

**DEPARTMENT OF YOUTH ADVANCEMENT & SPORTS
SPORTSAUTHORITY OF ANDHRA PRADESH (SAAP)**

IGMC Stadium, Labbipet, MG Road
Vijayawada-520010
Website: www.apsports.in

BID DOCUMENT

Tender No. 07/IIM/SAAP/2018, Dated. 03/12/2018

Notice inviting Tender

“Empanelment of Event Management Agencies to manage events conducted by Sports Authority of Andhra Pradesh.”

Last date of submission of Tenders: 15/12/2018 at 3:00 PM

Vice Chairman & Managing Director
Sports Authority of Andhra Pradesh

Table of Content

| SECTION | DESCRIPTION | PAGE NO. |
|----------------|---|-----------------|
| I | Letter of Invitation | 5 |
| II | Instructions to Applicants | 8 |
| III | Data Sheet | 12 |
| IV | Preparation, Submission and Evaluation of Proposals | 15 |
| V | Terms of Reference | 19 |
| VI | Formats for Proposal Submission (Annexures) | 27 |

SCHEDULE OF TENDER PROCESS

| Event Description | Scheduled Date |
|--|--|
| Empanelment document upload www.apsports.in website | 3 rd Dec. 2018 |
| Due date for Receipt of Bids | 15 th Dec. 2018, 3:00 PM |
| Date and Time of Opening Bids | 15 th Dec. 2018, 4:00 PM |
| Cost of the Empanelment Document (DD should be taken in favour of “Vice Chairman & Managing Director, Sports Authority of Andhra Pradesh”, payable at Vijayawada) | Rs. 1000/- |

DISCLAIMER

1. The information contained in this Request for Qualification document ("Empanelment") or subsequently provided to Applicants (Agencies / Firms / Companies), whether verbally or in documentary or any other form by or on behalf of Sports Authority of Andhra Pradesh, Government of Andhra Pradesh (herein after referred to as SAAP/The Authority) or any of its employees, is provided to Applicants on the terms and conditions set out in this Document and such other terms and conditions subject to which such information is provided.
2. This document is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this Document is to provide interested parties with information that may be useful to them in the formulation & submission of their Proposals pursuant to this document.
3. This document includes statements, which reflect various assumptions and assessments arrived at by SAAP in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This document may not be appropriate for all persons, and it is not possible for the Authority and its employees to consider the objectives, technical expertise and particular needs of each party who reads or uses this empanelment document. The assumptions, assessments, statements and information contained in this document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this document and obtain independent advice from appropriate sources. Information provided in this document to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. The Authority and its employees/ advisors make no representation or warranty and shall have no liability to any person including any Applicant 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 document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the empanelment document and any assessment, assumption, statement or information contained therein or deemed to form part of this document or arising in any way in this Selection Process.
6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this document.
7. The Authority 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 document.
8. The issue of this document does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Contract and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

1. LETTER OF INVITATION

1. LETTER OF INVITATION

- 1.1 SAAP is the state government authority which formulates policies and implement programs for the development of Sports in the State.
- 1.2 SAAP intends to empanel event management companies to Manage and organize events planned for the development and promotion of sports in the state. More details on the services required are provided in the Terms of Reference (TOR) of this empanelment document.
- 1.3 Proposal submissions must be received not later than the due date specified in the “Schedule of Tender Process” in the manner specified in the Empanelment document at the address given below.

**Vice Chairman and Managing Director
SPORTS AUTHORITY OF ANDHRA PRADESH
IGMC Stadium, Bandar Road, Labbipet
Vijayawada-520010**

**Contact Person 1: Mr. Nagaraju
Phone: +91-8978981558**

**Contact Person 2: Mr. Rama Krishna
Phone: +91-9177769865**

**Email: sportsinap@gmail.com
Web: www.apsports.in**

1.4 Document has following sections:

| | |
|-------------|---|
| Section – 1 | Letter of Invitation |
| Section – 2 | Instructions to Applicants |
| Section – 3 | Data Sheet |
| Section – 4 | Preparation, Submission and Evaluation of Proposals |
| Section – 5 | Terms of Reference |
| Section – 6 | Formats for Proposal Submission (Annexures) |

- 1.5 The interested applicants shall submit a proposal in response to this RFQ with all the relevant documents as specified in the Data sheet.
- 1.6 The assessment of actual project costs will have to be made by the Bidders and SAAP bears no responsibility in this respect.
- 1.7 The Proposals shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative of the

applicant must attest all erasures and alterations made while filing the proposal.

- 1.8 SAAP shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of Proposals, including costs and expenses related to visit to the site. SAAP reserves the rights to cancel, terminate, change or modify this procurement /Proposal Process and /or requirements of proposal stated in the Empanelment document, without assigning any reason or providing any notice and without accepting any liability for the same.
- 1.9 The Agencies / Bidders for providing its services will be selected as described in Data Sheet of this document. The Technical Proposals would be evaluated based on the qualification Minimum Eligibility criteria set forth in the Empanelment document.
- 1.10 The Proposal shall be valid for a period 150 days from the Proposal Due Date (the "PDD"). In exceptional circumstances, prior to the expiry of the original proposal validity period, the authority may request the firms to extend the period of validity for a specified additional period. The request for the extension shall be made in writing. However, Firms will not be permitted to modify their submitted proposals.
- 1.11 Any entity which has been barred by the (central/ state Government, or any entity controlled by them) from participating in any and the bar subsists as on the date of Bid, would not be eligible to submit its Bid.
- 1.12 More tender details are provided in the DATA SHEET and subsequent sections below.
- 1.13 Interested reputed agencies / Bidders are encouraged to understand the project and completely satisfy themselves before submitting the Proposal. Any further information/ clarifications can be obtained from SAAP.

2. INSTRUCTIONS TO APPLICANTS

2. INSTRUCTIONS TO APPLICANTS

- 2.1 Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal.
- 2.2 Broad description of the objectives, scope of services, deliverables, and other requirements relating to this contract are specified in this document. The applicant firm possessing the requisite experience and capabilities required for undertaking the Contract are only invited to participate in the RFQ.
- 2.3 Proposals shall be prepared and submitted in the manner elaborated in this document as per the formats/annexures provided.
- 2.4 No Applicant or its Associate shall submit more than one Application for the Contract.
- 2.5 Any entity which has been barred by any agency of the Central Government, any State Government, any Statutory Authority or any public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- 2.6 SAAP reserves the right to terminate a firm's participation in the tender process at any time, should SAAP consider that a firm has, without the prior consent, failed to comply with any of the procedures and requirements prescribed in the Document.
- 2.7 It shall be deemed that by submitting the Proposal, the Applicant has:
 - i. Made a complete and careful examination of this document;
 - ii. Received all relevant information requested from the Authority;
 - iii. Accepted the risk of inadequacy, error or mistake in the information provided in this document or furnished by or on behalf of the Authority or relating to any of the matters referred in the Empanelment document;
 - iv. Satisfied itself about all matters, things and information, including matters referred herein, necessary and required for submitting an informed Application and performance of all of its obligations there under;
 - v. Acknowledged that it does not have a Conflict of Interest; and
 - vi. Agreed to be bound by the undertaking provided by it under and in terms hereof.
- 2.8 SAAP shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the document or the Selection Process, including

any error or mistake therein or in any information or data given by the Authority.

2.9 The Proposal of a firm shall be liable for disqualification in the event of the following:

- a. If the firm refuses to accept the correction of errors in its proposal, (or)
- b. If the Firm submits a conditional Proposal which would affect unfairly the competitive provision of other firms who submitted substantially responsive proposal and/or is not accepted by SAAP.

2.10 AMENDMENT TO THE EMPANELMENT DOCUMENT

- a. At any time prior to the due date for submission of Proposal, SAAP may, for any reason, whether at its own initiative or otherwise, modify the Empanelment document by issuing Addendum/ Amendment.
- b. In order to provide the Applicants with reasonable time for taking an amendment into account, or for any other reason, SAAP may, in its sole discretion, extend the PDD.
- c. The above changes & amendments, if any, will be notified only in our website i.e. www.apsports.in

2.11 CONFLICT OF INTEREST

1. The Authority expects that the Company provides professional, objective, and impartial advice and at all times hold the Authority's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Agency shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
2. An Applicant shall not have a conflict of interest that may affect the Selection Process or the Agency (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified.
3. An Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
 - i. A constituent of such Applicant is also a constituent of another Applicant; (or)

- ii. Such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; (or)
- iii. Such Applicant has the same legal representative for purposes of this Application as any other Applicant; (or)
- iv. If a firm is engaged by the Authority to provide goods or works or services and if the Associate/s of such firm is engaged for providing consulting services for the same project and vice versa.

3. DATA SHEET

3. DATASHEET

| S.No. | Key Information | Details |
|-------|------------------------------|--|
| 1. | Project | Empanelment of Event Management Agencies to manage events conducted by Sports Authority of Andhra Pradesh |
| 2. | Authority | Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh |
| 3. | Proposal Validity | 150 days from the Proposal Due Date (PDD) |
| 4. | Minimum Eligibility Criteria | <p>i. Technical Capacity:</p> <p>The Participating Agencies / Bidders shall have completed / ongoing project experience of at least three similar projects in the last three year from the proposal due date. Minimum value of the projects should be INR 30 lakh. At least one of the projects should be for a Govt department or PSU.</p> <p>Note: The experience certificate from Public / Private sector organizations shall be submitted towards demonstrating the experience.</p> <p>ii. Financial Capacity:</p> <p>The Bidders shall have Average annual turnover of min. Rs. 1 Crore from Event Management and related services in past three financial years preceding proposal submission date as per the audited balance sheets and as Certified by Chartered Accountant.</p> <p>The net worth of bidders should be Rs. 50 lakh</p> |
| 5. | Proposal Evaluation | <p>i. Technical Evaluation: Bidders that submit all documents listed in sl. no: 06 of Datasheet (Below) will be considered for further Technical Evaluation. Further, Bidders that meet the Eligibility Criteria's (sl.no 4 of Data Sheet) shall be declared Technically Qualified. Bidders that do not meet the eligibility criteria are deemed to be disqualified from further tender evaluation.</p> <p>ii. Financial Evaluation: Financial Proposal of technically qualified firms will only be opened and evaluated as per the terms and conditions of this document.</p> |

| | | |
|----|--|---|
| 6. | Proposal Submission in a Sealed Envelope | <p>The Envelope shall contain the required documents as mentioned below:</p> <ol style="list-style-type: none"> i. Signed Empanelment RFQ Document (with initials on each page) ii. Power of Attorney iii. Copy of GST Registration Number iv. Copy of Income Tax PAN no. v. Covering Letter as per Annexure 1 vi. Undertaking with checklist demonstrating compliance to all eligibility criteria in Para 5.4 vii. Technical Experience (Similar Experience) ~ Annexure 2A viii. Financial Capacity ~ Annexure 2B ix. Copy of Registration Certificate of Firm /Agency with Govt., of A.P. / Central Govt., / Any other Govt., undertakings. x. Company Profile along with any accreditations like EEMA/ ISO certification etc. or any other credentials, if any. xi. The party shall attach Copies of Income Tax Returns of the last three consecutive years xii. The party shall attach proof of financial status of the company indicating the total turnover for the last three consecutive years (Audited Financial Statements) including details as per Annexure 2-B xiii. Understanding of the project including approach and methodology xiv. Non-refundable application fee in form of Demand Draft in favour of "Vice Chairman & Managing Director, Sports Authority of Andhra Pradesh", payable at Vijayawada. xv. Any other documents assisting the client in technical evaluation, financial evaluation and compliance to terms and conditions of this RFQ |
|----|--|---|

4. PREPARATION, SUBMISSION AND EVALUATION OF PROPOSALS

4. PREPARATION, SUBMISSION AND EVALUATION OF PROPOSALS

4.1 GENERAL

- a. The firms shall bear all costs associated with the preparation and submission of its proposal, including any investigations, data collection, analysis, etc. as also any discussions/negotiations. The authority shall not be responsible or liable for any such costs incurred.
- b. Adherence to formats, wherever prescribed, is required. Non-adherence to formats might be a ground for declaring a proposal non-responsive.
- c. All communication and information shall be provided in writing and in English language only.
- d. All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct and final.

4.2 PREPARATION AND SUBMISSION OF PROPOSALS

The Proposals shall be prepared in a separate envelope containing the documents as specified in Sl. No. 6 of data sheet.

Envelope shall be sealed, labelled as **“PROPOSAL FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES TO MANAGE EVENTS CONDUCTED BY SPORTS AUTHORITY OF ANDHRA PRADESH”**

4.3 SIGNING OF PROPOSALS

The Authorized Signatory shall sign or initial each page of the proposal documents along with the stamp of the firm. They should also sign & stamp each page of this document & return the same along with proposal to SAAP. Power of Attorney shall be enclosed as proof of Authorization.

4.4 OPENING OF PROPOSALS

- a. Proposals received by the due date and time and in sealed condition will only be considered for opening and evaluation. Proposals other than the above will be summarily rejected.
- b. Firms that submitted the proposals will be duly intimated with the date, time and venue for opening the proposals received as above. Authorized representatives of the participating firms are requested to be present during proposal opening.

- c. The details of the authorized representatives (who choose to attend) present will be recorded.
- d. Name of the firms that submitted the proposals will be read aloud in the presence of firm's representatives and will be recorded.
- e. Each proposal will be given a number in the ascending order and will be recorded against total number of proposals. For instance, if the total number of proposals received is five, the first proposal will be recorded as 1/5, the second as 2/5 and so on.

4.5 OPENING AND EVALUATION OF ENVELOPE

- a. Envelope shall be opened and checked for the above mentioned docs (Section 4.2) and will be recorded accordingly.
- b. Proposals meeting the minimum eligibility criteria's defined in the Data sheet will only be considered for further evaluation of the Proposals.
- c. Applicants not meeting the minimum eligibility criteria as above are deemed to be disqualified and will be barred from further evaluation of their tender. No correspondence or representation will be entertained and SAAP's decision will be final in this regard.
- d. Technical Proposals as above will be evaluated with respect to Minimum Eligibility Criteria (Technical and Financial Capacities) as detailed in the Data Sheet (Sr.No.4) respectively.
- e. Completed experience certificates provided by the Government Authorities or Public/ Private Sector organizations will only be considered.
- f. The price proposals shall be checked for substantial compliance. If the submission is in substantial compliance with the Price Proposal, then, the review and evaluation of the same would be undertaken. If the submission does not satisfy the criteria, the submission will be rejected and such firm will be eliminated from further evaluation process.
- g. Material Deviation: A material deviation or reservation is one
 - i. Which affects in any substantial way the requirements of this document and performance of the Project; or
 - ii. Which is substantially inconsistent with the requirements of the Document.
 - iii. Whose rectification would affect unfairly the competitive provision of other competing firms presenting substantially responsive proposals

4.6 CLARIFICATION OF TENDERS

- a. Information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations for the award of a

contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the Successful Bidder has been announced by the Authority. Any effort by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.

- b. The applicants are requested to study this entire tender document in detail. If the applicants have any queries on the Empanelment or on the proposed project, they may submit such queries to SAAP in writing on or before the date specified in the “Schedule of Tender Process”. Clarifications for all such queries received within the date specified would be provided by SAAP before the due date and time of tender submission date. All such queries received and SAAP clarifications shall be uploaded only on its website without indicating the names of the firms/Agency.
- c. Any effort by the Bidder to influence the representatives of SAAP during the process of evaluation of Bid may result in the rejection of the bid decision on award of contract.

5. TERMS OF REFERENCE

5. TERMS OF REFERENCE

5.1 BACKGROUND

- a. SAAP is the state government authority which formulates policies and implement programs for the development of Sports sector in the State.
- b. The Main objective of SAAP is to promote sports in the state. It has implemented and envisioned various schemes and policies to promote sports in the state.
- c. SAAP intends to empanel event management companies to Manage and organize events planned for the development and promotion of sports in the state. More details on the services required are provided in the Terms of Reference (TOR) of this Document

5.2 SCOPE OF WORK

The Broad scope of this contract is indicated below, but not limited to the following.

1. Temporary Infrastructure-

- Booking of Venue.
- Halls, dais, pathways, gates, Banners, utilities, conveniences, etc.
- Theme pavilions
- Provision of tables & chairs.
- Control room with seating for persons with tables, computers with internet connection, printer, photocopy machine, telephone etc.
- Construction of stalls of given sizes
- Providing spot lights
- Providing power plug point
- Fixing of posters on the panel or stand-alone panel
- Providing and fixing plasma TV along with laptops etc.
- General flower decoration at the venue
- First Aid and emergency medical facilities
- Fire Fighting Services with firefighting equipment
- Cleaning of venue

2. Dais Management-

- Audio, computer and video arrangements for presentations and speeches.
- Power arrangements including backup power.
- Furniture-tables/chairs, floral arrangement, elegant flower arrangements and beautification of area with florals, flags, etc.
- Mementos for VVIPs/VIPs

3. Hospitality-

- Contacting, facilitating and taking care of travel, food and accommodation of delegates, VIPs, participants of conferences, seminars, summits etc. as per requirements stated by SAAP.
- Catering at the venue for the delegates, VIPs etc.
- Drinking water at pavilion- Dispensers with disposable glasses.
- Purchase of consumables.

4. Promotion and publicity of the event-

- Including presser, curtain raiser, hoardings, print and electronic ads, souvenirs, brochures, kit bags, stationary items, flyers and other publicity and incidental materials.
- Printing and issuing invitation cards, tickets etc.
- Photography, videography and documentation

5. Manpower:

- Providing of temporary manpower like bearers, waiters, cooks, anchors, hosts and hostesses, guides, technicians, security, cleaning personnel, etc.

I. Fabrication of Stalls/Pavilions

Pavilions of various sizes .The Pavilion should essentially reflect the USP of Sports Authority of Andhra Pradesh and ambience with, a professional, business type lay out which is conducive for meetings and effective SAAP branding.

- Photography & videography of all above scope of work during installation / execution stage –(for quantity and quality verification purpose in coordination with SAAP and any other related parties if any) and during event (for promotional objective in coordination with SAAP and SAAP website developers) shall be part of scope of work.

The above mentioned works are indicative and the exact requirements will be defined by the SAAP sufficiently in advance.

5.3 TYPES OF EVENTS ORGANISED BY SAAP

- Seminars
- Conferences
- Summits
- Trade shows
- Workshops
- Sports events, state level selections, selections for academies etc.
- Inauguration events

The above mentioned types of events are only indicative and may vary as per requirement of SAAP.

5.4 MINIMUM NUMBER OF EVENTS TENTATIVELY DECIDED FOR THE PERIOD FORM 1/1/2019 to 31/12/2019:

- Two Seminars/Workshops
- Two Conclaves of different disciplines along with stalls
- Two State level multi-discipline sports felicitation ceremonies
- Six Khelo India Youth games, state level sports competitions

5.5 EMPANELMENT PERIOD

After the successful evaluation and selection of vendors the empanelment period will be of 1 (one) year duration. The Vice Chairman and Managing Director, SAAP will reserve the rights to add or remove any of the empanelled agency at any point of time.

5.6 ELIGIBILITY CRITERIA

The Event management firm should be in the business of organizing significant National / International events and should have at least a minimum experience of five years in the field. Service Provider will be selected based on their technical competencies and exposure in organizing similar events of international repute as per procedures described in this document. The Event management firm should be in the business of providing ALL the mentioned activities as scope of works, in significant events of similar nature for a minimum of five years with respect to the following:

- a. The average Annual minimum turnover of the company in regard to event management should be INR 1.00 Crore (one crore rupees only) for the last three years. The turnover of event management division (inclusion of details of turnover of advertising and printing or any other activity being done by the firm shall not be accepted) should be reflected

in balance sheet/billing details certified by the chartered accountant. In case this turnover is not reflected separately in the balance sheet, a certificate in respect of the turnover of the event management division by the chartered accountant of the company should be enclosed.

- b. The minimum net worth of the firm should be INR 50 Lakh (fifty lakh rupees only).
- c. The Company must have experience in organizing events by bringing in sponsorships to fund the event.
- d. The firm should have experience of providing turnkey solutions in infrastructure, management and other services for events and ceremonies of similar nature completed successfully for any Govt., Semi- Govt, and Public Sector Organizations in their own.
- e. The firm should not have been black listed by any Central Govt/State Govt/ PSU.
- f. The company must either be exclusively an event management company or a company having exclusively defined event management division within the company.
- g. The Participating Agencies / Bidders shall have completed / ongoing project experience of at least three similar projects in the last three year from the proposal due date. Minimum value of the projects should be INR 30 lakh (thirty lakh rupees only). At least one of the projects should be for a Govt department or PSU.

Note: SAAP would be free to make enquiries from such clients about the work, conduct, performance, quality of service and such other related general enquiries about such bidders (except the confidential commercial details like tender rates, etc.). The bidder would have no objection to SAAP making such enquiries from his existing / past clients. (In case no. of such clients is less than five, the bidder should furnish details in respect of all such clients with a declaration that these are the only clients).

- h. The signing authority will have the power of attorney to sign on behalf of the firm/company.

5.7 EVALUATION CRITERIA

Vendor evaluation and movement to the next stage will be based on the evaluation criteria as mentioned below. The point ratings will be given as per the evaluation done by the concerned authority appointed by the Sports Authority of Andhra Pradesh.

| Criteria | Max. Points | Remarks |
|---|--------------------|--|
| Understanding of the Task: The entries submitted by the respective entity will be evaluated on the firms understanding of the proposal. | 25 | Approach and Methodology of the bidder in organizing events, illustrations of past work done, awards received, uniqueness of concepts etc. |
| Experience in managing events of similar nature: Prior experience in handling and implementing similar projects or projects of similar nature will be a key evaluating factor in award of the contract. Preference will be given to vendors having experience in conducting similar projects in government sector. a) Awards won b) Demonstrated Performance of existing agencies empanelled with Govt. of India/ its Ministries/ PSU/ Authority/ State Govt. | 30 | Firms having experience of similar (scope and size) projects will be assessed. More than 30 events: 30 marks 21-30 events: 25 marks 11-20 events: 20 marks 1-10 events: 15 marks One point additional shall be given for any event management projects done for Sports Department/s for any State in India or Government outside India. |
| Financial Capability: The details submitted w.r.t. to the financial capability by the firms will form the key evaluation criteria for award of contract. The bidder would need to submit the audited P&L statements for the last three years along with CA certificate declaring the average revenue from event management in the last three financial years preceding the proposal submission date. | 30 | Average annual turnover from event management in last three years: 1 cr – 4.99 cr: 20 marks 5 cr – 9.99 cr: 25 marks 10 cr and above : 30 marks |
| Profile of the proposed team: The team proposed for the project (numbers) alongside their credentials will be assessed and evaluated as a part of technical evaluation criteria 1. a) Number of creative team members 2. b) Number of experts/Domain knowledge strength | 15 | Number of full time permanent staff (creative and domain experts) as specified by HR head of the bidder > 30: 15 marks 21-30: 12 marks <20: 10 marks |
| Total | 100 | |

Bidders scoring more than 60 marks shall be shortlisted for empanelment with SAAP for providing event management services subject to a maximum of 5 agencies scoring the highest marks in descending order.

5.8 AWARD OF CONTRACT & RIGHT TO REFUSAL

- a. After the interested parties have submitted all the relevant documents for empanelment, a committee formed under Vice Chairman and Managing Director, SAAP will scrutinize the applicants and based on technical/financial criteria would evaluate each applicant.
- b. Bidders scoring more than 60 marks shall be shortlisted for empanelment with SAAP for providing event management services subject to a maximum of 5 agencies scoring the highest marks in descending order.
- c. The empanelment letter shall not confer any right to engagement. Vendors who get empanelled with SAAP as a result of this empanelment process are not allowed to use the name of SAAP, its logo, service marks or any document for any purpose without prior written approval of SAAP.
- d. Allocation of work post empanelment: The allocation of work post empanelment among all the empanelled agencies will be made by inviting sealed bids as and when the requirements arise. SAAP will notify all the empanelled agencies for the organization of events at the respective locations, well in advance.
- e. For each task/assignment/event to be carried out, sealed bids will be invited from at-least 3 out of the 5 agencies.
- f. The empanelled members will have the option to not submit their bids for any particular event.
- g. As a part of Evaluation of proposals submitted by the applicants, SAAP will seek presentation from the Organizations for evaluation purposes. The time and date for the presentation will be informed by SAAP to applicants. SAAP may call for the presentation at a short notice.
- h. The empanelled agencies will then submit a financial quotation (price bid) for managing and organizing the event.
- i. Empanelled agency given the minimum quote (L1) shall be selected for that particular event

5.9 PENALTY

The Bidder must strictly adhere to the schedule, specified in the purchase agreement to be executed between the Company and the Bidder for performance of the obligations arising out of the purchase agreement and any delay will enable Company to resort to any or all of the following:

- a. Time and date stipulated for completion of work is the essence of the contract

- b. If Bidder fails to deliver any part of the agreement, Company shall, without prejudice to its rights and other remedies under the Contract, deduct from the assignment prices as Liquidated Damages (and not as penalty), a sum equal to 10% (Ten percent) of the total contract price (including taxes, duties, levies etc) of which supplies and/or services have been delayed, for delay of each week or part thereof.
- c. The total amount of LD calculated as above shall be subject to a maximum 10% (Ten percent) of the total assignment price (including taxes, duties, levies etc).
- d. The liquidated damage provided above is an agreed genuine pre-estimate of the damages likely to be suffered as a result of delay by Bidder and shall be recoverable by Company.
- e. If any part of the contract not satisfactorily remedied within reasonable time, Company may proceed to do the work at Bidder's risk and expenses without prejudice to any other contractual rights, which Company may have against Bidder in respect of any such non-performance.

The work/services should be of high quality. In case the work is not up to the standard, penalty as considered appropriate, will be imposed.

6. FORMATS FOR SUBMISSION OF PROPOSAL (Annexures)

**Format for
COVERING LETTER (LETTER OF PROPOSAL)
(On Applicant's Letter Head)**

To,
The Vice Chairman and Managing Director,
Sports Authority of Andhra Pradesh,
IGMC Stadium, Bandar Road, Labbipet,
Vijayawada-520010
Email: vcmd@apsports.in

Sub: Empanelment of Event Management Agencies to manage events conducted by Sports Authority of Andhra Pradesh - Reg

1. With reference to your Empanelment Document dated -----
---, I / We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency (the "Agency") for the subject project. The proposal is unconditional and unqualified.

2. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.

4. I / We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

5. I / We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

6. I / We certify that in the last five years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/we certify that we have not been barred by any Central/ State Government, agency or PSU as on date of submission of this bid.

8.I/We declare that:

(a) We have examined and have no reservations to the Empanelment Documents, including any Addendum issued by the Authority;

(b) I / We do not have any conflict of interest as mentioned in the Empanelment Document;

(c) I / We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for quotation issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

(d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of this Empanelment document, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

9. I / We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Applicants in accordance with the Empanelment document.

10. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Contract for the Project or which relates to a grave offence that outrages the moral sense of the community.

11. I / We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority (and/ or the Government of India) in connection with the selection of Agency or in connection with the Selection Process itself in respect of the above mentioned Project.

13. I/We agree and understand that the proposal is subject to the provisions of the Empanelment document. In no case, shall I/we have any claim or right

of whatsoever nature if the Contract for the Project is not awarded to me/us or our proposal is not opened or rejected.

14. I / We agree to keep this offer valid for 150 (One hundred and fifty) days from the PDD specified in the Empanelment.

15. In the event of my/our firm being empanelled as the Agency, I/we agree and undertake to provide the services of the Agency in accordance with the provisions of the Empanelment and that the Team Leader shall be responsible for providing the agreed services himself and not through any other person or Associate.

16. I/We have studied Empanelment and all other documents carefully. We understand that we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Contract.

17. The Technical and Financial Proposals are being submitted in separate covers along with Financial Capacity to prove our financial details. The contents provided in Envelope shall constitute the Application which shall be binding on us.

18. I/We agree and undertake to abide by all the terms and conditions of the Empanelment Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the Empanelment Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Applicant)

ANNEXURE 2A

**FORMAT FOR
AGENCY/ AGENCY'S EXPERIENCE IN SIMILAR PROJECT/S**

| Sr No. | Name of Project | Client Details | Project Location | Particulars of Project Facilities |
|---------------|------------------------|-----------------------|-------------------------|--|
| | | | | |
| | | | | |
| | | | | |

Details of technical capability of the firm w.r.t. handling projects of similar nature (Mention the quality of equipment, number, vastness of the project for which the firm is capable of and any other relevant technical details)

Signature _____

Name. _____

Designation. _____

Company _____

Date _____

Notes:

* The claimed experience shall be supported by project completion certificates issued by the Government Authorities/ Public/ Private Sector towards documentary evidence.

ANNEXURE 2B

FORMAT FOR FINANCIAL SUMMARY DATA

TURNOVER RELATED DATA (All figures in INR Lakhs)

| Description | Yr 01 | Yr 02 | Yr 03 |
|---------------------|--------------|--------------|--------------|
| Revenue | | | |
| (add) Other Revenue | | | |
| Total Turnover | | | |

Financial Year: 1st April to 31st March or the particular accounting year followed and audited.

Note: The annual Turnover should be certified by a practising Chartered Accountant. Also do kindly attach the Balance Sheet and P&L statement for the past three years, duly attested by the chartered accountant.

SIGNATURE _____

NAME _____

COMPANY SEAL

DESIGNATION _____

COMPANY _____

DATE _____

Signature of the Chartered Accountant
with name & registration number