



**NATIONAL CENTER OF EXCELLENCE
SPECIAL PROJECTS & INFRASTRUCTURE
2nd FLOOR, CWG SECRETARIAT
JAWAHARLAL NEHRU STADIUM
PRAGATI VIHAR
NEW DELHI – 110003**

Bid reference No.: AIFF/SPI/NCE/RFP/(003)

**INVITATION OF BIDS FOR EVENT MANAGEMENT COMPANY FOR THE FOUNDATION
CEREMONY OF THE NATIONAL CENTER OF EXCELLENCE (NCE), KOLKATA**

1. The All India Football Federation invites bids for an Event Management Agency to provide Services for the National Center of Excellence in Football, At Rajarhat, Kolkata, WB, India.

2. Critical Date Sheet

| | |
|-----------------------------------|--------------------------------|
| Delivery of Brief | 10 th December 2018 |
| Question and Answers | 16 th December 2018 |
| Bid Submission End Date | 18 th December 2018 |
| Decision, Communication to Winner | 19 th December 2018 |
| Start of Services | End of the month (date TBC) |

3. Proponent may download the Bidding Documents from the web site – www.the-aiff.com/notices. Proponents shall ensure that their Bids, complete in all respect should be sent via Hard Copy and electronically in PDF format via E-mail before the Bid Submission End Date as mentioned above:

- a. Address – All India Football Federation,

Football House,

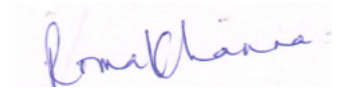
Sector 19, Phase-1

Dwarka

New Delhi – 110075

- b. E-mail – tenders.nce@the-aiff.com

4. Any Bids received after the mentioned Bid Submission End Date will not be entertained or viewed.



Roma Khanna
Director
Special Projects & Infrastructure
All India Football Federation

EVENT MANAGEMENT COMPANY SERVICES BRIEF

1. GENERAL OUTLINE:

As part of the legacy of the FIFA U-17 World Cup 2017, the Government of West Bengal awarded 15-acres of land to All India Football Federation (AIFF). The land would be used to develop a facility and set up a home base for Indian Football and its National teams. This one solution facility catering to all target audiences within the Indian Football ecosystem is described as “National Center of Excellence” (NCE). The center shall provide state of the art facilities to not only the Indian teams but set a new benchmark in the region and provide an alternative for various programs and initiatives for internal stakeholders to grow the game of football in the region.

1.1. Description:

The objective is to invite offers from Event Management Company, both in financial and technical terms, for providing services specified in the current brief.

1.2. Documents that regulate the Services:

The Services will be executed in conformity with the following documents:

- Laws, ordinances and regulations and in general any applicable norm that applies to the Services.
- The current brief
- Norms related with personnel and working condition, safety measures and work standards
- Internal bylaws of AIFF

1.3. Definitions:

The following terms used in the current Brief, will mean as following:

- a. “Brief”: Is the current instrument and its annexes
- b. “Contract”: The legal documents agreed and signed between the Manager and the Provider of the Services
- c. “Service Provider”: The company whose offer will be accepted by AIFF
- d. “Offer”: The technical and financial offer that the Proponent gives the Manager the conformity to what has been established in this Brief.

- e. “Proponent”: The company that presents an offer to the Manager for the implementation of the Services.
- f. “Supervisor”: Person designated by Service Provider to direct and execute the Services.
- g. “Administrator”: The AIFF personnel that has been designed as valid point of contact person with the Service Provider to coordinate the implementation of the Services.
- h. “Manager”: The AIFF for all the effects of the current Services and the Contract that will be subscribed afterwards.
- i. “Services”: Those indicated in Clause 2 of the current Brief.
- j. “Winner”: The participant whose offer is selected for the Services.

1.4. Questions:

There is a stage, after receiving the Brief and before the Offer, for any Proponent to ask the questions that they may deem necessary for a better interpretation of the current Brief, regarding the requirements and specifications that must be fulfilled during the implementations of the Services.

1.5. Schedule:

The following schedule will be followed for the allotment of the Services:

| | |
|-----------------------------------|--------------------------------|
| Delivery of Brief | 10 th December 2018 |
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2. DESCRIPTION OF SERVICES

2.1. General Aspect:

The AIFF requires the services of an Event Management Company to handle the end to end planning and operations for the Foundation Stone Laying Ceremony of the National Center of Excellence in Kolkata end of the month.

2.2. Concept:

In order to begin the construction of National Center of Excellence, one of its kind facility in the sub-continent by AIFF and supported by FIFA and AFC, the foundation stone will be laid out. The event would be attended by media, AIFF personnel and other ministry officials. There will be an opportunity for interaction with the media post the event.

2.3. Specific Aspects

The Services for the Event will include to conceptualize, plan, design, produce, coordinate, manage, execute and deliver the Foundation Stone Laying ceremony and all the other ancillary activities that will happen as part of the Event. The Service Provider selected needs to plan end-to-end management of the Foundation Stone Laying ceremony pertaining under the following heads, without this list being definitive:

2.3.1. Concept Visual Representation

Based on the inputs provided by the AIFF and other parties involved, the Service Provider needs to develop and deliver the concept of the Foundations Stone Laying Ceremony.

2.3.2. Event Planning and Logistics

- a. **Budget:** The Service Provider will oversee budgeting and maintaining relationship with the vendors that may be necessary for each of the activations.
- b. **Coverage:** The Service Provider will need to deploy adequate number of photographers and videographers to cover the foundation stone laying ceremony. One photographer and one videographer would always need to be deployed with the chief guests during the foundation stone laying ceremony. It should be a professional crew in order to release material on an expedited basis for the ceremony, videos and photos for social media networks.
- c. **Creative Development and Production:** Elements such as signages, branding, barricading and all other artwork required for the event in applicable format need to be produced. Design will be provided by the Manager. Ground production, fabrication etc. to be done by the Service Provider.
- d. **F&B.:** Service Provider would be required to make provisions for managing the F&B areas for VIP's, arranging F&B for media, VIPs and guests during the foundation stone laying ceremony.

- e. **Infrastructure:** Provision of infrastructure facility for 80-100 guests – chairs, (with seat covers) table, sofas for VIPs, media etc. for all areas where ever needed.
- f. **Manpower management:** All manpower requirements (including security, volunteers, et-up staff, labor etc.) to be managed by the Service Provider.
- g. **M.C.:** The Service Provider needs to provide a master of ceremony of good caliber to conduct the ceremony and handle the crowd throughout.
- h. **Operations:** The Service Provider will be responsible of implementing, staging, producing, budgeting and supervising all the activities in connection with the foundation stone laying ceremony.
- i. **Protocol:** The Service Provider needs to ensure protocol handling and VIP treatment at the site during the ceremony. This includes handling the movement of VIPs and cars throughout the foundation stone laying ceremony.
- j. **Pergola:** Pergola where the unveiling of the foundation stone and ribbon cutting will be done needs to be created and setup by the Service Provider.
- k. **Media Backdrop:** Separate area for media with backdrop will need to be created by the Service Provider. The designs shall be provided by the Manager.
- l. **Procurement of Foundation stone:** The Service Provider needs to procure an engraved black granite foundation stone. The size and content for the engraving is yet to be confirmed.
- m. **Technical Production Support:** The Service Provider needs to provide sound, lights, power etc. on the foundation stone laying ceremony.
- n. **Security:** Planning and execution of security plan along with stakeholders throughout the event in all operational areas on the day mentioned. A detailed security plan to be given by the Service Provider. The Service Provider would also be responsible for overall security of the ceremony and to man the crowd present there (all entry & exits and movement areas).

2.3.3. **Coordination/Support Services**

- a. Service Provider to work on detailed presentations covering all aspects of the Foundation Stone Laying Ceremony
- b. Establishing an overall Supervisor exclusively in charge of implementing the Services
- c. To provide a dedicated resource/team available for the durations of the contract on a 24-hour basis with the capability to supply information, coordinate logistics, confirm/modify/cancel any arrangements as instructed by the pre-identified authorized members from AIFF.

2.3.4. Reporting

- a. Provide all support documentation substantiating any additional charges.
- b. To prepare all documentation in compliance with the requirements of the finance department of the AIFF in order to facilitate the processing/clearance of invoices.
- c. Establish an efficient, detailed reporting system for the review by AIFF with softcopies of all documentation indexed in the correct order

2.4. Location

The Services will be provided at Kolkata, West Bengal at the end of December at New Town, Rajarhat, Salt Lake next to Eco Park and Deer Park.

3. TECHNICAL REQUIREMENTS FOR THE OFFERING COMPANY

The Offering Company must comply with the following requirements and documentary proof must accompany the bid

3.1. Mandatory Requirements

- a. Have personnel that are duly authorized, instructed and capable of delivering the Services, as well as having the necessary implementation and equipment to provide the Services to the highest level.
- b. Have clean legal and commercial background.

3.2. Technical Requirements

- a. The Service Provider must have relevant experience in providing similar services for national/international sports federations and/or Government of India.
- b. The Service Provider must have relevant experience with Events involving handling of ministers.
- c. The Service Provider must provide three references with contact number, name and company where services were provided in the past three years.

4. OBLIGATIONS OF THE WINNING PROPOSER DURING THE CONTRACT FOR THE SERVICES.

The Winning Proposer must comply with the following obligations while the contract is valid:

- a. Maintain up to date all the contracts with the personnel destined to work with AIFF, and the labour and social security obligations that arise from those contracts.
- b. Give their personnel the appropriate equipment for development the Services contracted and oversee their adequate usage.
- c. Take responsibility for the safety of their workers, while they are executing the Services with AIFF, including, for that effect, the travel from their private homes to the place where the services are taking place and vice versa.
- d. Cover any additional personal expenses arising from the engagement of the personnel in the specified Service with AIFF.
- e. Direct, supervise, oversee, control, manage, coordinate, programme and technically execute the Services, having to oversee in a continuous, exclusive and permanent manner the execution of the Services through a Supervisor, whom, among other things, must supervise the correct, full and timely execution of the Services.
- f. Keep an updated personnel list of every person that will intervene in the Services provided to AIFF outside of the offices of the Winner, noting complete name, identity number, home address and function on the delivery of the Services. Only the previously authorized personnel will be able to enter the venue premises. Said list must be given to the Administrator before implementing the Services and must be constantly updated. The Service Provider must communicate the Administrator about any change or modification in said list, for which it must present a new list indicating in one or more explanatory notes the changes that the list has experimented.

5. WORK RESPONSIBILITY

- a. The Service Provider will be the sole responsible towards the AIFF for the execution of the Services.
- b. The personnel that the Service Provider assigns for the execution of the Services will not be related in any shape or form with the AIFF. For all legal effects, the workers will depend solely and exclusively of the Service Provider. Therefore, the Service Provider will be the sole and exclusive responsible of the payment obligations of salaries, per diems, insurances and other working obligations, of all the workers that it assigns for the execution of the Services, as well as fines, sanctions and band that may be applied by the authorities due to not fulfilling the aforementioned obligations, which should be paid in due time.
- c. In the event the Service Provider cannot accredit the complete fulfillment of said work obligations, the AIFF may freeze its payments for the Service Provider.

- d. The Service Provider must have all the civil and criminal responsibility for all and any damage produced by accidents and others that may occur during the execution of the Services and that affect third parties or the AIFF.
- e. Likewise, the AIFF may end immediately the Contract in the event the Service Provider has any outstanding issues with its workers duly certified by the competent authorities.

6. CONTRACT DURATION

The Contract subscribed for the execution of the Services will start and end at the end of the month.

7. ISSUING OFFERS

The Offers must be issued until 18th December 2018 14:00 hours by email to tenders.nce@the-aiff.com.

The Offer must be presented in 3 parts, namely: (1) Proponent Background; (2) Technical Offer; and (3) Financial Offer; which must contain the information below:

a. PROPONENT BACKGROUND

- a. Identification of the Proponent and its legal representatives. Name, Tax ID Number, address, contact telephone, website and email.
- b. Financial Background
- c. Legal background
- d. Technical Background, highlighting its experience in the matter.

b. TECHNICAL OFFER

- a. Description of the personnel that will be available for the AIFF for this project and its organizational chart.
- b. Graphic Representation of the Concept for the Foundation Stone Laying Ceremony
- c. Work methodology proposed.
- d. Examples of the escalation process on queries.
- e. Resources, element and support implementation for the implementation of the Services.

c. FINANCIAL OFFER

The Proponents must detail the charges for the Complete Event Operation with an itemized budget, including their service/management fee. The Service Provider must provide a final invoice on completion of services to the AIFF for the subsequent payment of vendors.

8. OFFERS EVALUATION.

The Manager will make an evaluation of the Offers regarding the technical and financial matters, in accordance with the needs and reality of the AIFF.

The Manager can disqualify an Offer that may have exclusions or conditions that set them apart from what has been established by the Brief. Likewise, it may ask for clarifications on a certain Offer, as well as complementary background or documents that may be deemed necessary

The Manager will communicate in writing to all the Proponents the result of the Process, keeping the right to accept the one that thinks is the most convenient to the AIFF, even though it may not be the cheapest one. Likewise, it can reject all the Offers in case none comply with the expectations of the AIFF.

The Manager keeps the rights to disqualify those Proponents that are currently undergoing bankruptcy, debts or any lack of financial or technical capacity.

9. CONFIDENTIALITY.

The Proponents and the Winner should maintain absolute confidentiality about the terms and conditions of the current Brief and all the information that was given by the AIFF.