



**Request for Proposal for
Engagement of an Event Management Agency and Overlays
for 2nd Edition of Khelo India Beach Games, 2026**

**DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD
DAMANWAD PANCHAYAT, MOTI DAMAN**

Email: sports-dmn-dd@nic.in and ddsports_dmn@yahoo.in
Website: www.ddtenders.gov.in

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ABBREVIATIONS

EMA	Event Management Agency
DOYA&S, D&D	Department of Youth Affairs and Sports, DNH & DD
PWD	Public Works Department
DNH & DD	Dadra & Nagar Haveli and Daman & Diu
INR	Indian Rupees
BG	Bank Guarantee
PBG	Performance Bank Guarantee
QCBS	Quality & Cost Based System
RFP	Request for Proposal
LOA	Letter of Award

Department of Youth Affairs & Sports,
Damanwada Panchayat, Moti Daman-396220
Email: sports-dmn-dd@nic.in & ddsports_dmn@yahoo.in
Ph No. 0260 – 2251232

RFP No.: DMN/SPORTS/KIBG-EMA&O/2025-26/523

Dated: 31/10/2025

NOTICE INVITING TENDER (NIT)

Department of Youth Affairs & Sports, DNH&DD invites Bids under two bid-basis, i.e. Technical Bid and Financial Bid for 'Engagement of an Event Management Agency and Overlays for 2nd Edition of Khelo India Beach Games, 2026' for Department of Youth Affairs & Sports, DNH&DD.

The interested bidders should submit their bids online and physical copies of **only technical proposal** to Department of Youth Affairs & Sports, Damanwada Panchayat, Moti Daman-396220, on or before **11.11.2025** up to **18:00** Hrs.

Bidders have to download the Bid documents from the www.ddtenders.gov.in and e-procurement portal i.e. www.ddtenders.gov.in (E- tendering Portal) after registering themselves on portal.

All Bidders are advised to see Amendments to RFP, if any, before submission of the bids. In case the Bidder does not submit the amended bids/amendments, it shall be presumed that Bidder has seen the amendments/ Amended bids and e-bid shall be evaluated accordingly.

In case schedule date of submission / tender opening date are declared as holiday then tender will be submitted/ opened on the very next working day on earlier schedule time.

DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD reserves the right to cancel the bid at any time or amend/withdraw any of the terms and conditions contained in the Bid Document without assigning any reason thereof.

Sd/-
Director-cum-Joint Secretary
Department of Youth Affairs & Sports, DNH & DD
U.T. Administration of Dadra & Nagar Haveli and Daman & Diu.

A. DETAILED NOTICE INVITING E-TENDER

e-Tender is invited in single stage two cover system i.e. Request for Technical Bid (online Bid under Technical Envelope and hard copy submission) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):

Sr. No.	Information	Details
1	Description of Work	Event Days operations for the 2nd Edition of Khelo India Beach Games, 2026 . Refer Scope of Services for details.
2	EMD (Upload online)	INR 11,55,000/- Earnest money is to be paid as below: The Earnest Money of INR 11,55,000/- Drawn in favor of Head of Sports, Daman in the shape of Fixed Deposit Receipt (FDR)/ Demand Draft/Bank Guarantee shall be scanned and uploaded to the e-Tendering website within the period of bid submission. Validity period for the EMD will be upto 180 days beyond Bid validity period.
3	Tender Fees	INR 10,000/- Tender Fees is to be paid as below: The Tender Fees of INR 10,000/- Drawn in favor of Head of Sports, Daman in the shape of Fixed Deposit Receipt (FDR)/ Demand Draft/Bank Guarantee shall be scanned and uploaded to the e-Tendering website within the period of bid submission.
4	Estimate Cost of Tender	4,61,81,968/- Inclusive of all taxes.
5	Start Date & Time of Bid Preparation and Submission	31.10.2025, 18:00 Hrs
6	Last date and time for submission of proposals (Bid) through Hard Copy and Online (e-Tender)	11.11.2025, 18:00 Hrs
7	Opening of Tender	12.11.2025, 01:00 Hrs

Note: * Relaxation as per Department of Expenditure, Govt. of India Public Procurement Policy for MSME - 2022

B. DATA SHEET

Sr. No.	Activity Description	Details
1	RFP No. and Date of Availability of RFP	RFP No.: DMN/SPORTS/KIBG-EMA&O/2025-26/523 Date: 31/10/2025
2	Submission of pre-bid queries - in Word format	04.11.2025, 12:00 Noon
3	Pre-bid meeting**	Through Google Meet link: https://meet.google.com/sis-haun-ytp 04.11.2025, 01:00 to 02:00 PM
4	Response & Submission to pre-bid queries	05.11.2025, 18:00 Hrs
5	Proposal Due Date	To be communicated later

6	Technical Proposal Opening Date	To be communicated later
7	Technical Presentation	To be communicated later
8	Financial Proposal Opening	To be communicated later
9	Letter of Award (LOA) / Work Order	To be communicated later
10	Office Address - Venue for pre-bid meeting, opening and evaluation of Bids	Department of Youth Affairs & Sports, Damanwada Panchayat, Moti Daman-396220
11	Contact Details	Contact Person: Akshay V Kotalwar, Assistant Physical Education Officer. Mob: 9595184261 EMAIL: sports-dmn-dd@nic.in ddsports_dmn@yahoo.in
12	Tender Documents on Website	URL for e-tender http://ddtenders.gov.in
13	Method of Selection	Quality and Cost Based System (QCBS) (70:30)
14	Bid Validity Period	90 days

Note : ** **Venue of the Pre-Proposal Meeting:** Department of Youth Affairs & Sports, Damanwada Panchayat, Moti Daman – 396220

C. INSTRUCTIONS TO BIDDERS

1. **Cost of Bid:** The bidder shall bear all costs associated with the preparation and submission of bid and DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 e-service fee as per the details mentioned in e-Tender notice. 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 whose 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 shall be a Single Entity; a Joint Venture/ Consortium of entities is not allowed.

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, an 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.).

8. Clarifications by Bidders

- 8.1 Bidders requiring any clarification on the RFP document may contact the Procurement Division of the DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD in writing by e-mail (in Word format) at sports-dmn-dd@nic.in and ddsports_dmn@yahoo.in within such date as specified in the Schedule of Bidding Process set out in the Data Sheet.
- 8.2 The clarification during pre-bid or during the tender period will be clarified by the department through email ID or corrigendum before due date (if necessary).
- 8.3 All correspondence for clarifications should be submitted as per the format attached at 'Annexure-A' to the following address in writing by Mail/ post/courier:

Director-cum-Joint Secretary

Department of Youth Affairs & Sports, DNH & DD

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu.

- 8.4 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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- tender website. However, DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD to respond to any query or to provide any clarification.
- 8.5 At any time prior to the Bid Due Date, DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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-tender website www.ddtenders.gov.in

9. Pre-Proposal Meeting

- 9.1 To clarify and discuss issues with respect to the Project and the RFP Document, a pre-Proposal meeting ("Pre-Proposal Meeting") will be held as per the details provided in point 3 of data sheet.
- 9.2 Prior to the Pre-Proposal meeting, the Bidders may submit a list of queries and proposed suggestions in the word format as per 'Annexure-A,' if any, to the RFP requirements.
- 9.3 Bidders may note that DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 Proposal opening shall bring an authorization letter from the Bidder.
- 9.5 In case of any change in the schedule of the Pre-Proposal Meeting, the same will be communicated to Bidders through the e-tender website www.ddtenders.gov.in
- 9.6 Attendance of the Bidders at the Pre-Proposal Meeting is not mandatory. DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD will endeavor to respond to all queries received by the scheduled date as per point 4 of data sheet from all Bidders, irrespective of attendance of the Bidder in the Pre-Proposal Meeting.
- 9.7 No interpretation, revision, or other communication from DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD regarding this solicitation is valid unless in writing. DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD may choose to send to all Bidders whose Proposals are under consideration, in writing, or by any standard electronic means such as Mail or by uploading on the website(s) of responses, including a description of the inquiry but without identifying its source to all the Bidders.

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 authorised 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed by the person signing the bid.
- 10.3 The proposal shall be properly bound, indexed, and serially numbered.

11. Submission of Bids

- 11.1 The bidder shall submit their offer under two bid-basis, i.e. Technical Bid (Online bid under Technical Envelope and One Original hard copy) shall be enclosed in one sealed envelope super scribed '**Technical Proposal (Name of the Bidding Entity) - RFP for Engagement of an Event Management Agency and Overlays for 2nd Edition of Khelo India Beach Games, 2026.**' The Financial Bid shall be submitted on the e-tender portal www.ddtenders.gov.in only.

The sealed envelope of Technical Proposal should reach the address "" **on or before 11.11.2025 up to 18:00 Hrs.** The Bids that are submitted beyond the stipulated date and time under any circumstances whatsoever 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. DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD and the bidder will be the same.
- 12.2 Any bid received by DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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, DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD reserves the right to seek clarification/documents from the bidders, if DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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. Opening of Financial Bid and Final Evaluation

- 14.1 The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidders' representatives who choose to attend.
- 14.2 The selection of the bidder shall be based on the QCBS method in which weightage of the Technical score shall be 70% and weightage of the Financial score shall be 30%.**
- 14.3 The lowest quoted Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The financial scores of other Proposals will be computed as follows:
$$Sf = 100 \times Fm / F$$

(F = amount of Financial Proposal)
- 14.4 Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores as follows:
$$S = St \times 70\% + Sf \times 30\%.$$
- 14.5 The Bidder having the highest combined score shall be the Successful Bidder.
- 14.6 Failure of the Successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the LOA. In such an event, DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD reserves the right to,
(a) Forfeiture of EMD and/or the agency may be debarred from bidding in DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD tenders for period of next 03 years. take any such measure as may be deemed fit in the sole discretion of DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD, including annulment of the Bidding Process and re-invitation of new bids.

15. Right to accept any Bid and to reject any or all bids

- 15.1 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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/department/institutions/local bodies/municipalities/PSUs, etc.
- 15.3 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD in this regard.
- 16.4 The Successful Bidder will be required to execute the contract for the services within a period of fifteen (15) days from the date of issue of Letter of Award.

17. Performance Security

- 17.1 The successful tenderer shall submit performance guarantee of 5% of acceptable value within 15 days of letter of acceptance which can be extended by 7 days on written request of the contractor. This guarantee can also be in the form of Govt. Securities or fixed deposit receipt of any scheduled bank, guarantee bonds of any scheduled bank. The format for BG for Bid Security is provided at **Annexure-IX**.
- 17.2 If tenderer fails to submit performance guarantee within the extended period of 22 days, his EMD (Earnest Money Deposit) shall be forfeited in full and further he shall be liable to be debarred for participating in fresh tenders for one year by temporarily suspending his Registration. The Director-cum-Joint Secretary shall issue all such notices/orders.
- 17.3 Notwithstanding the suspension order, the lowest tenderer shall complete the other works already awarded to him within stipulated period & after expiry of suspension period review of temporary suspension of registration can be considered provided satisfactory completion of works in hand is done.
- 17.4 In case of lowest tenderer failing to submit Performance Guarantee, the second lowest tenderer shall be awarded the work at the rates quoted by the lowest tenderer if agreeable to him so that additional financial implications are not incurred. The accountant to ensure that EMD of lowest (L1) tendered is not released till finalization of tender.

D. ELIGIBILITY and EVALUATION CRITERIA:

1. Minimum Eligibility Criteria:

S. No.	Criteria	Required Documentation
1	The Agency must be in existence for at least a period of three years and should have a registered office in India. A Bidder may be a single entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement to form a Consortium. In case of Consortium, both the member firms shall be a registered company OR firm in India registered under the relevant provisions/ Acts in India for the last three years as on the date of the issue of this RFP.	Documents like ROC registration, MoA of Company, AoA of Company, PAN, GST registration, etc. relating to business entity should be furnished
2	In the last 7 (Seven) years, the agency should have solely undertaken and completed event management projects of Sports, Sports Related events or similar events of National/International level involving Venue overlays, infrastructure and branding for municipal/ state/ central government/, PSUs or any other government	Work Order/completion certificate from client

	departments. - One similar completed service costing not less than the amount equal to Rs. 5 Crore. Or - Two similar completed services costing not less than the amount equal to Rs. 2.5 Crore Or - Three similar completed services costing not less than the amount equal to Rs. 1.75 Crore.	
3	Financial Capacity: The agency should have an average annual turnover of at least INR 3 Crores (Rupees Three Crore) in last 3 (three) financial years (FY 2024-2025, FY 2023-2024, FY 2022-2023)	Certificate from Statutory Auditor/ Registered Chartered Accountant
4	The Bidder should not have been blacklisted by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal.	Self-Attested Undertaking/Declaration

Only Eligible Bidders will be taken up for Technical and Financial Evaluation

2. Conditions for Consortium and Subcontracting:

Consortium and Subcontracting is permitted in this RFP. Consortium is allowed from the eligible entities to increase the technical eligibility and qualification of the proposal and make larger pools of experts available. The association may be formalized in form of a Joint Venture or any other suitable mechanism. The arrangement should clearly indicate the Lead Partner. The financial eligibility has to be met by Lead Partner individually. For the purpose of technical eligibility, the experience of the partners will be pooled together. However, subsidiary is not allowed to claim experience & turnover of its holding/ parent company or sister subsidiary company. A firm can only submit one proposal either individually or as a consortium. If a firm participates in more than one proposal individually or as a partner, then all such proposals will be rejected. A firm shall submit only one proposal, either individually or consortium partner.

In case of Consortium, additional Annexures in the format of Annexure-V also need to be enclosed.

3. Evaluation Criteria:

Sl. No.	Criteria	Maximum Marks	Document/ Evidence Required
1.	Relevant Experience of the Bidder as Event Management and Overlays Agency for events/projects of Sports, Sports Related events or similar events of National/International level involving Venue overlays, infrastructure and branding for municipal/state/ central government/, PSUs or any other government departments. of value Rs. 1.5 Cr. and above in last 7 years. 1-3 projects: 15 Marks 4-5 projects: 20 Marks - More than 5 projects: 25 Marks	25 Marks	Work Order/LOA, Completion Certificate Scope of work and Contract Value to be mentioned in the supporting document.

2.	Financial Capacity: Average Annual Turnover of the bidder for last 3 financial years (FY 2024-25, FY 2023-24, FY 2022-2023) • 3 Cr. to 5 Cr.- 10 Marks • More than 5 Cr. up to 7 Cr. - 15 Marks • More than 7 Cr. up to 9 Cr. - 20 Marks • More than 9 cr. - 25 Marks	25 Marks	• Statutory Auditors/ Chartered Accountant certificate and Balance Sheet & Profit and Loss Account for the last three financial years. Statutory Auditor's/ Chartered Accountant's Certificate is mandatory. Providing Balance Sheet or Financial Statements is not sufficient for this requirement
3.	Evaluation of Workforce Experience in managing and planning events of "International/National repute/Sports Event" of the following key personnel [Marking Scheme: 2 Marks each for every event of International/national Repute and 1 Mark for each event of state Repute/Sports Event]: • Project Director (Min 10 years of Experience) - Max. 4 Marks • Overlays Head (Min 8 years of Experience) - Max. 2 Marks • Venue Operation head (Min 4 years of experience) - Max. 2 Marks • Accredited head (Min 4 years of Experience) - 2 Marks	10 Marks	• CVs of key personnel (as mentioned in the adjacent column) to be deployed highlighting only the relevant experience to be presented during the presentation. • The capacity in which they worked(designation) in the relevant events is to be mentioned specifically.
4.	Work Plan and Methodology: [Marking Scheme: Marks will be allocated on the following subcomponents based on evidence of understanding of the scope of work as follows: • Methodology to be followed in execution of work - 10 marks • Timelines on Gantt Charts - 5 Marks • Branding ideas walkthrough & execution plan - 5 Marks • Deployment Plan of Workforce - 5 Marks • Organizational Structure (whole Workforce-time period of deployment be mentioned for each functional area) - 5 Marks. • Sports presentation - 5 Marks. • Legacy Plan - 5 Marks.	40 Marks	• Power-point Presentation to be prepared elaborating the proposed Work Plan and Methodology. • Presentation to include the points suggested in adjacent column. • Pictures/ graphics of proposed branding plan across various sporting venues • Deployment Plan (as per Annexure - VI) to clearly indicate the quality, quantity, and timelines of engagement of Workforce with PWD, DNH&DD. Physical samples: Accreditation cards, medals, souvenirs, branding material, print quality etc. may be presented.
Total		100	
Qualifying Marks		70	

E. TERMS OF REFERENCE

1. Project Background

The Department of Youth Affairs & Sports, DNH & DD, UT. Administration of Dadra & Nagar Haveli and Daman & Diu [hereafter also called as "Authority"], intend to conduct the '2nd Edition of Khelo India Beach Games, 2026'. The event is scheduled to be held in various locations in Diu. Department of Youth

Affairs & Sports, DNH & DD, UT. Administration of Dadra & Nagar Haveli and Daman & Diu from 2nd or 3rd Week of January, 2026 (Tentative) and will be organized with participation from States and Union Territories of India. The dates 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 an Event Management Agency (EMA), manage & operate all event related activities for the *2nd Edition of Khelo India Beach Games, 2026* [hereafter also called as “EMA”]. This RFP is specifically for the engagement of an EMA. The successful bidder of this RFP shall cooperate with all the Event Management Agencies hired for the conduct of 2nd Edition of Khelo India Beach Games, 2026.

3. Scope of Services

List of Venues:

Sl. No.	Activity	Tentative Venue
1.	Pre-preparation Operation and Planning	Department of Youth Affairs & Sports (HQ), Damanwada Panchayat, Moti Daman
2.	Sports Event	Ghoghla Beach, Diu
3.	Event HQ	Panrapole School, Ghoghla, Diu

1. Scope of Services

i.	Venue Overlays	- The EMA shall mobilize, Dump, commission, Operationalize, test, maintain and decommission all overlay items as specified in the BoQ - In case the identified overlays items are no longer required at the end of scheduled event, such items are to be removed from a sporting discipline location within 24 hours of end of respective event. - Authority has designed an estimated overlay plan regarding layout of each of the line items encompassing all the venues. These estimated requirements are indicated in the BOQ. The EMA to enhance the same in consultation with Authority/appointed nodal officer/department at the time of execution to ensure maximum utilization of resources. - While quoting the price in price-bid, EMA to specify against each of the line items that if the item is provided on rental basis to Authority/appointed nodal officer/department or is being purchased/created/installed for the event and is of no use to the vendor after closing of event(collaterals). In case the line item is purchased for the event, EMA shall deposit the same with Authority/appointed nodal officer/department at the end of event. - Since multiple sports have overlapping events with completely different overlays setup, it is the EMAs responsibility to ensure that the venue setup is changed & provided as per the requirements laid out. This requires tight deadlines for venue readiness. - Likewise, at other FOPs, venue setup change/ preparation for different disciplines needs to be planned and executed in a way to ensure the start of the next event without any delay as per schedule/fixture (schedule/fixture of multiple events at venues will be provided by Authority/appointed nodal officer/department). - EMA will strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. - Shifting of overlay items from one place to another depending on the game's schedule/fixtures. The cost of logistics including labour, lifts, trolleys etc. In movement of such items shall be factored in the Operations FA. - EMA shall deploy technical workforce across all sporting locations fit out with all items for maintenance/repair/troubleshooting throughout the operation of the festival. - Approximate requirement: as per Financial Bid BOQ.
ii.	Event Management Workforce	- EMA to ensure end to end management of operations of all the above-mentioned Functional Areas including manpower, equipment etc. - To assess and deploy adequate workforce for all FAs (Refer Annexure - D) like ACT, Spectator Engagement, Sports Presentation, Accreditation, Venue Branding, Venue Overlays, ICT & Hardware Support, Venue Operations etc. - Workforce of 9 personnel to be provided to Authority/appointed nodal officer/department within 5 days of issue of Work Order till end of Event to facilitate the following: Resource Level 1 (Total requirement - 1): - Overall management of Resource Level 2 - Games Technical Conduct Committee (GTCC), Authority/appointed nodal officer/department, catering, transportation of athletes, technical

		officials team officials, chef de mission, deputy chef de missions, state coordinators etc. • Interacting with Authority FA Heads to collate information from Authority/appointed nodal officer/department Operations and learnings thereof • Oversee the function, management, planning, execution, verification & reporting of Operations falling under the scope of the Event Management agency. • Ensure on time delivery and closure of the events. • Closure of Event, verification of operations with proof & reporting in relation to Event. • Any other work assigned by the controlling authority Resource Level 2 (Total requirement – 8): • One (1) people to assist GTCC in coordination and management. • Five (5) people to work as Subject Matter Experts in each of the prominent Functional Areas such as Overlays, Volunteers Operations, Venue operation, Sports Presentations, ICT & TSR Management. • One (1) people to assist DYAS in coordination and management with state FA • One (1) person to manage end-to-end Management of Accreditation and Sports Kit Distribution functions to ensure the following: ○ Assessment of requirements of Sports Kits for Authority/ appointed nodal officer/department. ○ Collation of data regarding quantity and sizes of different stakeholders ○ Coordination with supplier for timely receipt of Sports Kits ○ Sorting, storage and inventory management of the developed uniforms and kits ○ Distribution of Accreditation cards and Sports Kits to all stakeholders ○ Assessment of requirements and commissioning of a Main Accreditation and Kits Distribution Centre where the Accreditation cards and Sports Kits will be distributed to all stakeholders. ○ Management of logistics of Accreditation and Sports Kit distribution ○ Any other work as allocated by Functional Area Head. Safety and Security: ○ Implement security measures to ensure the safety of the attendees. ○ Deploy minimum 2 (Two) security personnel for each FoP ○ 1 (One) supervisor to be appointed for overall safety and security management Housekeeping: ○ Ensure cleanliness and upkeep of event locations and the overall venue, including sports arenas, restrooms, seating areas, and common spaces throughout the duration of the event. ○ Coordinate waste management and recycling programs for effective disposal and maintenance of cleanliness standards. ○ Arrange for the provision of necessary housekeeping supplies, such as cleaning agents, equipment, and amenities, ensuring they are readily available and well-stocked during the event.
iii.	Accreditation	• Data entry for offline form (approx. 6000). • The EMA is responsible to mine the desired data in respect of Athletes from GMS portal. • Data for accreditation will be provided in bulk. • It will be the duty of EMA to convert it into suitable format for printing.

		- The Scope of Work for Accreditation FA is not limited to only printing of Accreditation Cards, it also comprises of end to end delivery of the function i.e. from collecting the raw data, conversion in desired format, printing of cards, final distribution etc. - Accreditation Zoning to be planned and implemented by EMA within 15 days from the award of work (to be approved by Authority/appointed nodal officer/department). - Accreditation to be printed in High Quality Laser Print. - Accreditation list shall be provided by Authority/appointed nodal officer/department. - Time-bound planning of Printing, Checking, segregation, Inventory Management & distribution of Accreditations. - Printing the Emergency Day Passes on a need basis. - Handover of all excess Accreditation Cards if any to the Authority/appointed nodal officer/department post the Festival. - Technical Specification of Lanyards 88 mm wide thickness. 130 mm length - Rotating metal C. Hook - Lanyard Fabric (Satin) - Printed lanyard (Dye Sub Printing), Custom printing logo, event details. - Technical Specification of ID - Material: PVC ID Thickness: 350 microns - Size: A6 size (105 x 148 mm or 4.1 x 5.8 inches) - Design and logo shall be provided by the Authority once tender is awarded - Emergency/Day Passes As per Financial Bid BOQ. - Technical Specification of Lamination Pouch for Emergency Day Pass - Material: PET+EVA. Thickness: 225 microns - Melting Point: 110 degrees Celsius. Lamination Temperature: 110-140 degree Celsius - Size: for A6 paper passes - Technical Specification of Accreditation Cards/Passes Paper. 120 GSM - Size: A6 - Availability of Accreditation printing machines at the Venue for on-the-spot printing. - The Event Management Agency will be responsible for end-to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. - EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. - Approximate requirement: as per Financial Bid BOQ.
iv.	Designing	- To design and create content for all collaterals and brandings in English, Hindi and Local language (DNH & DD) for KIBG, 2025 as defined by Secretariat. - The Design component of this scope of Work is not limited to only designing, however, also comprise creation of related content (in desired languages) in respect of the festival elements as well. - Indicative list is as follows: - Composite logo - Invitations - Posters - Hoardings - Flyers - Leaflets

		○ Newspaper advertisements ○ Accreditation template ○ Venue Branding ○ Balloon Brandings ○ Drop-downs ○ Equipment Branding ○ Runner Board Branding ○ LED Branding content ○ TSR Templates ○ E-Fixtures ○ Any other design requirement related to Sporting Event ○ Accreditation Manual ○ Contingent Leader Manual ○ Any other AV of similar Nature • To ensure that all marketing communication, adverts, collateral & templates will carry KIBG, 2026 marks, all approved logos of government stakeholders in the event. • Design to be vibrant, colourful and inspirational in visual design reflecting event colour scheme. • All designs to be approved by Authority/appointed nodal officer/department in writing. • The Event Management Agency will be responsible for end- to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. • EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. • Approximate requirement: as per Financial Bid BOQ.
v.	Venue Branding	• Post final approvals of the branding elements, all approved branding structures, mock-ups and templates need to be collated into a program manual for usage by all partners of Authority/appointed nodal officer/department. • Venue directional signages and way finders shall start from 1Km radius (all approach roads) to the venue. • The venue entry and exit gate/archs should be placed/branded at all sporting locations at the venue as specified by Authority/appointed nodal officer/department. • All entry points to the venue should have adequate branding for the events, branding at seating arrangements and other specific areas e.g. Security areas, medical room, press conference area, accreditation areas, catering lounges, playing arena, mixed zones or any other area identified. • All players' room, coaches' rooms, competition management areas, store rooms, etc. and any other specified area/room thereon shall be adequately branded and labelled. • The player entry and exit gate/archs should be placed at all sporting locations in the venue as specified by Authority/appointed nodal officer/department. • The venue/player entries should be aesthetically and thematically designed with colour theme and palette approved by the Authority/appointed nodal officer/department. • Event logo to appear with the host broadcaster credit and event /sponsors logos as a standard template. The creative designs for such structures will be approved by Authority/appointed nodal officer/department. • All FOPs should have appropriate FOP branding like other international sports event. • All relevant licenses and permissions for setting up installations of branding elements in and around the venues to be obtained by EMA. • EMA to be responsible for all repair maintenance work intensive of replacement of damaged goods and the required technical workforce.

		- Venue of the Event includes all FOPs outside of designated Sporting Complexes in and around Ghoghla Beach. EMA needs to provide specified Branding to the venue, Diu as per instructions of Authority/appointed nodal officer/department. - The Event Management Agency will be responsible for end-to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. - EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. - EMA is responsible for the removal of all branding. - Approximate requirement: as per Financial Bid BOQ.
vi.	Sports Presentation	- Planning and conduct of Medal Ceremonies for each of the Sports (to provide decorated podiums, ushers, MC, ceremony trays etc.) - Distribution list of the awardees shall be specified by the concerned venue/stakeholders as per requirement. - Inventory Management & Distribution of souvenirs, medals etc. (to maintain records and stock register). - EMA shall organise medal presentation ceremonies at all sporting venues in consultation with Authority/appointed nodal officer/department and FA head concerned. Ceremonies to include hostess, presentation trays, costumes, confetti blasts, stage setup, dais, backdrop, etc. - EMA shall return any excess items to Authority/appointed nodal officer/department - EMA will have to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice. - EMA to scope for installation, operation and Maintenance of speakers, sound control systems along with dedicated technical workforce to operate and manage the same.
vii.	Spectator Engagement	MC: Using services of Master of Ceremonies (MC/Emcee) at each sporting locations at the venue. - MC must be well versed in English, Hindi & Local language (DNH & DD) and who can effectively engage with the audience through conversations, festival to maximize spectator interest for the event at each of the sporting locations. MC must have experience of hosting 2 large scale sporting events which require mass engagement at any national level sporting events - EMA will provide at least 2 options of such an MC for each of the sporting locations to the Authority/appointed nodal officer/department for approval. - Designated MC will be required to meet officials of Authority/appointed nodal officer/department to discuss the plan of engagement. This plan must include youth-focused activities & interaction between athletes & audience. DJ: Ensure availability of experienced Disc Jockey (DJs) at the sporting locations with at least 2 years of experience in mixing music & curating playlists. The DJs will be required to: - Develop a playlist including but not limited to the festival anthem, the National Anthem and play them as per requirement. - Develop and play relevant music during prize distribution/presentation ceremony.

		○ Develop an inspired playlist that allows engagement with the spectators during the festival. ○ All relevant licenses and permissions pertaining to the above said works to be obtained by the EMA and shared with Authority prior to the commence of works at venues. • Mascots: Manufacturing, providing manpower and ensuring movement of Mascots at the sporting locations for entertaining the spectators as per the requirements. • Miscellaneous: ○ PA & Sound systems and Electrical fixtures to be installed and made operational as per FOP/venue setup in consultation with Authority/appointed nodal officer/department. ○ Ensure important announcements are made periodically. ○ EMA will strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. Approximate requirement: as per Financial Bid BOQ.
viii.	ICT Hardware and Support	• EMA shall mobilize, install, operate and maintain the ICT equipment, including LED TV screens in consultation with Authority/appointed nodal officer/department. • To ensure Wi-fi Enabled High Speed Internet (at least 100 Mbps) with LAN at all FOPs along with routers, repeaters, switches and other hardware as necessary by the EMA. • EMA will strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. • EMA to ensure proper functioning of all the installed hardware throughout the event. • EMA shall deploy technical workforce for installation, operation, management, maintenance, and onsite troubleshooting issues. • Approximate requirement and specifications: as per Financial Bid BOQ.
ix.	State Coordination	○ Workforce of 9 personnel (1 FA Head, 8 Supporting Staff) to be provided within 5 days of issue of Work Order till end of event to facilitate the following: ○ The resources shall work as Sport Federation Coordinators and Liaison Officers. ○ They shall ensure timely entries/ratification from all the States for the particular sport. ○ Responsible for end-to-end coordination with all states and union Territories of the particular sport ○ The entire work-force shall act as a single point of contact for all issues with regards to the participating states/contingent for the particular sport. To act as single point of contact for each state to escalate various issues (if any) ○ To ensure smooth movement of the state team for the particular sport ○ To maintain the itinerary of contingents in detail and in real time. Ensure to take travel plan & coordinate with transport & accommodation team to

		ensure proper arrangement. ○ Dissemination of all the information about match schedule(s) to all stakeholders. ○ To coordinate with Chef de Mission to ensure smooth operations and transition from arrival till departure. Assist in distribution of Kit. ○ To address and route the grievances of the contingent through proper channel. ○ Coordination with the appointed Chef de Missions of the participating states for Daily Risk Management (DRM) Meetings. ○ The resources shall be responsible for the management of Accommodation, Catering and Transport (ACT) Functional Areas inclusive (but not limited to) of the following: • Co-ordination in identification of ACT requirements & Food preferences of the contingents. • Ensure allocation of Accommodation and Transportation facilities to contingents in coordination with the authority/appointed nodal officer/department. • Coordination and deployment in real time. • Resolve issues arriving in check-in and check-out. • Any other work as allocated by Functional Area Head. ○ Qualities of such candidates: • Good communication skill & working experience on software tools like MS Word, MS Excel, and MS PowerPoint. • Deployment location shall be decided by EMA in consultation with Authority/appointed nodal officer/department • EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising the invoice. EMA needs to maintain the attendance of all the workforce and to be provide on letter head with sign and stamp along with the invoices.
x.	GTCC Operations	GTCC Operations: • EMA shall appoint and provide workforce as per BoQ to GTCC within 7 days of issue of Work Order till end of Event to facilitate the following: • They will work as Sports Specific Coordinators to coordinate with NSF • Support in Nomination of Athletes from NSFs as per the nomination criteria and timely entries from all the states to avoid any kind of delay. • Assist GTCC team to ensure that all other documents are uploaded and are available for verification. • Support in ensuring availability of the required facilities at each sporting locations for better athlete experience i.e. Changing room, Practice area, warm up areas and other athlete related spaces with required furniture or other items. • Support in ensuring timely start and conclusion of the games. • Support in ensuring all equipment's/cables/setup related to the conduct of the sporting discipline are available and properly working at FOP as per the requirement. • Support in ensuring sports equipment installation and setup at sporting locations on time and are in place for athletes. • Support in ensuring readiness of FOP for all the events. • Support in ensuring medical requirements are met by the concerned stakeholders along with designated space for the medical team prior to commencement of the games. • Any other work as allocated by Functional Area Head. • Qualities of such candidates: Core competence in sports, communication skill & working experience of computer. • The resources shall coordinate with the concerned authorities regarding Distribution of Kits & logistics management for Technical Officials • The deployment location of these resources shall be decided by EMA in

		consultation with Authority/appointed nodal officer/department. EMA to strictly adhere to agreed time-lines and maintain records for verification at the time of raising invoice.
xi.	Volunteer Operations & Sports Kit Distribution	Volunteer Operation & Sports Kit Distribution: - Volunteers will be recruited & provided to the EMA by the Authority/appointed nodal officer/department. EMA needs to coordinate further with officially appointed coordinators. - Training venue, Logistics and Catering to the volunteers will be provided by the Authority/appointed nodal officer/department. - Content for Training Manuals for the Volunteers to be prepared by EMA based manuals & inputs from NSFs/IOA/Authority & other stakeholders, subject to approval from Authority/appointed nodal officer/department. - EMA to scope for their Briefing, Training, Deployment, Rostering Schedule, Distribution of Uniforms/Kits & Reporting Process. - End-to-end Management of the following functions related to Volunteers Operations: - Deployment, general command, and Management Supervision. - Daily attendance sheets, Collation of bank account details and filling up of DBT forms - To work out and calculate total payments to each volunteer if any - To assist payment through DBT (Money to be provided by Authority) and confirmation from Volunteers of the receipt of payment if any. - To ensure kit distribution to Volunteers and ensure the Volunteers report for duty in the Kit provided by Authority/appointed nodal officer/department. - EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. - Authority/appointed nodal officer/department will procure the Sports Kits designed for Athletes, Support Staff, Volunteers and other stakeholders. - EMA to ensure; Co-ordinate with GTCC for sizes of participants & work out state wise requirement for each sport. - Confirm Receipt, Inventory, Segregation and Issue of these kits in coordination with the concerned authority/department. - Confirm Quality Check of the Kits received. - Co-ordinate with Accreditation FA to develop & execute Kit Distribution Time-table, plan & and Verification process (taking signoff from CDMs/Dy. CDMs & other relevant stake holders, volunteers & other officials etc) to validate the delivery to relevant stakeholders. - EMA will ensure proper hand-over of any excess to the concerned authorities. - Set-up storage rooms with a lock and key set-up at the Kit Distribution and Storage Centre. - EMA to deploy a team for main Kit Distribution center and members at each other centers. - EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.
xii.	Time Scoring and reports (TSR)	EMA shall be responsible for deployment of technical workforce for installation, operation, maintenance, management of all TSR operations across venues. - Timing: - Procuring and setting up timing equipment such as electronic timers, clocks, and timing systems. - Coordinating with technical experts to ensure accurate timing measurements for each event. - Training and managing a team of qualified timekeepers to operate the

		timing equipment. ○ Ensuring synchronization and consistency in capturing and recording event timings. ○ Providing backup systems and contingency plans in case of technical failures. • Scoring: ○ Developing a comprehensive scoring system specific to the sport or event being managed. ○ Establishing a reliable method for calculating and recording scores. ○ Coordinating with officials and referees to ensure accurate scorekeeping during matches and competitions. ○ Managing the scoring process in real-time, updating scores as events unfold. ○ Resolving any disputes or discrepancies related to scoring through established protocols. • Reporting: ○ Compiling and generating reports on event results, including individual participant scores, team standings, and rankings. ○ Ensuring accurate and timely documentation of all event-related data and statistics. ○ Preparing and distributing official score sheets, result summaries, and other relevant reports to stakeholders (e.g., event organizers, governing bodies, media). ○ Providing live score updates to event organizers, spectators, and online platforms (if applicable). ○ Collaborating with the PR and communications team to highlight noteworthy achievements and publish event-related reports. • Technology and Software: ○ Utilizing specialized event management software, timing devices, and data management The EMA to ensure that all TSR equipment and material being supplied and operated are in compliance with the respective NSF's.
xiii.	Post Event Operations	• A detailed Legacy Plan to be proposed during presentation. The plan to include preparation and submission of Legacy Reports/deliverables (i.e. master Software/Print, Post Festival Reports, Picture Books, Festival Master Schedule, Media Reports etc. and other items as committed by the bidder in presentation). • Legacy report to be prepared based on the Standard Operating Procedures for all the functional areas to create system-generated processes. • Master software and print of the legacy reports will be handed over to Authority/appointed nodal officer/department. Necessary portal and license fees to be borne by the agency. • Deployment of 1 Nos. of Resources starting from award of work. Such personnel will have to travel on site at Diu (for Beach sports festival 2024 during the festival and post festival will have to report at DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD when required to undertake a host of post-festival activities. These personnel are expected to aid and assist their assigned Officer/G.M/Sr. managers/ Manager in ensuring all vendor closures, payments Creation of Legacy Report, production of post-game presentations. Any other game related activities including co-ordination with States, Colleges, Schools, Athletes, Universities & other stakeholders. The term of this engagement shall be two (2) months including 1 month prior to and event period, 1 month' post-game period which may be renewed on unit cost basis for subsequent period (if required)

		• <u>Printing of Post Event Reports:</u> ○ These reports shall be printed in A4 size standard book format. ○ The formats and material of the deliverable shall be approved by Authority/appointed nodal officer/department. • <u>Printing of Coffee Table Books:</u> ○ 13" X 11" picture Books with 50 pages, Hardcover, high quality print with gloss finish. The design should be of high quality and finalized in consultation with Authority/ appointed nodal officer/department. ○ The Event Management Agency will be responsible for end- to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. • EMA to strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice. Approximate requirement: as per Financial Bid BOQ.
xiv.	General Guidelines	General: • The Event Management Agency will be responsible for end- to-end delivery of the function. EMA to scope and arrange for necessary manpower, equipment, support etc. for the same on their own. • Coordination: To ensure smooth co-ordination & execution of the Event, at least one Subject Matter Expert (SME) of the EMA must be attached to each of the Functional Area Heads as per Annexure-C and 1 Senior Coordinator with the KIBG, 2026 Game Secretariat. • Co-ordination with all the stakeholders viz. Broadcast partner, other Event Management Agencies, Govt. Departments etc. to capture a complete overview of the Festival. • Co-ordination with & support to the GTCC and NSF Representatives responsible for Technical Conduct of the Festival. • Record Management: This includes Delivery Receipts, Inventory Records, Movement of Equipment/Stationary/FFE, and any other item under the scope of work of EMA, to record all operations and activities with relevant photo/documentary evidence to ensure smooth vendor payments. • Reporting: EMA is expected to create & maintain detailed reports for each functional area. This includes but is not limited to Production reports, Overlays Reporting, Inventory reports, Variance Analysis, Work-force Planning & Deployment of the event. • Co-ordination: Overall coordination with all the stakeholders • Athlete Experience: ○ Participant's/Athlete's experience of the event shall be of essence to the overall Scope of Work of EMA. ○ A system of intimation to athlete with respect to information about Travel, Stay, Competition Schedule, etc. needs to be put in place by way of putting up an information system. • Miscellaneous: ○ Authority Shall allocate space for the office premises at Sports Complex, Diu, furniture, fixtures, equipment, Internet connectivity or any other item required to maintain functional efficiencies shall be managed by the EMA for their own work force. ○ All planning by EMA is subject to approval of Authority/appointed nodal officer/department. ○ EMA to submit all the records, photos, videos, stock registers etc. to Authority/appointed nodal officer/department as and when required. EMA will strictly adhere to agreed timelines and maintain records for verification at the time of raising invoice.

F. LIST OF ANNEXURES

S. No	Description	Annexure Reference	Submission
1.	Format of Pre-Proposal/Bid Queries	Annexure - A	For Pre-Bid Queries
2.	Event Schedule	Annexure - B	
3.	List of Functional Areas	Annexure - C	
4.	Manpower Deployment Chart	Annexure - D	
5.	Tender Submission Letter	Annexure - I	Technical Proposal
6.	Bidder's Authorization Certificate	Annexure - II	
7.	Performa for Affidavit	Annexure - III	
8.	Information on Bidder's Organisation	Annexure - IV	
9.	Format of Consortium Agreement	Annexure - V	
10.	Format for Financial Capacity	Annexure - VI	
11.	Relevant Experience & Approach and Methodology	Annexure - VII	
12.	Summary of Bill of Quantities	Annexure - VIII	Financial Proposal
13.	Format of Financial Bid Letter	Annexure - IX	
14.	Draft form of contract	Annexure - X	For the Selected Bidder
15.	Form of Bank Guarantee for Performance Security	Annexure - XI	

G. CHECKLIST FOR TECHNICAL PROPOSAL

S. No	Description	Reference
1.	Tender Submission Letter	Annexure - I
2.	Bidder's Authorization Certificate	Annexure - II
3.	Performa for Affidavit	Annexure - III
4.	Information on Bidder's Organisation Supporting documents such as: • Certificate of Incorporation • GST Registration • PAN • TAN • Power of Attorney	Annexure - IV
5.	Format for Consortium Agreement	Annexure - V
6.	Format for Financial Capacity	Annexure - VI
7.	Relevant Experience & Approach and Methodology	Annexure - VII
8.	Manpower Deployment Chart (without financial details)	Annexure - D
9.	Earnest Money Deposit (EMD) - INR 11,55,000/-	

Note: The checklist must be submitted along with the Technical Proposal.

H. CHECKLIST FOR FINANCIAL PROPOSAL

S. No	Description	Remarks
1.	Annexure -VIII	To be submitted during Financial Bid opening
2.	BOQ	Excel to be uploaded

Annexure-A

Format of Pre-Proposal Queries

To

Director-cum-Joint Secretary

Department of Youth Affairs & Sports, DNH & DD

UT. Administration of Dadra & Nagar Haveli and Daman & Diu.

Sub: Engagement of an Event Management Agency and Overlays for 2nd Edition of Khelo India Beach Games, 2026

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.

Annexure-B

Event Schedule (Tentative)

Event is scheduled at 2nd Or 3rd week of January' 2026:

Sr. No.	Tentative Name of Sports
1	Beach Kabaddi
2	Beach Soccer
3	Beach Volleyball
4	Beach Pencak Silat
5	Sepaktakraw
6	Sea Swimming
7	Beach Mallakhamb
8	Beach Tug of War

Annexure-C

List of Functional Areas

S. No.	Functional Area
1	Venue Overlays
2	Accreditation
3	Volunteer Operation
4	Venue Operations
5	Sports Presentations and Spectator Engagement
6	GTCC Operations
7	State Coordination
8	ICT and TSR management

Annexure-D

Manpower Deployment Chart

S. No.	Name	Experience (in years)	Functional Area
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Annexure-I

Tender Submission Letter

To

Director-cum-Joint Secretary
Department of Youth Affairs & Sports, DNH & DD
UT. Administration of Dadra & Nagar Haveli and Daman & Diu.

Sub: 'Engagement of an Event Management Agency and Overlays for 2nd Edition of Khelo India Beach Games, 2026'

Ref: RFP No.

I/ We, the undersigned, offer to provide the above services to DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD. 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD and us subject to the modifications, as may be mutually agreed to, between DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD 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 DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD is not bound to accept any tender that the DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD. receives.

Yours faithfully,

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

Annexure-II

Bidder's Authorization Certificate

To
Director-cum-Joint Secretary
Department of Youth Affairs & Sports, DNH & DD
UT. Administration of Dadra & Nagar Haveli and Daman & Diu.

Sub: 'Engagement of an Event Management Agency and Overlays for 2nd Edition of Khelo India Beach Games, 2026'

Ref: RFP No.

Dear

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

_____ datedHe/ She is also authorised 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: -

Authorised Signatory: -

Verified Signature:

-Seal of the Organisation: -

Date: -

Place: -

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

Annexure-III

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 firmM/s._has never been blacklisted/debarred by any organization/office and there has not been anywork 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 Authorised Signatory

.....
Name of the Authorised Signatory

Place: _____
Date: _____

Annexure-IV

Information on Bidder's Organisation

S. 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)	
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 Authorised Signatory

.....

Name of the Authorised Signatory

Place: _____

Date: _____

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

Annexure-V

Form-I: Format of Consortium Agreement to be entered amongst all Members of a Bidding Consortium

[To be on non-judicial stamp paper of Rupees One Hundred Only (INR 100/-) or appropriate value as per Stamp Act relevant to place of execution, duly signed on each page. Foreign entities submitting Bid are required to follow the applicable law in their country.]

FORM OF CONSORTIUM AGREEMENT BETWEEN

M/s....., M/s., M/s., AND M/s.
..... for bidding for Tender No. [Tender Details] (the "RFP") dated [Date] as per its
Clause 4.3.2

1. **THIS Consortium Agreement** (hereinafter referred to as "Agreement") executed on this [date] day of [month], [year] between
2. M/s., a company incorporated under the laws of and having its Registered Office at, (hereinafter called "**Party 1,**" or "**Lead Consortium Member**" which expression shall include its successors, executors and permitted assigns);
3. M/s., a company incorporated under the laws of and having its Registered Office at, (hereinafter called "**Party 2,**" which expression shall include its successors, executors and permitted assigns);
4. M/s., a company incorporated under the laws of and having its Registered Office at, (hereinafter called "**Party 3,**" which expression shall include its successors, executors and permitted assigns);
5. M/s., a company incorporated under the laws of and having its Registered Office at, (hereinafter called "**Party 4,**" which expression shall include its successors, executors and permitted assigns);

[The Bidding Consortium should list the name, address of its registered office and other details of all the Consortium Members above.]

WHEREAS the Parties above named are entering into this Consortium Agreement for the purpose of submitting the Bid in response to the RFP and in the event of selection as Selected Bidder to comply with the requirements as specified in the RFP and ensure execution of the Event Management Agency for Opening & Closing Contract as may be required to be entered into with Collectorate.

Party 1, Party 2, Party 3 and Party 4 are hereinafter collectively referred to as the "Parties" and individually as a "Party."

WHEREAS the RFP stipulates that the Bidders applying as a Bidding Consortium shall submit a legally enforceable Consortium Agreement in a format specified in the RFP, whereby each Consortium Member undertakes to be liable for its Roles and Responsibilities, provide necessary guarantees and pay required fees as required as per the provisions of the RFP, as specified herein.

WHEREAS any capitalized term in this Agreement shall have the meaning ascribed to such term in the RFP document.

NOW THEREFORE, THIS AGREEMENT WITNESSTH AS UNDER:

In consideration of the above premises and agreement all the Parties in this Consortium do hereby mutually agree as follows:

1. In consideration of the selection of the Consortium as the Bidding Consortium by Collectorate, we the Members of the Consortium and Parties to the Consortium Agreement do hereby unequivocally agree that M/s..... *[Insert name of the Lead Member]*, shall act as the Lead Member as defined in the RFP for self and agent for and on behalf of M/s., M/s., M/s., and M/s. *[the names of all the other Members of the Consortium to be filled in here]*.
2. The Lead Consortium Member is hereby authorized by the Members of Consortium and Parties to the Consortium Agreement to bind the Consortium and receive instructions for and on behalf of all Members. The Roles and Responsibilities of all other members shall be as per the **Annexure** to this Agreement.
3. In the event the Consortium is selected pursuant to the Bidding Process, the shareholding of all each of the Consortium Members in the Event Management Agency shall be as under:

S. No.	Name of the Bidding Company/ Member in case of a Bidding Consortium	Relationship with Sole Bidder/ Member of the Bidding Consortium	% of equity participation in the Consortium
1.	Lead Consortium Members		(Not Less than 51%)
2.	Consortium Member 1		(Not Less than 10%)
3.	Consortium Member 2		(Not Less than 10%)
4.	Consortium Member 3		(Not Less than 10%)
5.	Consortium Member 4		(Not Less than 10%)

* In case the Bidder proposes to invest through its Affiliate(s) / Parent Company / Ultimate Parent Company, the Bidder shall declare shareholding pattern of such Affiliate(s) / Parent Company / Ultimate Parent Company and provide documentary evidence to demonstrate relationship between the Bidder and the Affiliate(s) / Parent Company / Ultimate Parent Company. These documentary evidence could be, but not limited to, demat account statement(s) / Registrar of Companies' (ROC) certification / share registry book, etc. duly certified by Company Secretary.

4. Each Consortium Member undertakes to be individually liable for the performance of its part of the Roles and Responsibilities without in any way limiting the scope of collective liability envisaged in this Agreement in order to meet the requirements and obligations of the RFP. The Lead Consortium Member shall be liable and responsible for ensuring the individual and collective commitment of each of the Members of the Consortium in discharging all their respective Roles and Responsibilities.

5. In case of any breach of any of the commitment as specified under this Agreement by any of the Consortium Members, the Lead Consortium Member of the Consortium shall be liable to meet the obligations as defined under the RFP.
6. Except as specified in the Agreement, it is agreed that sharing of responsibilities as aforesaid and obligations thereto shall not in any way be a limitation of responsibility of the Lead Member under these presents.
7. The Members expressly agree to adhere to all the terms and conditions of the RFP and confirm that we don't have any Conflict of Interest (as defined in the RFP).
8. This Consortium Agreement shall be construed and interpreted in accordance with the Laws of India and Courts at [Place] shall have the exclusive jurisdiction in all matters relating thereto and arising there under.
9. It is hereby agreed that the Lead Consortium Member shall furnish the Bid Security, as stipulated in the RFP, on behalf of the Bidding Consortium.
10. It is hereby agreed that in case of selection of Bidding Consortium as the Event Management Agency for Opening & Closing Ceremonies, the Parties to this Consortium Agreement do hereby agree that they shall furnish the Performance Security and other commitments to Collectorate as stipulated in the RFP and EMA for Opening & Closing Ceremony Contract. The Lead Member shall be responsible for ensuring the submission of the Performance Security and other commitments on behalf of all the Consortium Members.
11. It is further expressly agreed that the Consortium Agreement shall be irrevocable and, for the EMA for Opening & Closing Ceremonies, shall remain valid over the term of the Project, unless expressly agreed to the contrary by The Collectorate.
12. The Lead Consortium Member is authorized and shall be fully responsible for the accuracy and veracity of the representations and information submitted by the Consortium Members respectively from time to time in response to the RFP for the purposes of the Bid. The representation by the Lead Member shall be deemed to be on behalf of and binding on all members of the Consortium.
13. It is expressly understood and agreed between the Members of the Consortium and Parties that the responsibilities and obligations of each of the Members shall be as delineated as annexed hereto as Annexure-A forming integral part of this Agreement. It is further agreed by the Members that the above sharing of responsibilities and obligations shall not in any way be a limitation of responsibilities and liabilities of the Members, with regards to all matters relating to the execution of the Bid and implementation of the Project envisaged in the RFP Documents.
14. It is clearly agreed that the Lead Consortium Member shall ensure performance indicated in the RFP. In the event one or more Consortium Members fail to perform its/ their respective obligations, the same shall be deemed to be a default by all the Consortium Members.

15. This Consortium Agreement:

- a) has been duly executed and delivered on behalf of each Party hereto and constitutes the legal, valid, binding and enforceable obligation of each such Party;
- b) sets forth the entire understanding of the Parties hereto with respect to the subject matter hereof; and
- c) may not be amended or modified except in writing signed by each of the Parties and with prior written consent of The Collectorate.

Common Seal of has been affixed in my/ our presence pursuant to Board Resolution dated Witness 1 [Signature of Witness 1]	For M/s. (Party 1) [Signature of Authorized Representative] [Name of the Authorized Representative] [Designation of the Authorized Representative]
Name: Designation Witness 2 [Signature of Witness 2] Name: Designation:	
..	
N. Common Seal of has been affixed in my/ our presence pursuant to Board Resolution dated	For M/s. (Party N) [Signature of Authorized Representative] [Name of the Authorized Representative] [Designation of the Authorized Representative]
N.1. Witness 1 [Signature of Witness 1] Name: Designation:	N.2. Witness 2 [Signature of Witness 1] Name: Designation:

Annexure-A

Role and Responsibility of each Member of the Consortium:

1. Roles and Responsibilities of the Party 1 (Lead Consortium Member):
2. Roles and Responsibilities of the Party 2
3. Roles and Responsibilities of the Party 3
4. Roles and Responsibilities of the Party 4

Form 2: Format of Power of Attorney by Consortium Member in favour of Lead Consortium Member

[To be provided by each Consortium Member (other than the Lead Consortium Member) in favor of the Lead Consortium Member]

WHEREAS [The Collectorate] has issued for Tender No. [Tender Details] (the “RFP”) dated [Date] for inviting Bids in respect of Engagement of Event Management Agency for Opening & Closing (the “Project”) on the terms contained in the RFP;

WHEREAS M/s....., M/s., M/s. and M/s. [Insert names of all Members of Consortium] the Members of the Consortium are desirous of submitting a Bid in response to the RFP, and if selected, undertaking the responsibility of implementing the Project as per the terms of the RFP;

WHEREAS all the Members of the Consortium have agreed under the Consortium Agreement dated (the “Consortium Agreement”), entered into between all the Members and submitted along with the Bid to appoint [Insert the name and address of the Lead Consortium Member] as Lead Consortium Member to represent all the Members of the Consortium for all matters regarding the RFP and the Bid;

AND WHEREAS pursuant to the terms of the RFP and the Consortium Agreement, we, the Members of the Consortium hereby designate M/s [Insert name of the Lead Member] as the Lead Consortium Member to represent us in all matters regarding the Bid and the RFP, in the manner stated below:-

Know all men by these presents, we [Insert name and address of the registered office of the Member 1], [Insert name and address of the registered office of the Member 2],....., [Insert name and address of the registered office of the Member n] do hereby constitute, appoint, nominate and authorize [Insert name and registered office address of the Lead Consortium Member], which is one of the Members of the Consortium, to act as the Lead Member and our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of Consortium’s Bid in response to the RFP issued by Collectorate including signing and submission of the Bid and all documents related to the Bid as specified in the RFP, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document, which The Collectorate may require us to submit. The aforesaid attorney is further authorized for making representations to The Collectorate named in the RFP, and providing information / responses to the Collectorate, representing us and the Consortium in all matters before Collectorate named in the RFP, and generally dealing with Collectorate named in the RFP in all matters in connection with our Bid, till completion of the bidding process as well as implementation of the Project, if applicable, in accordance with the RFP.

We, as Members of the Consortium, hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the RFP. We, as Members of the Consortium, hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the RFP.

Signed by the within named [Insert the name of the executant Consortium Member] **through the hand of Mr./ Ms./ Dr.** **duly authorized by the Board to issue such Power of Attorney dated this** **day of**

Accepted

.....
(Signature of Attorney)
[Insert Name, designation and address of the Attorney]

Attested

.....
(Signature of the executant)
(Name, designation and address of the executant)
.....
Signature and stamp of Notary of the place of execution

Common seal of **has been affixed in my/our presence pursuant to Board of Director's Resolution dated**.....

1. **WITNESS1** **(Signature)**
 Name
 Designation.....
2. **WITNESS2**..... **(Signature)**
 Name
 Designation.....

Notes

- a. *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).*
- b. *In the event, power of attorney has been executed outside India, the same needs to be duly notarized by a notary public of the jurisdiction where it is executed.*
- c. *Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a Board resolution / power of attorney, in favor of the person executing this power of attorney for delegation of power hereunder on behalf of the executant(s).*

Form 3: Format of Power of Attorney by Lead Consortium Member / Sole Bidder authorizing an Individual Designated Representative for the Consortium

[To be on non-judicial stamp paper of Rupees One Hundred Only (INR 100/-) or appropriate value as per Stamp Act relevant to place of execution. Foreign companies submitting Bids are required to follow the applicable law in their country.]

Know all men by these presents, we*[Insert name and address of the registered office of the Lead Consortium Member of the Bidding Consortium/ Sole Bidder]* do hereby constitute, appoint, nominate and authorize Mr./Ms. *[Insert name and residential address]*, who is presently employed with us and holding the position of as our true and lawful attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid in response to Tender No. [Tender Details] for Appointment of Event Management Agency for Opening & Closing ceremonies (the "Project") issued by [The Collectorate], including signing and submission of the Bid and all other documents related to the Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which Collectorate may require us to submit. The aforesaid attorney is further authorized for making representations to Collectorate, and providing information / responses to The Collectorate, representing us in all matters before Collectorate, and generally dealing with Collectorate in all matters in connection with our Bid till the completion of the bidding process as per the terms of the RFP.

We hereby agree to ratify all acts, deeds and things done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall be binding on us and shall always be deemed to have been done by us.

All the terms used herein but not defined shall have the meaning ascribed to such terms under the RFP.

Signed by the within named *[Insert the name of the executant company]* through the hand of Mr./ Mrs.duly authorized by the Board to issue such Power of Attorney dated this day of

Accepted

..... (Signature of Attorney)
[Insert Name, designation and address of the Attorney]

Attested

.....
(Signature of the executant)
(Name, designation and address of the executant)

.....
Signature and stamp of Notary of the place of execution

Common seal of has been affixed in my/our presence pursuant to Board of Director's

Resolution dated.....

1. **WITNESS 1. (Signature)**

Name

Designation.....

2. **WITNESS 2. (Signature)**

Name

Designation....._

Notes:

- a. *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).*
- b. *In the event, power of attorney has been executed outside India, the same needs to be duly notarized by a notary public of the jurisdiction where it is executed.*
- c. *Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a Board resolution / power of attorney, in favour of the person executing this power of attorney for delegation of power hereunder on behalf of the executant(s).*

Annexure-VI

Format for Financial Capacity

Financial Year	Annual Turnover from Event Management Services
2022-23	
2023-24	
2024-25	

Note: All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports or a certificate from a Chartered Accountant.

Annexure-VII

Relevant Experience & Approach and Methodology

Section 1: Relevant Experience in Similar Assignments

Experience of Agency in providing Event Management services for minimum 6 months

The agency/firm should have **at least six Months' experience and 1 project of relevant experience.**

Relevant experience should include: Managing, Planning & Executing International/National Event for municipal/state/ central government/, PSUs or any other government departments.

S. No	Description of Project / Scope of the work	Contract Duration (Start: MM/YY End: MM/YY)	Name & address of the Client	Total Value of the Contract (INR)	Number of Core Team staff provide d (if any)	Number of Professional Staff managed under the contract	Evidence attached (Work Orders/ Completion Certificate/ Contract/ etc.)
1.							
2.							
3.							
4.							
5.							

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.

Section 2: Core Team's Qualifications and Experience:

Please provide clear and concise CVs/Resume of proposed team highlighting relevant qualifications and experience related to this assignment.

Generic or unclear CVs and Resume's not customized for this assignment may be scored low.

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references.

Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing Organization and your title/position. Contact info for references	Country	Summary of activities performed <u>relevant to the Assignment</u>
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel..... / e-mail.....; Mr. xxxxxx deputyminister]		

Language Skills (indicate only languages in which you can work): _____

Experts' contact information : (e-mail....., phone.....)

Certification:

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

{day/month/year}

Name of Expert

Signature

Date

{day/month/year}

Name of Authorised Person

Signature

Date

The representative of the Consultant
(the same who signs the Proposal)

Section 3: Approach and Methodology

The bidder is expected to provide a detailed Approach and Methodology clearly encapsulating its understanding of the RFP, objectives and tasks expected. This should not exceed a maximum of 20 pages.

1. Technical Approach and Methodology.

{Please explain:

- *your understanding of the objectives of the assignment as outlined in the Terms of Reference(TORs),*

- the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s)
- the role of the Core Team (based on their prior experience in similar projects),
- the approach for smooth transition of professionals and support staff from the existing services provider and recruitment of experts for vacant positions

(Please do not repeat/copy the TORs in here.)

2. Work Plan.

{The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered.

3. Value Adds (if any without any financial implications to the project)

{Please state the value adds you bring to the assignment, based on an actual provision in other assignments, if any}

Annexure-VIII

Financial Proposal – Summary of Bill of Quantities (BoQ)

(To be submitted online only)

Sr. No.	Description	Quantity	Units	Number of Days	BASIC RATE	TOTAL AMOUNT With Taxes
1.00	SPORTS PRESENTATION					
1.01	SPORTS PRESENTATION CEREMONY Medal Ceremonies and Games Closing Ceremony – Bidder to attach detailed break-up of line elements along with the Price Bid. Cost to include Presentation trays, hostess, costumes, confetti blasts, stage setup, Dais, Backdrop, etc.	1.00	Job	1		
2.00	SPECTATOR ENGAGEMENT					
2.01	DJ (Sound System)	9.00	Nos.	7		
2.02	MC	9.00	Nos.	7		
2.03	Manpower for Mascots	7.00	Nos.	7		
2.04	PA Sound System of upto 2000 watts - Small Set up covering a small	9.00	Nos.	7		
2.05	Life-size Mascot costumes	7.00	Nos.	1		
3.00	HARDWARE SUPPORT (ICT EQUIPMENT and TSR)					
3.01	Wi-fi Enabled High Speed Internet with LAN and along with routers, repeaters, switches and other hardware - Speed 200 Mbps	22.00	Nos.	7		
3.02	Dedicated Leased Lines of 200 Mbps for Broadcast and Media leased line – one to one	6.00	Nos.	7		
3.03	Broadcast Requirement 1 line for all satellite area. 2 x 5 MBps ADSL & Multi User Wi-Fi connection + 2 10 MBps static IP internet line in BCR hard patch	1.00	Job	7		
3.04	Laptops with 16 GB RAM, 512 GB SSD, Intel i7 processor, and 14-inch display, pre-installed with Windows 10, MS Office, PDF Reader, and other basic software. Fully functional laptops not older than 3 years, along with maintenance support	16.00	Nos.	9		
3.05	Printer - HP LaserJet Colour and Black and white Printer with Papers and Extra Cartridge	8.00	Nos.	9		
3.06	All in One Multifunction Printer/Scanner (Coloured) (Accreditation + Sports Kit + GMS + Secretariat) with A4 Size Papers and Extra Cartridge	6.00	Nos.	9		

3.07	55" Flat Screen LED Television with Satellite Cable connection	12.00	Nos.	8		
3.08	Manpower support for ICT/TSR Overall Management	1.00	Job	10		
4.00	STATE COORDINATION FA					
4.01	Operations - Bidder to attach detailed break-up of cost of manpower to be deployed and other cost heads in State Coordination Functional Area along with the Price Bid. Overall cost of State Coordination Functional Area. Total Manpower required 1 FA head (already mentioned in resource level 2) and 8 Supporting staff	1.00	Job	15		
4.02	Qualified & Experience 36 State Liaison Officer with 04 Supervisor	40.00	Nos.	15		
5.00	VOLUNTEER OPERATION FA					
5.01	Operations - Bidder to attach detailed break-up of cost of manpower to be deployed and other cost heads in Volunteer Operations Functional Area along with the Price Bid. Overall cost of Volunteer Operations for 15 Days. Total Manpower required 1 FA head (already mentioned in resource level 2) and 4 Supporting staff	1.00	Job	15		
6.00	Event Management Workforce					
6.01	Event Management Workforce: Resource Level 1 Project Director to be provided immediately after award of Work Order till end of event	1.00	Nos.	20		
6.02	Event Management Workforce: Resource Level 2. GTCC/SLO Coordination - To be provided immediately after award of Work Order till end of event	2.00	Nos.	20		
6.03	Event Management Workforce: Resource Level 2. Overlays - To be provided immediately after award of Work Order till end of event	1.00	Nos.	20		
6.04	Event Management Workforce: Resource Level 2. Venue Operation - To be provided immediately after award of Work Order till end of event	2.00	Nos.	20		
6.05	Event Management Workforce: Resource Level 2. Volunteer Operation - To be provided immediately after award of Work Order till end of event	1.00	Nos.	20		
6.06	Event Management Workforce: Resource Level 2. Sports Presentation - To be provided immediately after award of Work Order till end of event	1.00	Nos.	20		
6.07	Event Management Workforce: Resource Level 2. NSF Coordination - To be provided immediately after award of Work Order till end of event	1.00	Nos.	20		

6.08	Event Management Workforce: Resource Level 2. Accreditation - To be provided immediately after award of Work Order till end of event	1.00	Nos.	20		
6.09	Event Management Workforce: Resource Level 2. Sports kit distribution - To be provided immediately after award of Work Order till end of event	1.00	Nos.	20		
6.10	Accommodation Supervisor	1.00	Nos.	12		
6.11	Accommodation Assistant	3.00	Nos.	12		
6.12	Catering Supervisors	2.00	Nos.	12		
6.13	Catering Assistant	3.00	Nos.	12		
6.14	Transport Supervisor	1.00	Nos.	12		
6.15	Transport Assistant	3.00	Nos.	12		
6.16	Lifeguards	10.00	Nos.	9		
7.00	Accreditation					
7.01	Accreditation : Printing of Accredited Cards with lanyards Technical Specification of Lanyards • 88 mm wide thickness. • 130 mm length • Rotating metal C. Hook • Lanyard Fabric (Satin) • Printed lanyard (Dye Sub Printing), Custom printing logo, event details. Technical Specification of ID • Material: PVC ID Thickness: 350 microns • Size: A6 size (105 x 148 mm or 4.1 x 5.8 inches) • Design and logo shall be provided by the Authority once tender is awarded	3500.00	Nos.	1		
7.02	Daily Pass with Lanyards - Lamination Pouch for Emergency Day Pass - o Material: PET+EVA. Thickness: 225 microns - o Melting Point: 110 degrees Celsius. Lamination - o Temperature: 110-140 degree Celsius - o Size: for A6 paper passes Technical Specification of Accreditation Cards/Passes - o Paper. 120 GSM - o Size: A5	2500.00	Nos.	1		
7.03	Accreditation distribution management Total Manpower required 1 FA head and 4 Supporting staff	1.00	Job	7		
8.00	Designing					
8.01	Designing : Designing As mentioned in the scope of work	1.00	Job	1		
9.00	Venue Branding					
9.01	Creative Wall For Ground Border-Flex Banner (260 GSM) Creative, Printing,	60000.00	Sqft	1		

	Installation and Uninstallation.					
9.02	Colourful Flags	400.00	Nos.	1		
9.03	Beach Flags	300.00	Nos.	1		
9.04	Creative Welcome Gate / Photo booth All sides Covered (Each Sports Arch Gates at each FOP)	20000.00	Sqft	1		
9.05	Directional Board	200.00	Nos.	1		
9.06	KIBG Theme Cutout	40.00	Nos.	1		
10.00	Post Festival Operation					
10.01	Post Event Operation : Printing of Post Festival Reports These reports shall be printed in A4 size standard book format. The formats and material of the deliverable shall be approved by Authority/appointed nodal officer/department	1.00	Nos.	1		
10.02	Printing of Coffee Table Books 13" X 11" picture Books with 50 pages, Hardcover, high quality print with gloss finish. The design should be of high quality and finalized in consultation with Authority/appointed nodal officer/department	25.00	Nos.	1		
11.00	OVERLAYS					
11.01	Tentage : Pagoda 5M x 5M with Platform and Carpeting Supply, erection and dis- assembling of tents of a) As specified with minimum internal height of 2.5m with two removable sides. b) Material : Ceiling and Sides - Opaque PVC canvas material. c) Electrical / Technology: . Minimum lighting levels of 200 lux . Adequate safety lighting . 5A electrical sockets . Sufficient Size electrical panel connections d) The tent shall be constructed in accordance with National Building Code and Practices and shall be furnished with fire extinguishers to meet necessary fire regulations governing temporary structures. e) Cabling from nearest electrical source/DG Set is to be ensured	80.00	Nos.	7		
11.02	Chinese tent/Canopy 3M x 3 M with platform and carpeting	20.00	Nos.	7		

11.03	German Hanger of the size 40M X 55M (Mess) a) Side height 4m and Center height 7.25m with wooden platform, water proof tentage satin cloth draping on the ceiling with air condition b) Electrical / Technology: . Minimum lighting levels of 800 lux. Adequate safety lighting . 5A electrical sockets. Sufficient Size electrical panel connections. c) The tent shall be constructed in accordance with National Building Code and Practices and shall be furnished with fire extinguishers to meet necessary fire regulations governing temporary structures. d) Cabling from nearest electrical source/DG Set is to be ensured. e) Hanger Temperature to be maintained at 22 [^] Degree. f) Interior AC Duck to be covered with Octonum Panels and Branding.	1.00	Nos.	10		
11.04	Tent of size 50 M X 40M (Cooking Preperation) a)Side height 4m and Center height 7.25m , water proof tentage satin cloth draping on the ceiling b) Electrical / Technology: . Minimum lighting levels of 500 lux . Adequate safety lighting . 5A electrical sockets . Sufficient Size electrical panel connections c) The tent shall be constructed in accordance with National Building Code and Practices and shall be furnished with fire extinguishers to meet necessary fire regulations governing temporary structures. d) Cabling from nearest electrical source/DG Set is to be ensured.	1.00	Nos.	10		
11.05	Design Carpet	40000.00	Sqft	9		
11.06	Net Flooring	10000.00	Sqft	9		
11.07	Black/Coloured / White Masking Black/Coloured / White cloth with bamboo barricading upto 3m Ht.	800.00	R Mtr.	9		
11.08	Wash Basin - @Dinning at School	50.00	Nos.	9		
11.09	Wooden Stairs 4x4 ft	150.00	Sqft	9		
11.10	Wooden Stairs 4x2.5 ft	150.00	Sqft	9		
11.11	Wooden Stairs 4x1.5 ft	150.00	Sqft	9		
11.12	Wooden Platform 19 mm 2 layered BWP with hardwood framing of minimum 4	35000.00	Sqft	9		

	inch.					
11.13	Stage of wooden platform with 4' wide x 6" high wooden risers on 2 sides. Stage size may vary as per the design. 2' Height	300.00	Nos.	9		
11.14	Stage- Stage of wooden platform with 4' wide x 6" high wooden risers on 2 sides. Stage size may vary as per the design. 4' Height	100.00	Nos.	9		
11.15	Steps as per the stage and riser requirements 1' / 1.5' / 2' / 2.5' / 4' Ht	10.00	Nos.	9		
11.16	Wooden Stage For Referee 10x10x2.5 ft	350.00	Sqft	7		
11.17	Wooden Walkway platform 5x5-20 Nos.	500.00	SqMtr	7		
11.18	Red Carpet 5x5-20 Nos.	500.00	SqMtr	7		
11.19	Stadium type seating side wall 12x4-4 Nos.	192.00	Sqft	7		
11.20	Stadium type seating front wall 112x1.5-5 Nos.	840.00	Sqft	7		
11.21	Victory stand Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and it should be as per Sporting guidelines (Team Sports and Individual sports to be made as per dimensions) 3.0 M * 1M	1.00	Unit	7		
11.22	Victory stand Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and it should be as per Sporting guidelines (Team Sports and Individual sports to be made as per dimensions)	1.00	Unit	7		
11.23	Victory stand Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and it should be as per Sporting guidelines (Team Sports and Individual sports to be made as per dimensions) 7.5M * 1M	1.00	Unit	7		
11.24	Victory stand Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and it should be as per Sporting guidelines (Team Sports and Individual sports to be made as per dimensions) 8.0 M * 1M	1.00	Unit	7		
11.25	Victory stand Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and it should be as per Sporting guidelines (Team Sports and Individual sports to be made as per dimensions) 10.0 M * 1M	1.00	Unit	7		
11.26	Victory stand Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and it should be as per Sporting guidelines (Team Sports and Individual sports to be made as per dimensions) 12.50 M * 1M	1.00	Unit	7		
11.27	Victory stand Tiered victory stand dimensions: 1x1m of separate boxes total 3nos (1set) and it should be as per Sporting guidelines (Team Sports and Individual	1.00	Unit	7		

	sports to be made as per dimensions) 19.0 M * 1M					
11.28	Octonorm Partitions Octonorm Panels SIZE Height -2.5 M (average size 4m x 3m / 3m x 3m) Partitions shall be made in prefabricated aluminium sections with laminated panels. And Laminated Doors with knob, lock and key for each rooms. Partitions shall be made in prefabricated aluminium sections (ht. up to 2.50 Mts.) with laminated panels.	500.00	RM	7		
12	Furniture, Fixtures & Equipments					
12.01	Chairs (Plastic) Plastic chair without arm support with frill	3500.00	Nos.	9		
12.02	Executive Chair Wheeled Chair with Leatherette. Upholstery with Back Support and Side Arms- In Director Sir Office Panjarapor School	70.00	Nos.	7		
12.03	VIP Banquet chair with cloth draping for Dinning	200.00	Nos.	7		
12.04	Folding Table with cloth & Frills 5'X2'	900.00	Nos.	9		
12.05	Octonorm Table 3'X2'	125.00	Nos.	9		
12.06	Wooden Podium	4.00	Nos.	7		
12.07	Shelves	20.00	Nos.	8		
12.08	Small Locker	40.00	Nos.	8		
12.09	Almirah 52"H X 15"W X 26.5"D	25.00	Nos.	8		
12.10	Branded Patio Umbrella with base and with theme KIBG Branding	60.00	Nos.	8		
12.11	Executive Table Wooden Table with cloth & Frills 5ft * 2ft	50.00	Nos.	8		
12.12	Round Table with cloth & Frills 6' Dia	30.00	Nos.	8		
12.13	Sofa Seamless design of plush seating in quality leather 2 Seater	60.00	Nos.	8		
12.14	Wooden Teapoy Coffee Table - 1.2 M X 0.6M X 0.4M 2	30.00	Nos.	7		
12.15	Standing fans Standing/ Mobile Fans	50.00	Nos.	7		
12.16	Extension cords Copper Wire required at various points for extending the power requirement to desired locations.	250.00	Nos.	9		
12.17	Folding Stool about 1ft ht , canvas seating with iron frame	10.00	Nos.	7		
12.18	Standing and Mobile AC 2 tons	40.00	Nos.	8		
12.19	Icebox	30.00	Nos.	7		
12.20	walkie - talkies	50.00	Nos.	8		
12.21	Megaphone	6.00	Nos.	7		

12.22	Danger Tape	75.00	Nos.	1		
12.23	Massage tables 28" W X 72" L X 23" H	9.00	Nos.	7		
12.24	Fridge	10.00	Nos.	7		
12.25	Wire Manager L - 1 M	100.00	Nos.	8		
12.26	Barricading Mojo Barricading 4' Height	1200.00	RMT	7		
12.27	Que Managers Set of Two Pieces Stainless Steel-Retractable Belt Stanchions	80.00	Nos.	7		
13	OTHERS					
13.01	Chemical toilet installation, cleaning and uninstallation	50.00	Nos.	9		
13.02	Dustbins Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately) 30 L	40.00	Nos.	9		
13.03	Dustbins Plastic/Metal bins with garbage bags (Wet & dry bins to be labelled separately) 5 L	50.00	Nos.	9		
13.04	LED SCREEN 8x12-3 nos	288.00	Sq Ft	7		
14	GENERAL					
14.01	Scaffolder	40.00	Nos.	8		
14.02	Manpower with Supervisor for Competition related work and Maintenance of FOP 35x2 shifts	70.00	Nos.	10		
14.03	Security Guard with Supervisor 20x3 Shift	60.00	Nos.	10		
14.04	House Keeping with Supervisor for Event Venue and Game Secretariat 25x3 Shift	75.00	Nos.	10		
14.05	Toilet & Washroom Cleaning Staff for dedicated location with 03 Supervisor 35x3 Shift with Cleaning Materials (Event Venue, Game Secretariat and Near Dining Area, Education Hub Major Accommodation Area)	105.00	Nos.	10		
14.05	Color Album Creative and Printing (335 mm x 300 mm), (160 gsm), 190 gsm for opening and end pages, PLC paper 170 Art matte, Hard Binding 2.5 mm	200.00	Per Page	1		
14.06	Photo booth Décor (Artificial Flower, Props, wooden support)	1000.00	Sqft	1		
14.07	Fresh Natural Flower Decoration for VVIP (Anthurium, Lilies, Chrysanthemum) Golf Car Décor	2000.00	Feet	1		
14.08	Natural Potted Plants / Flower	300.00	Nos.	1		
14.09	Rangoli (Flower Petals-Marigold, Local Roses)	50.00	Sqmtr	1		
14.10	Rangoli (Powder)	50.00	Sqmtr	1		
14.11	Natural Flower Welcome Bouquet for VVIP (Anthurium, Lilies, Chrysanthemum)	100.00	Nos.	1		
15	Electrical					
15.01	Hire Charges for Erecting of 400-Watt LED	1200.00	Nos.	8		

	Flood Light					
15.02	Hiring Charges for Erecting Temp 63 KVA for 440 Volt 3 Phase DG Set with Control Pannel (operator and sufficient fuel to run 12 hrs minimum per day)	20.00	Nos.	9		
15.03	Hiring Charges for Erecting Temp 125 KVA for 440 Volt 3 Phase DG Set with Control Pannel (operator and sufficient fuel to run 12 hrs minimum per day)	4.00	Nos.	8		
15.04	Hiring Charges for Erecting Temp 250 KVA for 440 Volt 3 Phase DG Set with Control Pannel (operator and sufficient fuel to run 12 hrs minimum per day)	2.00	Nos.	9		
15.05	Hiring Charges for Erecting Temp LT XLPE size 70 sq.mm., 3.5 Core Al. Armed Cables	1500.00	Mtr	8		
15.06	Hiring Charges for Erecting Temp LT XLPE size 120 sq.mm., 3.5 Core Al. Armed Cables	250.00	Mtr	8		
15.07	Hire Charges for Erecting Temp 300mm x 300 mm Iron Truss with necessary support	1800.00	Rft	8		
15.08	Hire Charges for Erecting & Dismantling 370w Par Light Consisting Neon / LED Light	250.00	Nos.	8		
15.09	370w LED white lights	40.00	Nos.	7		
15.10	Hire Charges for Erecting & Dismantling 1100w waterproof Raytheon lights	20.00	Nos.	8		
15.11	Hire Charges for Erecting Temp 1200W MOVING HEAD SHARPY	80.00	Nos.	8		
15.12	Hire Charges for Providing Erecting and Dismantling after use in good running condition with necessary interconnecting wire/cable in panel board. change over switch 4 pole 440 V, capacity/rating:- 200A-300A	8.00	Nos.	8		
15.13	Hire Charges for Providing Erecting and Dismantling after use in good running condition with necessary interconnecting wire/cable in panel board. change over switch 4 pole 440 V, capacity/rating:- 400A	10.00	Nos.	8		
15.14	Hire charges for Providing & Dismantling pipe type earthing for temporary electrical installation having G.I. pipe, erected in earth pit with necessary salt & charcoal & necessary earth wire.	80.00	Nos.	8		
16	Installations					
16.01	M.S pipe structure with flex printing on main gate entrance - 46' x 20'	1.00	Job	1		
16.02	M.S. Pipe structure with fabric pasting and sunboard cutouts on it main gate - 60' x 26'	1.00	Job	1		
16.03	Round backlit with Khelo/KIBG logo installation on main gate - 6' Dia	1.00	Job	1		
16.04	M.S. Pipe structure with pvc cutouts both side of the passage - 50' x 4' x 2 sides	1.00	Job	1		

16.05	Selfie Points M.S. Pipe structure with PVC/MDF cut outs - 15' x 12'	1.00	Job	1		
16.06	Word KIBG 2026 with ms pipe and pvc/mdf sheet on it - 24' x 14' x 8'D	1.00	Job	1		
16.07	Word Khelo india with ms pipe and pvc/mdf on it - 24' x 14' x 8'D	1.00	Job	1		
16.08	KI Beach Games Diu decor work at main entry passage area - 20' x 16'	1.00	Job	1		
16.09	Customized MS Structure flag on the beach and entry passage	1.00	Job	1		
16.10	All Sports games vectors cut outs with paint finish - 4' x 6'	10.00	Nos.	1		
Total Amount						

Note: The elements in the list along with quantities is subject to change basis technical and concept of the event once finalized

- The price bid shall be inclusive of all applicable taxes.
- All works should be carried out in consultation with designated officials of the Authority/appointed nodal department/officers.
- The numbers indicated herewith are tentative and may be scaled-up or scaled-down. The final requirements shall be derived upon in consultation with the successful bidder & other stakeholders, basis venue specific on ground requirement.
- The bidders are advised to conduct physical visits to the venues for proper assessment of cost of items.
-

Notes:

- No conditions should be attached to the price proposal.
- The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- The Agency has to quote individual rate for each head in the above format.

Annexure-IX

Part I – Format of Financial Bid Letter

To
Director-cum-Joint Secretary
Department of Youth Affairs & Sports, DNH & DD
UT. Administration of Dadra & Nagar Haveli and Daman & Diu.

Sub: 'Engagement of an Event Management Agency and Overlays for 2nd Edition of Khelo India Beach Games, 2026'

Ref: RFP No.

Dear

Having examined the Bidding Document placed along with tender, we, the undersigned, offer to provide the above services in conformity with the said RFP document and we herewith submit our Financial Bid.

We offer to provide the Services for the sum of **Rs.....(Rupees) inclusive of all applicable taxes** in accordance with the Price quoted as part of financial bid.

We undertake, if our Bid is accepted, to provide Performance Bank Guarantee for the above purpose within the stipulated time schedule.

We agree to abide by the Bid and the rates quoted therein for the orders awarded by DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD up to the period prescribed in the Bid which shall remain binding upon us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We have complied with all the terms and conditions of the RFP. We understand and accept that you are not bound to accept the lowest or any Bid you may receive.

Dated thisDay of2025.

.....
Name of the Bidder

.....
Signature of the Authorised Signatory

.....
Name of the Authorised Signatory

Place:

Annexure-X

DRAFT FORM OF CONTRACT

CONTRACT

for

**Engagement of an Event Management Agency and Overlays for 2nd Edition of Khelo India Beach
Games, 2026**

Contract No.

Between

DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD

and

XXXXXX

Dated: XX XXXXX 2025

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I. CONTRACT

This CONTRACT (hereinafter called the “Contract”) is made on XXXXXX 2021, between Department of Youth Affairs & Sports, DNH & DD, UT. Administration of Dadra & Nagar Haveli and Daman & Diu (hereinafter called the “Employer”), of the First Part and, XXXXXXXXXXXXXXXX (hereinafter called the “Event Management Agency”) of the Second Part.

WHEREAS

- (a) the EMA, having represented to the “Employer” that he has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this contract;
- (b) the “Employer” has accepted the offer of the EMA to provide the services on the terms and conditions set forth in this Contract.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Appendices:

Appendix A: Description of Services

Appendix B: Reporting

RequirementsAppendix C: Staffing

schedule Appendix D: Cost

Estimates Appendix E: Duties of the
“Employer”

Appendix F: Performance Bank Guarantee

2. The mutual rights and obligations of the “Employer” and the EMA shall be as set forth in theContract, in particular:

- (a) the EMA shall carry out and complete the Services in accordance with the provisions of the Contract; and
- (b) the “Employer” shall make payments to the EMA in accordance with the provisions of theContract.

Request for Proposal (RFP) Document, pre-bid clarifications if any and financial proposal shall form part of this contract agreement.

IN WITNESS WHEREOF, the Parties hereto have signed in their respective names as of the day and year first above written.

For and on behalf of <u>DNH & DD</u>	For and on behalf of XXXXXXXXXXXXXXXX
_____	_____
Designation	Designation

Witness	Witness
1.	1.

II. GENERAL CONDITIONS OF CONTRACT

1. GENERAL PROVISIONS

1.1. **Definitions** Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in India for the time being.
- (b) “EMA” means {Name of Agency} that will provide the Services to the “Employer” under the Contract.
- (c) “Contract” means the contract signed by the Parties and all the attached documents listed in its Clause 1 that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) “Day” means calendar day.
- (e) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
- (f) “Foreign Currency” means any currency other than the currency of the “Employer’s country.”
- (g) “GC” means these General Conditions of Contract.
- (h) “Government” means the UT of DNH & DD
- (i) “Local Currency” means Indian Rupees.
- (j) “Party” means the “Employer” or the EMA, as the case may be, and “Parties” means both of them.
- (k) “Personnel” means professional services provided by the EMA assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Government’s country; and “Key Personnel” means the Personnel referred to in Clause GC 4.2(a).
- (l) “Reimbursable expenses” means all assignment-related costs as admissible to be reimbursed [such as travel, translation, report printing, secretarial expenses, subject to specified maximum limits in the Contract].
- (m) “SC” means the Special Conditions of Contract by which the GC as may be amended or supplemented with the approval of the parties.
- (n) “Services” means the work to be performed by the EMA pursuant to this Contract, as described in Appendix A hereto.
- (o) “Sub-EMAs” means any person or entity to whom/which the EMA subcontracts any

part of the Services, with the approval of the Employer.

- (p) "Third Party" means any person or entity other than the "Employer", or the EMA.
- (q) "In writing" means communicated in written form.

1.2. Relationship Between the Parties

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the "Employer" and the EMA. The EMA, subject to this Contract, has complete charge of Personnel and Sub-Contractors, if any, performing the Services and shall be fully responsible and accountable for the Services performed by them or on their behalf hereunder.

For the limited purpose of purchasing materials and engaging the services of the Third Parties, which are necessary for providing the Services under this Agreement, Employer hereby appoints EMA as its Limited Agent.

Save and except for the "Limited Agency" created under this Agreement, EMA agrees that it is an independent Party and that neither party is the legal representatives of the other and further, EMA Personnel and other Third Party engaged to perform Services under this Agreement are not the employees of Employer.

- 1.3. **Law Governing Contract:** This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws of India.

- 1.4. **Headings:** The headings shall not limit, alter or affect the meaning of this Contract.

1.5. Notices

- 1.5.1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified in the SC.

- 1.5.2. A Party may change its address for notice, hereunder by giving the other Party sufficient time in notice in writing of such change to the address specified in the SC.

- 1.6. **Location:** The Services shall be performed mostly in DNH & DD and where the location of a particular task is not so specified, at such locations, as the "Employer" may approve.

- 1.7. **Authorized Representatives:** Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the "Employer" or the EMA may be taken or executed by the officials specified in the SC.

- 1.8. **Taxes and Duties:** The EMA, shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

1.9. Fraud and Corruption

1.9.1. Definitions: It is the Employer's policy to require that Employer as well as EMAs observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the Employer defines, for the purpose of this provision, the terms set forth below as follows:

- (i) "corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
- (ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- (iii) "collusive practices" means a scheme or arrangement between two or more EMAs, with or without the knowledge of the Employer, designed to establish prices at artificial, noncompetitive levels;
- (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract

1.9.2 Measures to be taken by the Employer

- a) The Employer may terminate the contract if it determines at any time that representatives of the EMA were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the EMA having taken timely and appropriate action satisfactory to the Employer to remedy the situation;
- b) The Employer may also issue sanction against the EMA, including declaring the EMA ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the EMA has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Employer-financed contract;

1.9.3 Commissions and Fees

At the time of execution of the Contract, the Consult shall disclose any commissions or fees that may have been paid or are agreed to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 Effective Date for Commencement of Contract: This Contract shall come into force and effect on the date (the "Effective Date") of the "Employer's notice to the EMA instructing the EMA "to begin carrying out the Services. This notice shall confirm that the conditions precedent and effective conditions, if any, listed in the SC have been met and/or shall be complied within the given time.

2.2 Termination of Contract for Failure to Become Effective: If this Contract has not become effective within such time period, after the date of the Contract signed by the Parties as specified in the SC, the Employer may, by not less than twenty-one (21) days written notice to the EMA, declare this Contract to be null and void, and in the event of such a declaration by

the Employer, neither Party shall have any claim against the other Party with respect thereto.

2.3 Commencement of Services: The EMA shall begin carrying out the Services not later than the number of days, after the Effective Date specified in the SC.

2.4 Expiration of Contract: Unless terminated earlier pursuant to Clause GC 2.9 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

2.5 Entire Agreement: This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.

2.6 Modifications or Variations:

- a) Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. Pursuant to Clause GC 7.2 here of, however, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- b) In cases of substantial modifications or variations, the prior written consent of the Employer is required.

2.7 Force Majeure

2.7.1 Definition

- a) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's Sub-EMAs or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder.
- c) Subject to clause 2.7.2, Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

2.7.2 No Breach of Contract: The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

2.7.3 Measures to be Taken:

- a) A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- b) A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- c) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- d) During the period of their inability to perform the Services as a result of an event of Force Majeure, the EMA, upon instructions by the “Employer”, shall either:
 - (i) demobilize, or
 - (ii) continue with the Services to the extent possible, in which case the EMA shall continue to be paid proportionately and on prorated basis, under the terms of this Contract.
- e) In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clause GC 8.

2.8 Suspension

The “Employer” may, by written notice of suspension to the EMA, suspend all payments to the EMA hereunder if the EMA fails to perform any of its obligations under this Contract or as instructed by the “Employer”.

2.9 Termination

2.9.1.1 By the “Employer”: The “Employer” may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (i) of this Clause.

- a) If the EMA fails to respond to a notice of suspension pursuant to Clause GC 2.8 hereinabove.
- b) If the EMA becomes insolvent or goes into liquidation or receivership whether compulsory or voluntary.
- c) If the EMA fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.
- d) If the EMA, on due investigation and in the judgement of the “Employer”, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.

- e) If the EMA submits to the “Employer” a false statement which has a material effect on the rights, obligations or interests of the “Employer”.
- f) If the EMA places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Employer.
- g) If the EMA fails to provide the quality services as envisaged under this Contract. The Employer may review at its discretion if so decide to give one chance to the EMA to improve the quality of the services.
- h) If, as the result of Force Majeure, the EMA is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- i) If the “Employer”, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

2.9.1.2 In such an occurrence as aforesaid the “Employer” shall give a not less than fifteen (15) days’ written notice of termination to the EMA.

2.9.2 By the EMA:

The EMA may terminate this Contract, by not less than thirty (30) days’ written notice to the “Employer”, in case of the occurrence of the event specified herein under in clause (a):

- a) If the “Employer” fails to pay any money due to the EMA pursuant to this Contract and not subject to dispute pursuant to Clause GC 8 hereof within sixty (60) days after receiving written notice from the EMA that such payment is overdue.

2.9.3 Cessation of Rights and Obligations: Upon termination of this Contract pursuant to Clauses GC 2.2 or GC 2.9 hereof, or upon expiration of this Contract pursuant to Clause GC 2.4 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 3.3 hereof, (iii) the EMA’s obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GC 3.6 hereof, and (iv) any right which a Party may have under the Law.

2.9.4 Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 2.9.1.1 or GC 2.9.2 hereof, the EMA shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the EMA and equipment and materials furnished by the “Employer”, the EMA shall proceed as provided, respectively, by Clauses GC 3.9 or GC 3.10 hereof.

2.9.5 Payment upon Termination: Upon termination of this Contract pursuant to Clauses GC 2.9.1 or GC 2.9.2 hereof, the “Employer” shall make the following payments to the EMA:

- a) If the Contract is terminated pursuant to Clause 2.9.1.1 (g), (h), remuneration pursuant to Clause GC 6.3 hereof for Services satisfactorily performed as per the agreed scope prior to the effective date of termination, and reimbursable expenditures for expenditures actually and reasonably incurred prior to the effective date of termination;
- b) If the agreement is terminated pursuant of Clause 2.9.1.1 (a) to (f), the EMA shall not be

entitled to receive any agreed payments upon termination of the contract. However, the “Employer” may consider to make payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to the Employer. Applicable Under such circumstances, upon termination, the client may also impose liquidated damages as per the provisions of Clause 9 of this agreement. The EMA will be required to pay any such liquidated damages to client within 30 days of termination date.

- 2.9.6 Disputes about Events of Termination:** If either Party disputes whether an event specified in paragraphs (a) through (g) of Clause GC 2.9.1.1 or in Clause GC 2.9.2 hereof has occurred, such Party may, within thirty (30) days after receipt of notice of termination from the other Party, refer the matter to Clause GC 8 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

3. OBLIGATIONS OF THE EMA

3.1 General

- 3.1.1 Standard of Performance:** The EMA shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The EMA shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the “Employer”, and shall at all times support and safeguard the “Employer’s legitimate interests in any dealings with Sub-EMAs or Third Parties.

- 3.2 Conflict of Interests:** The EMA shall hold the “Employer’s interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this contract, a conflict of interest arises for any reasons, the EMA shall promptly disclose the same to the Employer and seek its instructions.

3.2.1 EMA not to benefit from Commissions, Discounts, etc.:

(a) The payment of the EMA pursuant to Clause GC 6 hereof shall constitute the EMA’s only payment in connection with this Contract and, subject to Clause GC 3.2.2 hereof, the EMA shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the EMA shall use its best efforts to ensure that any Sub-EMAs, as well as the Personnel and agents of either of them, similarly shall not receive any such additional payment.

(b) Furthermore, if the EMA, as part of the Services, has the responsibility of advising the “Employer” on the procurement of goods, works or services, the EMA shall comply with the Employer’s applicable procurement guidelines, and shall at all times exercise such responsibility in the best interest of the “Employer”. Any discounts or commissions obtained by the EMA in the exercise of such procurement responsibility shall be for the account of the “Employer”.

3.2.2 EMA and Affiliates Not to Engage in Certain Activities: The EMA agrees that, during the term of this Contract and after its termination, the EMA and any entity affiliated with the EMA, as well as any Sub-EMAs and any entity affiliated with such Sub-EMAs, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the EMA's Services for the preparation or implementation of this project.

3.2.3 Prohibition of Conflicting Activities: The EMA shall not engage, and shall cause their Personnel as well as their Sub-EMAs and their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

3.3 Confidentiality:

Except with the prior written consent of the "Employer", the EMA and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the EMA and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

3.3.1 Intellectual Property Rights:

The EMA may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that the EMA owns or has the right to use in performing the service. Notwithstanding the delivery of any reports, the EMA retains all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the services), and in any working papers compiled in connection with the services (but not any information pertaining to DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD reflected in them).

3.4.1 Liability of the EMA: Subject to additional provisions, if any, set forth in the SC, the EMAs' liability under this contract shall be provided by the Applicable Law.

3.4.2 Insurance to be Taken out by the EMA: The EMA (i) shall take out and maintain, and shall cause any Sub-EMAs to take out and maintain insurance, at their (or the Sub-EMAs', as the case may be) own cost but on terms and conditions approved by the "Employer", insurance against the risks, and for the coverages specified in the SC, and (ii) at the "Employer's request, shall provide evidence to the "Employer" showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.

3.5 Accounting, Inspection and Auditing:

EMA agrees to keep full and proper records of all third-party invoices and travel expenses that support charges that have been billed to Employer pursuant to this Agreement ("Records"). Any such Records shall be kept for a period of not less than eighteen (18) months after the relevant transaction or, if the EMA/Employer relationship terminates or expires, eighteen (18) months after the effective date of the termination or expiration, whichever comes first. Upon ten (10) days prior notice to EMA, Employer or its authorized representatives will be entitled to have such Records examined during EMA's normal business hours.

Under no circumstances will Employer have access to EMA's general ledger information,

EMA overhead or profitability data or to payroll, salary or bonus information, or timecards or other employee, personnel, and/or individual compensation records, or information indicating the date of payment by EMA of third-party invoices, or internal or external EMA correspondence or communications regarding the keeping of client's records or regarding any other client audit.

3.6 EMA's Actions Requiring "Employer's Prior Approval: The EMA shall obtain the "Employer's prior approval in writing before taking any of the following actions:

- a) Any change or addition to the Personnel listed in Appendix C.
- b) Subcontracts: the EMA may subcontract work relating to the Services to an extent and with such experts and entities as may be approved in advance by the "Employer". Notwithstanding such approval, the EMA shall always retain full responsibility for the Services. In the event that any Sub-EMAs are found by the "Employer" to be incompetent or incapable or undesirable in discharging assigned duties, the "Employer" may request the EMA to provide a replacement, with qualifications and experience acceptable to the "Employer", or to resume the performance of the Services itself.

3.7 Reporting Obligations: The EMA shall submit to the "Employer" the reports and documents specified in Appendix B hereto, in the form, in the numbers and within the time periods set forth in the said Appendix. Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.

3.8 Documents Prepared by the EMA to be the Property of the "Employer": All plans, drawings, specifications, designs, reports, other documents and software prepared by the EMA for the "Employer" under this Contract shall become and remain the property of the "Employer", and the EMA shall, not later than upon termination or expiration of this Contract, deliver all such documents to the "Employer", together with a detailed inventory thereof. The EMA may retain a copy of such documents, but shall not use anywhere, without taking permission, in writing, from the Employer and the Employer reserves right to grant or deny any such request. If license agreements are necessary or appropriate between the EMA and third parties for purposes of development of any such computer programs, the EMA shall obtain the "Employer's prior written approval to such agreements, and the "Employer" shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

3.9 Equipment, Vehicles and Materials Furnished by the "Employer's Equipment, vehicles and materials made available to the EMA by the "Employer", or purchased by the EMA wholly or partly with funds provided by the "Employer", shall be the property of the "Employer" and shall be marked accordingly. Upon termination or expiration of this Contract, the EMA shall make available to the "Employer" an inventory of such equipment, vehicles and materials and shall dispose of such equipment and materials in accordance with the "Employer's instructions. While in possession of such equipment, vehicles and materials, the EMA, unless otherwise instructed by the "Employer" in writing, shall insure them at the expense of the "Employer" in an amount equal to their full replacement value.

3.10 Equipment and Materials Provided by the EMAs: Equipment or materials brought into the Government's country by the EMA and the Personnel and used either for the Project or personal use shall remain the property of the EMA or the Personnel concerned, as applicable.

4. Event Management Agency

4.1 General: The EMA shall employ and provide such qualified and experienced Personnel as are required to carry out the Services as are approved by the Employer.

4.2 Description of Personnel:

(a) The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the EMA's Key Personnel are as per the EMA's proposal and are described in Appendix C. If any of the Key Personnel has already been approved by the "Employer", his/her name is listed as well.

(b) If required to comply with the provisions of Clause GC 3.1.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix C may be made by the EMA by written notice to the "Employer", provided (i) that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week, whichever is larger, and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GC 6.1(b) of this Contract. Any other such adjustments shall only be made with the "Employer's" written approval.

(c) If additional work is required beyond the scope of the Services specified in Appendix A, the estimated periods of engagement of Key Personnel set forth in Appendix C may be increased by a separate agreement in writing between the "Employer" and the EMA. In case where payments under this Contract exceed the ceilings set forth in Clause GC 6.1(b) of this Contract, this will be explicitly mentioned in the agreement.

4.3 Approval of Personnel: The Key Personnel and Sub-EMAs listed by title as well as by name in Appendix C are hereby approved by the "Employer". In respect of other Personnel which the EMA proposes to use in the carrying out of the Services, the EMA shall submit to the "Employer" for review and approval a copy of their Curricula Vitae (CVs).

4.4 Resident Project Manager: If required by the SC, the EMA shall ensure that at all times during the EMA's performance of the Services a resident project manager, acceptable to the "Employer", shall take charge of the performance of such Services.

5. OBLIGATIONS OF THE "EMPLOYER"

5.1 Assistance and Exemptions: Unless otherwise specified in the SC, the "Employer" shall use its best efforts to ensure that the Government shall:

- a) Provide the EMA with work permits and such other documents as shall be necessary to enable the EMA to perform the Services.
- b) Issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.
- c) Provide to the EMA any such other assistance as may be specified in the SC.

5.2 Change in the Applicable Law Related to Taxes and Duties: If, after the date of this Contract, there is any change in the Applicable Laws of India with respect to taxes and duties, which are directly payable by the EMA for providing the services i.e. service tax or any such applicable tax from time to time, which increases or decreases the cost incurred by the EMA in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the EMA under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GC 6.1(b).

5.3 Services, Facilities and Property of the “Employer”:

(a) The “Employer” shall make available to the EMA and its Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix E at the times and in the manner specified in said **Appendix E**.

(b) In case that such services, facilities and property shall not be made available to the EMA as and when specified in Appendix E, the Parties shall agree on any time extension that it may be appropriate to grant to the EMA for the performance of the Services.

5.4 Payment: In consideration of the Services performed by the EMA under this Contract, the “Employer” shall make to the EMA such payments and in such manner as is provided by Clause GC 6 of this Contract.

6. PAYMENTS TO THE EMA

6.1 Total Cost of the Services

- (a) The total cost of the Services payable is set forth in Appendix D as per the EMA’s proposal to the Employer and as negotiated thereafter.
- (b) Except as may be otherwise agreed under Clause GC 2.6 and subject to Clause GC 6.1(c), payments under this Contract shall not exceed the amount specified in Appendix- D.
- (c) Notwithstanding Clause GC 6.1(b) hereof, if pursuant to any of the Clauses GC 4.2 (c) or 5.2 hereof, the Parties shall agree that additional payments shall be made to the EMA in order to cover any necessary additional expenditures not envisaged in the cost estimates referred to in Clause GC 6.1(a) above, the ceiling or ceilings, as the case may be, set forth in Clause GC 6.1(b) above shall be increased by the amount or amounts, as the case may be, of any such additional payments.

6.2 Currency of Payment: All payments shall be made in Indian Rupees.

6.3 Terms of Payment: The payments in respect of the Services shall be made as follows:

S. No.	Description	Payment
Amount quoted under in Annexure VIII – Financial Bid		
a.	Team Mobilisation	5%
b.	Submission of detailed Work Plan including Operations Plan, Manpower Plan and Risk Assessment Plan	10%
c.	Installation of the Setup at the venues	20%
d.	After completion of the Closing Ceremony in DNH & DD	45%
e.	After submission of the photographs, videos, reports, etc.	20%

6.4 EMA has to ensure that any additional work done by the EMA has to be approved by DEPARTMENT OF YOUTH AFFAIRS & SPORTS, DNH & DD in writing, otherwise, it will not be considered for payments.

6.5 All billed items are to be signed off by respective FA Head from UT regarding quantity, quality and successful completion as per agreed timelines. These need to be backed up by relevant evidence (Photographs, Videos, Lists signed off by Competent Authority). The payment shall be made only after the submission of payment recommendation by the Tender Audit Committee.

7. FAIRNESS AND GOOD FAITH

7.1 Good Faith: The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

7.2 Operation of the Contract: The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties will use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC 8 hereof.

8. SETTLEMENT OF DISPUTES

8.1 Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, clause GC 8.2 shall become applicable.

8.2 Arbitration: In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the EMA, which has not been settled amicably, any party can refer the dispute for Arbitration under The Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by the Employer and the EMA, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the Presiding arbitrator shall be appointed by the Secretary, Youth Affairs & Sports to UT of DNH & DD. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

8.3 Arbitration proceedings shall be held in India at Daman & Diu and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

8.4 The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Employer and the EMA. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

9. LIQUIDATED DAMAGES AND PENALTIES

9.1 The EMA hereby agrees that due to negligence of act of the EMA, if the “Employer” suffers losses, damages the quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and EMA agrees to pay such liquidated damages, as defined hereunder as per the provisions of this Contract.

9.2 The amount of liquidated damages under this Contract shall not exceed 10% of the total value of the contract as specified in Appendix D.

9.3 The liquidated damages shall also be applicable under following circumstances:

- a) If the deliverables are not submitted as per schedule, the EMA shall be liable to pay 10% of the total cost of the services for delay of each week or part thereof.
- b) If the deliverables are not acceptable to the Employer and defects are not rectified to the satisfaction of the Employer, the EMA shall be liable for Liquidated Damages for an amount equal to 10% of total cost of the services for every week or part thereof for the delay.

9.4 Notwithstanding anything to the contrary in this Agreement, in no event shall either Party be liable, whether in contract or in tort or otherwise for special, punitive, indirect or consequential damages, including without limitation, loss of profits or revenue arising under or in connection with this Agreement.

10. MISCELLANEOUS PROVISIONS:

- (i) Nothing contained in this Contract shall be construed as establishing or creating between the Parties, a relationship of master and servant or principal and agent.
- (ii) The EMA shall notify the Employer/ the Government of India of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.
- (iii) The EMA shall at all times indemnify and keep indemnified the Employer/Government of India against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Project.
- (iv) The EMA shall at all times indemnify and keep indemnified the Employer/Government of India against any claims in respect of any damages or

compensation payable in consequences of any accident or injury sustained or suffered by its (the EMA'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 EMA.

- (v) The EMA shall at all times indemnify and keep indemnified the Employer/Government of India against any and all claims by Employees, Workman, Contractors, sub- contractors, suppliers, agent(s), employed engaged or otherwise working for the EMA, in respect of wages, salaries, remuneration, compensation or the like.
- (vi) All claims regarding indemnity shall survive the termination or expiry of the Contract.
- (vii) It is acknowledged and agreed by all Parties that there is no representation of any type, implied or otherwise, of any absorption, regularization, continued engagement or concession or preference for employment of persons engaged by the (EMA) for any engagement, service or employment in any capacity in any office or establishment of the Government of India or the Employer.

III. SPECIAL CONDITIONS OF CONTRACT

SC Clause	Ref. of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1	1.5	The addresses are: Employer : Attention : EMA : Attention : Telephone : Email :
2	1.8	The Authorized Representatives are: For the Employer: For the EMA:
3	2.3	Commencement of Services:
4	2.4	The time period shall be
5	3.4.1	Limitation of the EMAs' Liability towards the "Employer" Notwithstanding anything to the contrary in this Agreement, in no event shall the EMA be liable, whether in contract or in tort or otherwise for special, punitive, indirect or consequential damages, including without limitation, loss of profits or revenue or goodwill arising under or inconnection with this Agreement.
6	3.4.2	The risks and coverage shall be as follows: The Parties agree that the risks and coverages shall include but not be limited to the following; Professional liability insurance, with a minimum coverage equal to the total amount of the contract value except the out-of-pocket expenses. This liability shall be valid for a period of the one (1) year after completion of the services.
7	6.3	The accounts are; For local currency Receiving Bank : ... Account No. : ... IFSC/RTGS Code :.. MICR Code :.. Beneficiary Name : ... Beneficiary Address : ...
8	1.5.2	Any party may change the address for service of notice upon it, by a notice in writing one (1) week prior of such change to the other party.
9	8.3	The Arbitration proceedings shall take place in Daman & Diu, India.

APPENDIX A – Performance Bank Guarantee

Annexure-XI

Form of Bank Guarantee for Performance Security

To
Director-cum-Joint Secretary
Department of Youth Affairs & Sports, DNH & DD
UT. Administration of Dadra & Nagar Haveli and Daman &
Diu.

WHEREAS _____ [Name and address of the Service Provider] (hereinafter called "the Agency") has undertaken, in pursuance of Contract No. _____ dated _____ to provide the services on terms and conditions set forth in this Contract _____ [Name of contract and brief description of works) (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of _____ [amount of Guarantee] _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

"This guarantee shall also be operatable at our Branch at Daman & Diu, from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and payment there under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation."

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. _____ (Rs. _____) and the guarantee shall remain valid till _____. Unless a claim or a demand in writing is made upon us on or before _____, all our liability under this guarantee shall cease.

Notwithstanding anything contained hereinabove.”

- A. Our liability under this guarantee shall not exceed Rs. _____ (Rupees _____).
- B. This bank guarantee shall be valid up to _____.
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before _____.

Signature and Seal of the Guarantor _____

In the presence of

Name and Designation

1. _____
(Name, Signature & Occupation)

Name of the Bank

Address

2. _____
(Name &
Occupation) Date: