verification:</b> Co-ordination with the EMA- KIUG 2025, State Government Police &amp; SPG to ensure that the relevant police verification of all the people accompanying VVIPs and VIPs has been conducted for smooth conduct of the launch Ceremony</li><li>• <b>Crowd Management:</b> To plan &amp; manage the entry/exit points, other access control points, to manage the spectators at the venue during the event and during the catering to ensure discipline is maintained at all times.</li><li>• <b>Records Management:</b> Consisting of Delivery Receipts, Inventory Records, and Movement of equipment, FFE, and any other item for the successful delivery of the event, to record all operations and activities with relevant photo/documentary evidence to ensure smooth payments.</li><li>• <b>Reporting and Documentation:</b> This is an important aspect of Event Management. The Agency is expected to create &amp; maintain detailed reports for the LAUNCH Ceremony, including but not limited to Production reports, Inventory reports, Work-force (Artistes) Planning &amp; Deployment &amp; Legacy Reports with photographs.</li><li>• proper sitting arrangement for all VVIP,VIP ,officials, Athletes and other guest.</li></ul>
		<p><b>Indicative Content and Major elements as par requirement:</b></p> <ol style="list-style-type: none"><li>i. Pre-Event Show – Cultural or Musical for Spectator Engagement</li><li>ii. Welcome of Chief Guest, VVIPs, Dignitaries etc. (act/representation &amp; speeches)</li><li>iii. Games AV etc.</li><li>iv. Musical concert and Theme song by Lead singer(s)</li><li>v. Innovative ideas for final act</li><li>vi. Felicitation of Winners</li><li>vii. Catering on the dias</li><li>viii. Any other Act &amp; Ideas.</li><li>ix. Overall ceremony venue Decor</li><li>x. Pyrotechnics/Fireworks</li><li>xi. Interactive Kits for spectators Job</li><li>xii. Creative Consultant</li><li>xiii. Performance involving National and Local Sports Icons</li><li>xiv. Artists (Mass cast, dance troupes, singers, performers etc.) (<b>B-Category</b>)</li><li>xv. Choreographer</li><li>xvi. Props</li><li>xvii. Costumes</li><li>xviii. Rehearsals</li><li>xix. Podium</li><li>xx. Acoustics</li></ol>



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		<p>xxi. Cabling xxii. Insurance xxiii. Local Communication and Transportation xxiv. Security Guards xxv. Bouncers xxvi. Vanity Van xxvii. DJ xxviii. EMCEE xxix. VIP/VVIP Car Passes xxx. Videography and Photography xxxi. Media Riser xxxii. Delay Led Riser xxxiii. Camera riser xxxiv. VVIP and VIP sofa xxxv. Banquet Chair</p> <p>The EMA-C will prepare a 3-minute AV of the event after completion of the Ceremony.</p>
4.	Other Tasks	<p>The EMA-C will perform any other task as directed by the Employer without altering the BOQ. Bidder have to conduct all ceremonies according to scope of work and any other task allotted by rssc authority without any extra payment.</p>

## **TERMS AND CONDITIONS OF CONTRACT**

### **1. PERFORMANCE SECURITY**

- 1.1** In order to ensure the due performance of the awarded contract, the Successful Bidder shall, within 7 (Seven) days of entering into the Service Agreement with RSSC. 5% of the accepted value of the contract as Performance Security in the form of Bank Guarantee or other valid formats like Fixed Deposit/Demand Draft shall be drawn from any Commercial Bank drawn in favour of "SECRETARY, Rajasthan State Sports Council, Jaipur, payable at Jaipur and is to be deposited in the office at Rajasthan State Sports Council (RSSC), Sawai Man Singh Stadium, Jaipur. The format for performance security of submitted in form Bank guarantee is attached at Annexure XI.
- 1.2** The Performance Security shall be valid for a period of 60 (Sixty) days from the date of expiry of all contractual obligations. The Performance Guarantee shall be revalidated and replenished immediately upon invocation by RSSC. It may require revalidation from time to time as the case may be.
- 1.3** All incidental charges whatsoever such as premium and commission with respect to the Performance Security shall be borne by the Successful Bidder. No interest will be payable on the Performance Security by RSSC.
- 1.4** In the event of any failure/any breach or violation on the part of the Successful Bidder, which is not cured within reasonable time from receiving a written notice of such failure from RSSC, to comply with the requirements of the scope of work specified in this RFP, shall constitute sufficient grounds and entitlement for the enforcement of the Performance Security by RSSC.

### **2. SCOPE OF WORK , TIMELINES OF THE PROJECT,RSSC reserve Rights**

- 2.1** The bidder should go through all the condition and ToR/Scope of work mentioned in tender document before submitting the bid.
- 2.2** The Agency will Provide all services mentioned ToR/Scope of work as per the time line of the event. The Detailed time line and final dates of the event will be communicated accordingly.
- 2.3** Detail timeline will be communicated according to decision by competent authority.
- 2.4** Rssc have all right to amend the tender document and condition before closing date of tender submission.

### **3. TERMS OF PAYMENT**

**The Payments in respect of the services shall be made after as bellow.**

<b>S. NO.</b>	<b>DESCRIPTION</b>	<b>PAYMENT</b>
<b>1.</b>	<b>After Successful Launch and Opening Ceremony ( Total Amount quoted under the same heading in Annexure XV - Financial Bid)</b>	<b>25%</b>
<b>2.</b>	<b>After Successful completion of event and Closing Ceremony ( Total Amount quoted under the same heading in Annexure XV - Financial Bid)</b>	<b>45%</b>
<b>3</b>	<b>After final Audit</b>	<b>30%</b>

#### 4. OTHER TERMS AND CONDITIONS OF THE BID

- 4.1 All information / details submitted to RSSC shall be supported by documentary proof duly certified by the authorized signatory of the Bidder.
- 4.2 Save as expressly authorized by RSSC in writing, the Successful Bidder shall not, without the prior express approval of RSSC, incur any liabilities on behalf of RSSC, pledge the credit of RSSC or make any representations or give any warranty on behalf of RSSC.
- 4.3 The mere submission of Bids in response to this RFP by a Bidder, or the rejection thereof by RSSC, in its absolute discretion, shall not itself constitute any relationship, legal or otherwise, between RSSC and the Bidder or give rise to or be deemed to give rise to any cause or grievance to the Bidder against RSSC and further shall not for any reason or in any manner confer on the Bidder any right or entitlement to raise any claim regarding any term or condition contained herein nor in respect of any act or omission or decision taken by RSSC.
- 4.4 The Bidder must strictly comply with all terms and conditions herein. RSSC reserves the right to call upon any or all the Bidders to satisfy RSSC regarding the correctness and genuineness of any document submitted or information furnished by the Bidder or may call for any additional documents / information from the Bidders to verify the information provided by the Bidder or may further seek any clarification or elaboration from the Bidder at any time prior to the finalization of the Bid. However, this shall not be construed to confer any kind of right or entitlement on the Bidder to submit any additional document / information after the submission of its Bid. Further, RSSC may call upon any or all the Bidders to make a presentation to RSSC in respect of the capabilities represented by the Bidder at any time prior to the finalization of the Bid. Any Bidder who refuses to or otherwise neglects to make such presentation to RSSC shall not be considered for any further evaluation and shall stand immediately disqualified.
- 4.5 Privileges: The following privileges shall be extended to the Successful Bidder:
  - a) Performance certificate to be issued by RSSC to the Successful Bidder upon the satisfactory discharge of its services in respect of each Phase of the project.
  - b) Successful completion certificate to be issued by RSSC after completion of contract to the satisfaction of RSSC.
- 4.6 Governing Law and Jurisdiction: The RFP and the relationship between the Bidder and RSSC shall be interpreted in accordance with the laws of Rajasthan. The Courts of Jaipur shall have exclusive jurisdiction over any dispute arising in relation to the RFP and/or the relationship between the Bidder and RSSC.
- 4.7 It will be the responsibility of each Bidder to fully acquaint itself with all operational and legal conditions and factors which may have any effect on the execution of the awarded contract as described in the RFP. RSSC shall not entertain any request for clarification from the Bidder in relation to such operational or legal conditions. Further, no financial adjustments to the Bids shall be made subsequent to the submission of the Bid on any account whatsoever, including on account of the failure of the Bidder to appraise itself of any legal or local operational conditions / factors. The Bidder cannot be taken over/bought over by another company during the contract phase. RSSC may, at any time, immediately terminate the contract by giving written notice to the successful Bidder without any compensation or liability, if the Bidder commits any breach of contract, has misrepresented, or becomes bankrupt or otherwise insolvent, and/or RSSC is not satisfied with the work of the Bidder provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to RSSC.
- 4.8 Any default or breach in discharging obligations under this RFP by the selected Bidder while rendering services to RSSC, shall invite all or any actions / sanctions, as the case maybe. The decision of RSSC arrived at as above will be final and no representation of any kind will be entertained on the above. Any attempt by any bidder to put pressure of any kind, may disqualify the bidder for the present RFP and the bidder may also be liable to be debarred from bidding for RSSC /RSSC RFPs in future.
- 4.9 RSSC reserves the right to modify and amend any of the stipulated condition/criterion given in this RFP, depending upon project priorities vis-à-vis urgent commitments.
- 4.10 RSSC also reserves the right to accept/reject a bid, to cancel/abort RFP process and/or reject all bids at any time prior to award of work without thereby incurring any liability to the affected agencies on the grounds of such action taken by RSSC.



- 4.11 Any default by the bidders in respect of RFP terms & conditions will lead to rejection of the bid.
- 4.12 The decision of RSSC arrived during the various stages of the evaluation of the bids is final & binding on all bidders. Any representation towards these shall not be entertained by RSSC.
- 4.13 In case the bidder is found in-breach of any condition(s) of RFP at any stage during the course of project deployment period, the legal action as per rules/laws will be taken.
- 4.14 Any attempt by bidder to bring pressure towards RSSC's decision making process, such Bidder shall be disqualified for participation in the present RFP and those Bidders may be liable to be debarred from bidding for RSSC /RSSC RFPs in future.
- 4.15 Printed/written conditions mentioned in the RFP bids submitted by Bidder will disqualify them and will not be binding on RSSC.
- 4.16 Upon verification, evaluation/assessment, if in case any information furnished by the Agency is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained. RSSC will not be responsible for any misinterpretation or wrong assumption by the Agency, while responding to this RFP.
- 4.17 Only those bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFP document, shall be short-listed for further evaluation.
- 4.18 It is urged through this RFP that misrepresentation of facts shall be dealt with seriously and may lead to debarring from bidding for RSSC /RSSC RFPs in future.
- 4.19 Bidders are requested to share information which is true and based some tangible proofs.
- 4.20 There is no Master and Servant relationship between the employees of the service provider and RSSC.
- 4.21 Subject to terms of this document, no variation in or modification of the terms of contract shall be made except by written amendment.
- 4.22 The service provider will also give undertaking they will not adopt any malpractices at any stage of bidding/execution.
- 4.23 The service provider shall be contactable at all times and messages sent by phone/ email/fax/special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the office in fulfillment of the contract from time to time.
- 4.24 This office shall not be liable for any loss, damage, theft, burglary or robbery of any Deliverable belongings, equipment or vehicles of the man power resources of the service provider.
- 4.25 If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against the damage by any staff engaged by the Agency. For any accident or casualty occurred during the course of working to any staff provided by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with the Agency and this office will in no way be responsible for it or any other clause mentioned above.
- 4.27 The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Act, as amended from time to time and a certificate to this effect shall be provided to the agency.
- 4.28 The successful bidder will enter into an agreement with this office for on non-judicial stamp paper Rs.500/- (Rupees Five Thousand Only) within 5 days from the date of award work order. The above stamp paper will be arranged by the bidder for execution of agreement.
- 4.29 The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- 4.30 As soon as practicable after receipt of the Service Provider's notice, the Procurer shall evaluate the situation and may, at its discretion, extend the Service Provider's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 4.31 Except as provided under terms of this document, a delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to the imposition of Liquidated Damages in terms of this document, unless an extension of time is agreed upon the application of L.D clause in terms of this document. As per rates below –



No	Conditions	LD %
(a)	Delay upto ¼ period as prescribed period	2.5%
(b)	Delay exceeding ¼ but not exceeding ½ of proscribed period	5%
(c)	Delay exceeding ½ but not exceeding ¾ period of prescribed period	7.5%
(d)	Delay exceeding ¾ of prescribed period	10%

- 4.32 On unsatisfactory services the RSSC will serve a notice to the bidder giving an opportunity to improve performance within two days. A penalty amounting to rupees one thousand per service per day will impose if the work doesn't improve even after seven days from date of notice.
- 4.33 That if any amount is found payable by the bidders towards, remuneration, and statutory dues in respect of any loss to this office property, the same shall be adjusted from the security deposit of the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
- 4.34 Subject to terms of this document, if the Service Provider fails to perform the Services within the period(s) specified in the Contract, the Procurer shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to Liquidated specification as prescribed point no. 4.31 and the maximum deduction is 10% of the contract price in addition to this, the service provider will liable to pay the additional cost of alternative arrangements thereof.
- 4.35 The Procurer may at any time terminate the Contract by giving written notice to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Service Provider, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Procurer.
- 4.36 The bidder should sign all pages of tender accepting the term and condition and enclosed the same along with technical bid. It is an integral part of the tender.
- 4.37 The bidder should also sign the undertaking (Annexure-F) and the annexure A to D as required as per RTPP Rules – 2013.
- 4.38 The authorization certificate should also attached if the tender document is signed other than the owner of the firm. Annexure-E
- 4.39 No any document shall entertain after schedule time and date as described in NIB by bidder itself.

## 5. PENALTY

- 5.1 In case the Successful Bidder/resource deployed fails to commence/execute the work as assigned to them/unsatisfactory performance of the resource even after formal warning, RSSC reserves the right to impose the penalty as decided by RSSC on monthly billable value of the firm per such incidents as approved by the competent authority or may proceed to black list related firm/agency.
- 5.2 RSSC will make payments after necessary deductions of penalty (if any).
- 5.3 For delay in service deliverables reasons not pertaining to selected bidder, RSSC shall take decision on extension of such timelines and levy of penalty. However, in the event RSSC considers extension, the same shall be without any additional compensation/liability on any grounds whatsoever.

## 6. PATENTS, COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS

- 6.1 Intellectual Property Rights for any software property and documents (including source codes, databases, documents, training manuals, course content etc.), if developed exclusively for this project shall lie with the RSSC in perpetuity for all purposes. The Intellectual Property Rights of all the software code, data, algorithms, documentation, manuals, etc. Generated as a part of implementation of this project shall solely vest with the RSSC.

- 6.2 The Bidder shall ensure that there is no infringement of any Intellectual Property Rights (IPR) of third parties. However, if a third party claims that a product delivered by the Bidder/ to RSSC infringes that party's patent or copyright/IPR's in any form, the Bidder shall keep RSSC fully indemnified in this regard and shall defend RSSC against that claim at the Bidder's/ expense and pay all costs, damages, and attorney's fees that a court finally awards or that are included in a settlement approved by the Bidder.
- 6.3 The Bidder agrees and acknowledges that all Intellectual Property Rights of work created by the Bidder in pursuance to this RFP/Tender Documents shall stand vested in favour of RSSC for all purposes.

## **7. REPRESENTATIONS AND WARRANTIES**

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

## **8. INDEMNIFICATIONS AND LIABILITIES**

- 8.1 The bidder shall fully indemnify, hold harmless and defend DYAS/RSSC/ RSSC and its Officers/Employees/Agents/Stockholders/Affiliates from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs, and expenses, whether or not involving a third party claim including claims for infringement of Intellectual Property Rights, which arise out of or relate to:
- any breach of any representation or warranty of the bidder contained in the RFP,
  - any breach or violation of any covenant or other obligation or duty of the bidder under this RFP. RSSC accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.
- 8.2 RSSC reserves the right to accept or reject any or all proposal (s) or to annul the RFP process in to and reject all proposals at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder (s) on the ground of RSSC's action.
- 8.3 The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by RSSC or any other costs incurred in connection with or relating to its Bids. All such costs and expenses will remain with the Bidder and RSSC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bids, regardless of the conduct or outcome of the Selection Process.
- 8.4 The Successful Bidder shall at all times indemnify and keep indemnified RSSC against all claims/third party claims/damages etc. for any infringement of Intellectual Property Rights (IPRs) while providing its services under the Project.

- 8.5 The Successful Bidder shall at all times indemnify and keep indemnified RSSC against any claims in respect of any damages or compensation payable in consequences of any accident, demise, or injury sustained or suffered by its (the Successful Bidder's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Successful Bidder.
- 8.6 The Successful Bidder shall at all times indemnify and keep indemnified RSSC against and any claims by Employees in respect of wages, salaries, remuneration, compensation, or the like.
- 8.7 All claims regarding indemnity shall survive the termination or expiry of the Contract.

## **9. TERMINATION**

- 9.1 RSSC may terminate the Service Agreement at any if found any issue
- Immediately in case the Successful Bidder is in direct breach of contractual terms and conditions and in the performance of its contractual obligations.
  - In the event services of the Bidder are not satisfactory or up to the mark.
  - If the Bidder/Successful Bidder becomes insolvent or goes into liquidation or receivership, whether compulsory or voluntary, and which has substantial bearing on providing services under the Service Agreement.
  - If the Successful Bidder fails to comply with any final decision reached as a result of arbitration proceedings
  - If the Successful Bidder is determined to have engaged in corrupt or fraudulent practices in competing for or in executing the Service Agreement.
  - If the Successful Bidder submits to RSSC a false statement which has a material effect on the rights, obligations, or interests of RSSC.
  - Any other reason as deemed fit by RSSC.

## **10. FORCE MAJEURE**

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

## **11. DISPUTE SETTLEMENT MECHANISM**

- 11.1 All disputes or differences arising out of or in connection with the present contract including the one connected with the validity of the present contract or any part thereof should be settled by bilateral discussions. RSSC and the Successful bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 11.2 Venue of Arbitration: The Sole Arbitrator shall have its seat in Jaipur.
- 11.3 The Arbitration proceedings will be in English Language.
- 11.4 Each party shall bear its own cost of preparing and presenting its own case (including all fees and other expenses), unless otherwise awarded by the Sole Arbitrator.

- 11.5 The parties shall continue to perform their respective obligations under this contract during the pendency of the Arbitration proceedings except in so far as such obligations are the subject matter of Arbitration proceedings.
- 11.6 All matters connected with this shall be governed by the Rajasthan law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of the Courts at Jaipur.

## **12. APPLICABLE LAW**

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

## **13. RESERVED RIGHTS**

- 13.1 RSSC reserves the right to;
- i. Accept/reject any of the RFP clause in full or part without assigning any reason thereof.
  - ii. Revise the requirement at a later stage as and when required.
  - iii. Amend, modify, relax, or waive/delete any of the conditions/ scope of work stipulated in the RFP wherever deemed necessary, even after award of work.
- 13.2 In the event of any misstatement or misrepresentation being discovered or detected in the information furnished from the documents submitted by the Bidder in response to this RFP or at any later stage, or in the event of any contravention by the Bidder of any condition or criterion stipulated, RSSC shall terminate or cancel the appointment / engagement of the Bidder, and nothing shall be payable or be paid by RSSC to the Bidder as compensation/damages or penalty.
- 13.3 RSSC will not be liable for any costs, damages or losses incurred by any Bidder participating in this RFP, if RSSC decides to cancel the RFP process or for any reason whatsoever.
- 13.4 The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including but not limited to costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal or costs incurred for providing any additional information required by RSSC to facilitate the evaluation process.

## **14. CORRUPT OR FRAUDULENT PRACTICES**

- 14.1 It is required by all concerned namely the Bidders/Successful Bidders etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, RSSC: -
- i. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question.
  - ii. Will declare a firm ineligible or debar/blacklist, either indefinitely or for a stated period of time, to be awarded a contract by RSSC if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices or gross/deliberate negligence in competing for, or in executing the contract RSSC reserves the right not to conclude the Contract and in case contract has been issued, terminate the same, if, found to be obtained by any misrepresentation, concealment, and suppression of material facts by the Bidder. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment & suppression of material facts shall be initiated.”

**Annexure- I**

**Performa for Affidavit**  
(on non-judicial stamp paper of Rs.100/-)

I \_\_\_\_\_ Proprietor/Director/Partner of the firm M/s. \_\_\_\_\_ do hereby solemnly affirm that our firm M/s. \_\_\_\_\_ has never been blacklisted/debarred by any organization/office and there has not been any work cancelled against them by any Employer for poor performance in the last ten years reckoned from the date of invitation of Bid.

.....  
... Name of the Bidder

.....  
... Signature of the  
Authorized Signatory

.....  
... Name of the  
Authorized Signatory

Place: \_\_\_\_\_

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

## Annexure-II

### Information on Bidder's Organization

Sr.No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST Registration No. (Copy of certificate to be submitted) and GST Paid Certificate Copy (JULY- 2025) GSTR 3B Performa	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	

.....

.....Name of the Bidder

.....

.....Signature of the Authorized Signatory

.....

.....Name of the Authorized Signatory

Place: \_\_\_\_\_

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

**Note: Please attach relevant supporting documents like Power of Attorney, Certificate of Incorporation, GST IN, TAN, PAN.**

## Annexure-III

### Relevant Experience & Approach and Methodology Section 1:

#### Relevant Experience in Similar Assignments

Assignment name:	Country: Location within the country:
Name of Client	Address
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of person months of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract(in INR or equivalent in INR):	Approx. value of the services provided by your firm under the contract (in INR or equivalent in INR):
Narrative description of the Project:	
Detailed Scope of services, coverage and relevance to this project:	

#### Note:

1. Use Separate Sheet for each Assignment
2. Supporting documents such as copies of documents as stipulated in the **Eligibility Criteria** to be attached. Assignments that are not supported by documentary evidence shall not be considered for evaluation.



# राजस्थान राज्य क्रीड़ा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## Annexure-IV

### Tender Submission Letter

To,

Secretary  
Rajasthan State Sports Council Jaipur

Sub: "Engagement of an Event Management Agency for **Ceremonies (Opening , Closing and Launch Ceremony) of 5<sup>th</sup> Khelo India University Games 2025**" Jaipur, Rajasthan.

Ref: RFP No. ....

I/ We, the undersigned, offer to provide the above services to RSSC. We are hereby submitting our bid, in a sealed envelope.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of the tender document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to the RSSC any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between RSSC and us subject to the modifications, as may be mutually agreed to, between RSSC and us.
- (g) We agree to keep this bid valid for acceptance for a period of one hundred eighty (180) days from the date of opening the bid.

We understand that the RSSC is not bound to accept any tender that the RSSC receives.

Yours faithfully,

Authorized Signatory  
(with Name, Designation, Contact no. and  
Seal) *Note: On the Letterhead of the  
Bidder.*





# राजस्थान राज्य क्रीड़ा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## Annexure-V

### Bidder's Authorization Certificate

To

Secretary  
Rajasthan State Sports Council  
Jaipur

Sub: "Engagement of an Event Management Agency for **Ceremonies (Opening , Closing and Launch Ceremony) of 5<sup>th</sup> Khelo India University Games 2025**" Jaipur, Rajasthan.

Ref: RFP No. ....

Dear .....

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with tender No. \_\_\_\_\_ dated \_\_\_\_\_.

He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Verified Signature: - Seal of the Organization: -

Date: -

Place: -

Note: Please attach the valid power of attorney in favour of the person signing this authorization letter.



# राजस्थान राज्य क्रीडा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## ANNEXURE VI

### POWER OF ATTORNEY (SAMPLE)

(Note- Board resolution in case of company)

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

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

IN WITNESS WHEREOF WE, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF , 2025.

For .....

(Signature, name, designation, and address) Witnesses:

1.

2.

Notarized Accepted

.....

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

Notes:

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



# राजस्थान राज्य क्रीड़ा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## ANNEXURE VII |

### ELIGIBLE PROJECTS UNDERTAKEN BY THE BIDDER

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

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

### IMPORTANT:

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



# राजस्थान राज्य क्रीड़ा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## ANNEXURE VIII | FORMAT FOR CV

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

### Education:

Name of Institution	Degree Obtained	Year of Obtainment

### Countries of work experience:

#### Employment Record

Name of Institution	Position Held	Year of Obtainment

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

Brief Write-up of overall experience:

Work Experience:

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

### Certification:

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

Name of Expert/ Personnel

Signature

Date

Endorsement of HR Department/Head of Academic Department



# राजस्थान राज्य क्रीडा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## ANNEXURE IX General Instruction for Filling of Bid

1. The complete bidding document has been published on the website [www.rssc.in](http://www.rssc.in) rajasthan.gov.in /www.sppp.rajasthan.sov.in & <http://eproc.rajasthan.gov.in>, for the purpose of downloading.
2. Bidders who wish to participate in this bidding process must register on <http://eproc.rajasthan.gov.in>.
3. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, safe crypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
4. A Two-stage selection procedure shall be adopted.
5. Bidder (authorized signatory) shall submit their offer on-line in electronic formats both for Technical and financial proposal on eProc website <http://eproc.raiaasthan.gov.in>. However, DD for Tender/Bid Document Fees, EMD/Declaration payable in favor of SECRETARY, RAJASTHAN STATE SPORTS COUNCIL, JAIPUR, payable at Jaipur and Processing Fees payable in favor of Managing Director, RAJCOMP Info Services Limited, payable at JAIPUR. Tender/Bid Document fee, EMD/Declaration and processing fee DD Should be submitted physically at the office of RAJASTHAN STATE SPORTS COUNCIL, Jaipur and Scanned copy of same should also be uploaded along with the technical bid/ cover.
6. RAJASTHAN STATE SPORTS COUNCIL, JAIPUR will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload on eProc website <http://eproc.raiaasthan.gov.in> the complete bid well advance in time so as to avoid Last hour rush issues like slow speed; choking of web site due to heavy load or any other unforeseen problems.
7. Bidders are also advised to refer "Bidders Manual Kit" available at eProc website for further details about the e-tendering process.
8. No contractual obligation whatsoever shall arise from the RFP/ bidding process unless and until a formal contract is signed and executed between the tendering authority and the successful Bidder.
9. Training for the bidder on the usage of e-Tendering system (e-Procurement) is also being arranged by RISL on regular basis. Bidder interested for training may contact e-Procurement Cell RISL for booking the Training slot.
  - a) Contact No. 0141-4022688/Helpline Help Desk Number 0120-4200462.
  - b) E-mail: [eproc@raiaasthan.gov.in](mailto:eproc@raiaasthan.gov.in)
  - c) Address: E-Procurement cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur.
10. Bidder should upload online the scanned copy of all documents required for this RFP



# राजस्थान राज्य क्रीड़ा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## ANNEXURE XI BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

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

.....

....

Name and designation of the officer

.....

..... Seal, name

& address of the Bank and address of the Branch



# राजस्थान राज्य क्रीड़ा परिषद्

सवाई मानसिंह स्टेडियम, जयपुर

Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## ANNEXURE XII- DRAFT AGREEMENT FORMAT

This CONTRACT (hereinafter called the "Contract") is made the [day number] day of the month of [month], [year], between, on the one hand, The Secretary, Rajasthan state sports council, Jaipur-302 005 (hereinafter called the "Client") and, on the other hand, [name of Service Provider] (hereinafter called the "Service Provider").

### WHEREAS:

- (a) The Client has requested the "Engagement of an Event Management Agency for **Ceremonies (Opening , Closing and Launch Ceremony) of 5<sup>th</sup> Khelo India University Games 2025**" Jaipur, Rajasthan.
- b) The Service Provider, has agreed to provide the Services on terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - a) The Technical and Financial Proposals (Bids) submitted by the Service Provider
  - b) The Statement of Outcomes of Negotiations
  - c) The Conditions of Contract
  - d) Appendices:

In the event of any inconsistency between the documents, the following order of precedence shall prevail The Conditions of Contract. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Client and the Service Provider shall be as set forth in the Contract, in particular:
  - a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract, and
  - b) the Client shall make payments to the Service Provider in accordance with the provisions of the Contract.
  - c) The work shall commence on.....and be completed up to.....

IN WITNESS HEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first written above.

Witness 1

FOR AND ON BEHALF OF

..... (THE SERVICE PROVIDER/Agency)

Witness 2

(Name)  
(Designation)  
(Address)

Witness 1

FOR AND ON BEHALF OF THE  
Rajasthan state sports council, Jaipur-302 005

Witness 2

(Name)  
(Designation)



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## ANNEXURE „XIII“ ANNUAL TURNOVER

S. NO.	FINANCIAL YEAR	ANNUAL TURNOVER (INR)
1.	2021-22	
2.	2022-23	
3.	2023-24	

**Certificate from the Statutory Auditor**

This is to certify that the average turnover of M/s.....in the last three years is Rs.....(In words)

**Name of the audit firm:**

**UDIN No. :**

**Seal of the audit firm Date:**

(Signature, name and designation of the authorized signatory)

Note:

- In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Bidder.
- In case of not-for-profit organizations, turnover shall refer to funds generated by the entity





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## Annexure XIV

### Format of Pre-Bid Queries

To

Secretary  
Rajasthan State Sports Council Jaipur

Sir,

Sub: "Engagement of an Event Management Agency for **Ceremonies (Opening , Closing and Launch Ceremony) of 5<sup>th</sup> Khelo India University Games 2025**" Jaipur, Rajasthan.

Ref: RFP No. ....

Dear ...

The following are the Clarifications and Comments from the Terms and Conditions and Scope of Work for the subject RFP. These Clarifications are exhaustive.

S.No.	Clause No. and Page reference	RFP text	Query
1			
2			
- - -			

Yours faithfully,

Authorized Signatory  
(with Name, Designation, Contact no. and Seal)

*Note:*

*On the Letterhead of the Bidder.*



# राजस्थान राज्य क्रीड़ा परिषद्

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Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## Annexure A: Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) Not indulge in any collusion, Bid rigging or anticompetitive behaviour to impair the transparency, fairness and progress of the procurement process;
- (d) Not misuse any information shared between the procuring entity and the bidders with intent to gain unfair advantage in the procurement process;
- (e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) Not obstruct any investigation or audit of a procurement process;
- (g) Disclose conflict of interest, if any; and
- (h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

### Conflict of interest. -

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- (i) A bidder may be considered to be in conflict of interest with one or more parties in the bidding process if, including but not limited to:
  - (a) Have controlling partners/shareholders in common; or
  - (b) Receive or have received any direct or indirect subsidy from any of them; or
  - (c) Have the same legal representative for purposes of the bid; or
  - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the procuring Entity regarding the bidding process; or
  - (e) The bidder participates in more than one bid in a bidding process. Participation by a bidder in more than one bid will result in the disqualification of all bids in which the bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a bidder, in more than one bid; or
  - (f) the bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods, Work/supplies or services that are the subject of the Bid; or
  - (g) Bidder or any of its affiliates has been hired (or proposed to be hired) by the procuring entity as engineer-in-charge/consultant for the contract.



# राजस्थान राज्य क्रीडा परिषद्

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Email – [rsscjaipur@gmail.com](mailto:rsscjaipur@gmail.com) Phone – 0141-2742468

## Annexure B: Declaration by the Bidder regarding Qualifications

### Declaration by the Bidder

In relation to my/our Bid submitted to .....for procurement of .....in response to their Notice inviting Bids No.....Dated.....I/we . hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012 that :

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entry;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the union and the state government or any local authority as specified in the Bidding Document.
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

Date : Signature of bidder

Place: Name :

Designation: Address:



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## Annexure C : Grievance Redressed during Procurement Process

The designation and address of the **First Appellate Authority** is The Principal Secretary, Department of Sports & Youth Affairs, Government of Rajasthan, Secretariat, Jaipur-302 005

The designation and address of the **Second Appellate Authority** is Finance Department of Government of Rajasthan, Secretariat, Jaipur- 302005

### (1) Filing an appeal:-

if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or the guidelines issued there under, he may file an appeal to First Appellate authority, as specified in the Bidding document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved: Provided that after the declaration of a bidder as successful the appeal may be filed only by a bidder who has participated in procurement proceedings: Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.

(2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.

(3) If the officer designated under Para (1) fails to dispose of the appeal filed within the period specified in Para (2), or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the first appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to second appellate authority specified in the bidding document in this behalf within fifteen days from the expiry of the period specified in Para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.

(4) Appeals not to lie in certain cases:- No appeal shall lie against any decision of the procuring entity relating to the following matters, namely:-

- (a) Determination of need of procurement
- (b) Provisions limiting participation of bidders in the bid process
- (c) The decision of whether or not to enter into negotiations
- (d) Cancellation of a procurement process
- (e) Applicability of the provisions of confidentiality

### (5) Form of Appeals:-

(a) An appeal under Para (1) or (3) above shall be in the annexed form along with as many copies as there are respondents in the appeal.

(b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee,

(c) Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or representative.

### (6) Fee for filing Appeal:-

(a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be nonrefundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of appellate authority concerned.

### (7) Procedure for disposal of Appeal:-

(a) The first appellate authority or second appellate authority as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date fixed for hearing, the first appellate authority or second appellate authority, as the case may be shall-

(i) hear all the parties to appeal present before him; and (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the state public procurement portal.



# राजस्थान राज्य क्रीडा परिषद्

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## Annexure D : Additional Conditions of Contract

### 1. Correction of arithmetical errors

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

### 2. Procuring Entity's Right to Vary Quantities

- (i) At the time of award of contract, the quantity of Goods, Work/supply's or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the supplier.

### 3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.



# राजस्थान राज्य क्रीड़ा परिषद्

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## Annexure E : BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}

To,

{Tendering Authority},

\_\_\_\_\_,  
\_\_\_\_\_

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with Tender **with RAJASTHAN STATE SPORTS COUNCIL, JAIPUR.**

He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:



# राजस्थान राज्य क्रीडा परिषद्

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## Annexure F

### UNDERTAKING BY THE BIDDER

This is to certify that I/we before signing this R F P \ tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. I/We have signed all the pages in acceptance of the terms and conditions.

I/We also undertake that I/We will not adopt any malpractices at any stage of bidding/execution.

Signature of the Bidder with Seal

Name: Designation: Address:



# राजस्थान राज्य क्रीड़ा परिषद्

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## Annexure G

### FORM No. 1

[See rule 83]

### Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal No ..... of.....

Before the.....(First/Second Appellate Authority)

1. Particulars of appellant:

- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential address:

2. Name and address of the

respondent(s): 1.

2.

3.

3. Number and date of the order appealed against and name and designation of the officer/authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....  
.....  
.....  
.....(Supported by an affidavit)

7. Prayer:

.....  
.....  
.....

Place .....

Date .....

Appellant's Signature





# राजस्थान राज्य क्रीड़ा परिषद्

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Annexure XV

**Tender for "Engagement of an Event Management Agency for Ceremonies (Opening , Closing and Launch Ceremony) of 5<sup>th</sup> Khelo India University Games 2025" Jaipur, Rajasthan'.**

## FINANCIAL BID BOQ 1

1. I/We accept all the terms and conditions of your Tender Notice referred to above. It is certified that the above quoted rate is in compliance with all the statutory provisions and rules as applicable.

## Price Bid Summary

Sl. No.	Name of Item	TOTAL AMOUNT Without Taxes in Rs. P	GST %	GST Amount	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words With Taxes.
1	2	3	14	3	4	5
1	Summary Sheet					
1.01	Launch Ceremony & Design			0.00	0.00	INR Zero Only
1.02	Opening Ceremony			0.00	0.00	INR Zero Only
1.03	Closing Ceremony			0.00	0.00	INR Zero Only
Total in Figures		0.00		0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				



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## Annexure H

### Check List for Technical Qualification of this RFP

SN	Particulars	Details	Documents Enclosed Yes/No	Page No.
1	Information of Bidding organization and mentioned document in Annexure-II			
2	Tender Fees	Scanned copy Demand Draft/Banker's Cheque for bid document fee in Favor of the Secretary, RAJASTHAN STATE SPORTS COUNCIL, JAIPUR payable at Jaipur.		
3	Processing Fees	Scanned copy of DD/ Banker's Cheque for processing fee. in Favor of the Managing Director, Raj-Comp Info Services Limited, Jaipur, payable at Jaipur		
4	EMD/ Bid Security	Scanned copy of DD/ Banker's Cheque for EMD in Favor of the Secretary, RAJASTHAN STATE SPORTS COUNCIL, JAIPUR payable at Jaipur.		
5	Bid Submission Form	Scanned copy of Signed and Stamped Bid Submission Form as per <u>Annexure IV</u> .		
6	Authorized Signatory	Scanned copy of Power of Attorney in favour of Authorized signatory of Bidding Documents. OR Signed and scanned copy of Board resolution in favour of Authorized signatory of the bidder. (Sample Attached at <u>Annexure V</u> )		
7	Declaration regarding Acceptance of all terms and Conditions of the RFP and its subsequent amendments	A declaration confirming Acceptance of all terms and Conditions of the RFP on bidder's letter head and its subsequent amendments without any deviation.		
8	Legal Entity	The bidder must be a single Business Entity (JV/JVC not allowed). For the purpose of this Invitation for RFP document, a Business Entity shall mean a company registered in India under the Companies Act, 1956 or 2013 or a Partnership Firm registered under the Limited Liability Partnership Act of 2008 or Indian Partnership Act, 1932.		



# राजस्थान राज्य क्रीड़ा परिषद्

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9	<b>Bidder Experience</b>	<p>The Bidder should have experience of Agency in undertaking minimum 1 sporting event for Central/State Department/National Sporting bodies/private organization (National/international) in India within the last 5 Years (FY 2020-2021,2021-22, 2022-23, 2023-2024, 2024-25) with minimum contract single order value of ₹ 5 Crore .</p> <p>or</p> <p>The Bidder should have experience of providing Event Management services for Launch ,Opening &amp; Closing ceremony of sporting event to any Central/State Department/National Sporting bodies/private organisation (National/International)in India within the last 5 Years (FY 2020-2021,2021-22, 2022-23, 2023-2024, 2024-25) with minimum contract single order value of ₹ 3 Crore .</p>		
10	<b>Blacklisting</b>	<p>The bidder should not be blacklisted by any agency of the central government, Public Sector Undertaking or by any department of any State Government. Self- certification on bidder's letterhead. False certification and/or non-disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process.</p>		
11	<b>Average Minimum Turnover</b>	<p>The bidder should have a minimum average annual turnover of ₹ 50 crores over any three of the previous financial years upto year ending FY 2021-22, 2022-23, 2023-24 from Event Management Activities.</p>		
12	<b>Stamp</b>	<p>An affidavit on non-judicial stamp of Rs 100/-, that you are not blacklisted/debarred in any department, will have to be submitted after getting it certified by a notary.</p>		
13	<b>Signed Annexure and signed complete Rfp document</b>	<p>Completely signed annexure – A, B, C, D, E, &amp; F, G,H,I prescribed under finance (G and T) department's circular dated 04-02-2013. And Completely signed RFP/Tender document</p>		



# राजस्थान राज्य क्रीड़ा परिषद्

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## List of Annexures

1. Annexure-I Performa of Affidavit
2. Annexure-II Information on Bidder's Organization
3. Annexure-III Relevant Experience & Approach and Methodology
4. Annexure-IV Tender Submission Letter
5. Annexure-V Bidder's Authorization Certificate
6. ANNEXURE VI POWER OF ATTORNEY (SAMPLE)
7. ANNEXURE VII | ELIGIBLE PROJECTS UNDERTAKEN BY THE BIDDER
8. ANNEXURE VIII | FORMAT FOR CV
9. ANNEXURE IX General Instruction for Filling of Bid
  10. ANNEXURE XI BANK GUARANTEE FORM FOR PERFORMANCE SECURITY
  11. ANNEXURE XII- DRAFT AGREEMENT FORMAT
  12. ANNEXURE XIII ANNUAL TURNOVER
  13. Annexure XIV Format of Pre-Proposal Queries
  14. Annexure XV Financial bid
  15. Annexure A: Compliance with the Code of Integrity and No Conflict of Interest
  16. Annexure B: Declaration by the Bidder regarding Qualifications
  17. Annexure C : Grievance Redressed during Procurement Process
  18. Annexure D : Additional Conditions of Contract
  19. Annexure E : BIDDER'S AUTHORIZATION CERTIFICATE {to be filled by the bidder}
  20. Annexure F UNDERTAKING BY THE BIDDER
21. Annexure G Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012
22. Annexure H Check List for Technical Qualification of this RFP

Secretary  
Rajasthan State Sports Council  
Jaipur