



**BID REFERENCE NO.: LOC/FIFA/RFP/001**

**THE LOCAL ORGANISING COMMITTEE (LOC) FOR**

**THE FIFA U-17 WOMEN'S WORLD CUP, INDIA 2022**

**INVITES PROPOSALS FOR**

**ENGAGEMENT OF EVENT MANAGEMENT AGENCIES TO CONCEPTUALISE, PLAN, DESIGN**

**AND ORGANISE FOOTBALL FOR ALL EVENTS FOR**

**THE FIFA U-17 WOMEN'S WORLD CUP INDIA 2022**

**LAST DATE FOR PROPOSAL SUBMISSION:**

**29<sup>TH</sup> MARCH 2022 BY 11:00 HRS**

<b>CRITICAL FACT SHEET</b>	
<b>TASK</b>	<b>DATE &amp; TIME</b>
<b>LAST DATE OF RECEIVING QUERIES</b>	<b>25<sup>TH</sup> MARCH 2022; 17:00 HRS</b>
<b>LAST DATE OF RESPONSE TO QUERIES</b>	<b>26<sup>TH</sup> MARCH 2022; 17:00 HRS</b>
<b>EVALUATION OF BIDS</b>	<b>30<sup>TH</sup> MARCH 2022</b>

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### DISCLAIMER

1. This Request for Proposal (“**RFP**”) is being published to enable interested applicants (“**Bidders**”) to participate in the Selection Process (as defined later in this document) for end to end event management services for ‘Football For All’ for the Local Organising Committee (“**LOC**”) for the FIFA U-17 Women’s World Cup India 2022 (“**Tournament**”)
2. The information contained in this RFP or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Local Organising Committee for the FIFA U-17 Women’s World Cup India 2022 (“**Authority**”) or any of its employees, consultants or advisers, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is or may be provided.
3. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bid pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or consultants or advisers to consider the objectives, expertise and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
5. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP.

7. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
8. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the selected Bidder for the Services and the Authority reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.
9. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection Process.
10. It shall not be assumed by any prospective Bidders that there shall be no deviation or change in any of the information mentioned herein pertaining to requirements or terms of reference or scope of services. While this document has been prepared in good faith, neither AIFF nor LOC of the Tournament, nor any of their employees, consultants or officers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by AIFF or the LOC of the Tournament and any of their employees, consultants or officers even if any loss or damage is caused by any act or omission on the part of AIFF or the LOC of the Tournament or any of their employees, consultants or officers, whether negligent or otherwise.
11. By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of AIFF or LOC of the Tournament. AIFF and LOC of the Tournament and any of their respective officers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
12. Accordingly, interested applicants should carry out an independent assessment and analysis of the requirements of the information, facts and observations contained herein.

## 1. BACKGROUND

The FIFA U-17 Women's World Cup, is the world championship of association football for female players under the age of 17 organized by Fédération Internationale de Football Association ("FIFA").

## 2. FIFA U-17 WOMEN'S WORLD CUP INDIA 2022

The FIFA U-17 Women's World Cup India 2022 will be the 7th edition of the FIFA U-17 Women's World Cup, the biennial international women's youth football championship contested by top 16 U-17 national teams of the member associations of FIFA. The tournament will be hosted by India and will comprise of 32 matches to be held at upto five Host Cities. This will be the first FIFA tournament for women hosted by the country.

## 3. OVERVIEW OF REQUEST FOR PROPOSAL DOCUMENT

- 3.1. The Local Organising Committee ("**Authority**") for the Tournament, a part of the All India Football Federation ("**AIFF**"), and having its principal office at Football House, Sector 19, Phase 1, Dwarka, New Delhi - 110075 has been entrusted by the by Fédération Internationale de Football Association ("**FIFA**") with the organisation, hosting and staging of the Tournament
- 3.2. The FIFA U-17 Women's World Cup is envisaged to have a lasting influence on Indian football, helping in the upgradation of infrastructure, setting up proper game operations standards and improving the overall quality of the game.
- 3.3. As part of this endeavour, the Authority plans to organise Football for All Events for promotion of the sport of football across both genders leading up to the tournament as specified in detail in Section 6 of this RFP ("Scope of Services"). Through this RFP, the Authority wishes to initiate the Selection Process for suitable Service Providers registered in India who are competent and eligible for providing the services as per the eligibility criteria mentioned in this RFP document.
- 3.4. The Authority invites proposals (the "Proposals" or "Bids") for selection of a Service Provider through an open competitive bidding process in accordance with the procedure set out herein.
- 3.5. A detailed description of the objectives, scope of services and other requirements including the terms and conditions for providing services are specified in this RFP. In case a Bidder possesses the requisite experience and capabilities required for undertaking the assignment, it may participate in the Selection Process in response to this invitation. The manner in which the Bid is required to be submitted, evaluated and accepted is explained in this RFP.
- 3.6. The selected Bidder would be required to undertake the required works, in accordance with the agreement to be entered separately between the Authority and the selected

Bidder (the “**Agreement**”).

#### 4. **OVERVIEW OF SELECTION PROCESS**

- 4.1. The Authority has adopted a 2 (two) stage selection process (collectively the “**Selection Process**”) for evaluating the Proposals. The evaluation of the bids will be done by the Technical and Financial Evaluation committees of the Authority.
- 4.2. In the first stage, the credentials of Bidders would be evaluated to assess their compliance as per the Technical Evaluation criteria specified in Section 8.1 (“**Technical Evaluation Criteria**”) and then a technical evaluation will be carried out to determine the eligibility of the Bidders and based on this technical evaluation, a list of technically qualified Bidders shall be prepared. The rest would be considered technically non-qualified and would not participate in the process
- 4.3. In the second stage, a Financial Evaluation (QCBS) will be carried out as per criteria mentioned in Section 11 of this RFP from the technically eligible Bidders for providing the services as mentioned in the Scope of Work. (“**Financial Evaluation**”).

#### 5. **INSTRUCTIONS TO THE BIDDERS**

- 5.1. Interested Bidder(s) are advised and encouraged to study this RFP document carefully and inform themselves fully about the assignment before submitting their Proposals in response to the RFP. Submission of a Proposal in response to this RFP document shall be deemed to have been made after careful study and examination of this document with full understanding of its terms, conditions and implications. Proposals must be made strictly in accordance with the terms and conditions specified in this RFP.
- 5.2. The RFP document has been made available for download at <https://www.the-aiff.com/documents>. Any corrigenda to the RFP will also be available under the same section. The bidders are advised to regularly check the website for any corrigenda.
- 5.3. Any failure, oversight or delay to read any such addenda will not entitle any Bidder(s) to any additional time for submission of Bids or any other relief or create any liability in any manner of the Authority towards the Bidder(s).
- 5.4. The Bid should be unconditional. In case of any condition, the Bid shall be treated as non-responsive and may be disqualified.
- 5.5. The Bid should be only in the prescribed format as provided in Annexure II. It should also be accompanied by all the requisite supporting documents, else it may be rejected.

## 6. SCOPE OF SERVICES

Football for All is an educative yet carnival & celebratory platform to celebrate the beautiful game with an objective to create awareness about the game. The aim is to get higher participation of girls for the event in a more fun carnival like atmosphere, that encourages girls & boys to adapt football as part their daily lives. The event brings together the spirit of the game and encourages youngsters to understand the game better through a competitive & non-competitive format. The event additionally aims to bring both genders together to experience the game in a fun & engaging manner.

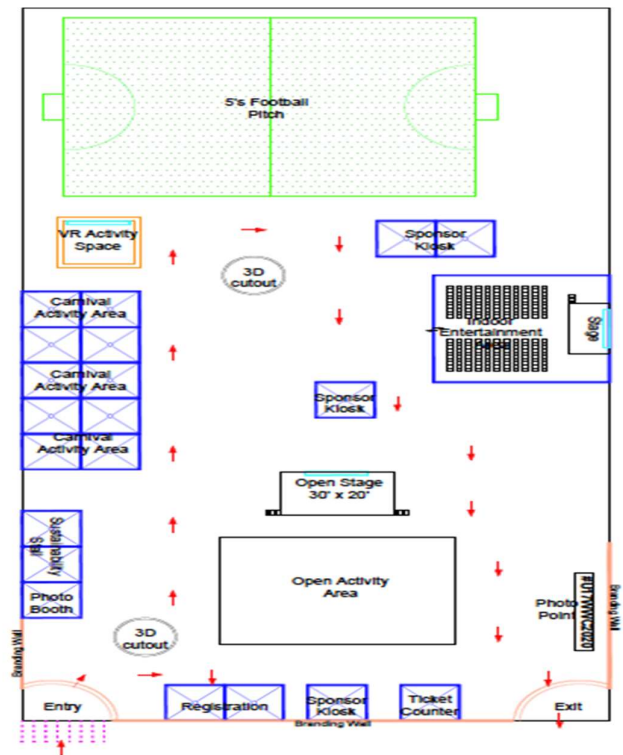
The bidder would be responsible for end-to-end management of the Football for all carnivals across the host cities for the tournament. A maximum of 20 events as per the tentative event calendar provided at Annexure IV are currently planned by the Authority. However, the final number of events conducted shall be a function of prevailing conditions such as weather, Covid-19 etc and the decision for the same shall be at the discretion of the Authority. Each carnival is expected to be attended by approx. 200-300 kids in two different batches of 150 each, who will be invited by Authority and/or State stakeholders.

The events will be spread across the five – eight cities with the vision of taking it to all the key footballing centres of the country in our attempt to promote the tournament, PAN India. The proposed final calendar of events with cities will be confirmed to the selected bidder at the time of signing of contract. However, the calendar will always remain flexible subject the changes at any time subject to the discretion of the Authority. Majority of the events will take place within the stadium premises (not field of play) or at an iconic location in each of the host cities

The scope of services for the selected bidder would include-

- 6.1. Event Operations: The selected bidder will be responsible planning, designing, implementing, staging, producing, coordinating, budgeting, supervising, managing and executing all the activities (end to end) related to Football for all carnivals across all the host cities or any other cities as may be deemed appropriate by the Authority.
- 6.2. Concept Submission – For each of the football for all event the selected bidder must prepare an event concept after recce of the proposed venue detailing the implementation of various activities at the event and the venue branding concept. The activities to be included in the concept should be as per the activities list by the Authority in this RFP in the BOQ with reference images provided at Annexure III, the bidder may however propose additional engaging activities which be conducted during the events and the decision to include these activities shall be taken by the Authority at its discretion. The concept should also contain the BOQ for the particular event. Each event will need to be executed as per the approved concept & BOQ by the Authority. The rates quoted in bidders' financial proposal will be the only ones considered for the BOQ.

- 6.3. A tentative layout plan for conducting the event is provided below for reference. It may be noted that this is just for representation purposes only and not to be construed as the final plan required by the Authority.



- 6.4. Creative Development and Production: The selected bidder will be responsible for design & production of all creative elements such as signage's, wrist-bands, pennants, lapel pins, lanyards, media folders, diaries, stationary, barricade branding, backdrops and all other artwork required for the event in applicable format as per the Branding Guidelines for the tournament. Ground production, set & décor, LED screens, fabrication, masking etc., will also be done by the selected Bidder.
- 6.5. Branding – The selected bidder would be required to do the branding the entire area that would include but not restricted to inside and outside of the venue, but all areas that include standees, gate arch, entry etc. keeping in mind the official look and feel of the FIFA U-17 Women's World Cup India 2022. The bidder also needs to make the area in use look like a carnival through decorations.
- 6.6. Conduct of Football Based Activities – The selected bidder will be responsible to ensure all football-based activities will be conducted by an activity coordinator and operated with a full understanding of the game. This will be achieved by engaging and encouraging the children to participate and enjoy the game of football. The selected bidder would also ensure that all the activities are conducted with same consistency at each event across all the host cities.
- 6.7. MC(s) and Activity Conductors – The selected bidder would ensure provision of a local MC to keep the atmosphere lively at the events and also appoint trained personnel to



act as activity conductors who can run each of the football-based activity at the event in an engaging & fun way.

- 6.8. Security Management – The Selected bidder would be responsible for security management of the event and provide trained security manpower along with the necessary equipment's for smooth safety operations.
- 6.9. Media Management – The selected bidder would be responsible for providing well trained and professional Videographer and photographer for each of the events. The photographer & videographer will work with the media team of the Authority to ensure images/videos are transferred on the spot for social media purposes as may be required and that the entire footage is provided to the Authority within 24 Hrs of the completion of the event.
- 6.10. Technical Production Support: The selected bidder would make provision for sound, light, walkie talkies and temporary power with cabling/wiring as may be required for the successful conduct of the event.
- 6.11. Manpower management: The selected bidder will be responsible for managing all the manpower as required for the tournament including the hostesses, volunteers, set up staff & labor. The selected bidder will be responsible for the well-being of the entire crew. Furthermore, the selected bidder will appoint a project manager who will be responsible for day-to-day coordination with the Authority along with a Activities Coordinator who will be responsible for seamless conduct of all the activities across all the cities. All costs pertaining to the travel & logistics of the selected bidders crew will be reimbursed by the Authority as per actuals upon submission of required supporting documents. (flight tickets to the host cities/event cities, 3 star hotel accommodation and ground transport).
- 6.12. Provision of F& B - The successful bidder must make provision for drinking water for the participants and the staff by setting up water kiosks at the venue. The successful bidder would be responsible for making arrangements for food boxes for the kids. The quality & quantity of items in the food boxes will need to approved by the Authority in writing.
- 6.13. Infrastructure facility - The selected bidder would be responsible for setting of Infrastructure at the outdoor location with all amenities such as temporary tents, tables, chairs, stage etc as may be required for the successful conduct of the events. Tentative quantities are provided for the same in the BOQ at Annexure II. All the set up for the event shall be dismantled without fail within 24 HRS of completion of the event. Further, the selected bidder would be responsible for management of all the temporary elements installed and Authority will not be responsible for any damage or loss arising due to the negligence of the selected bidder.
- 6.14. Housekeeping Services & Portable Toilets: The Selected Bidder shall provide adequate manpower for ensuring that the location of the event is in hygienic conditions at all times and also wherever necessary install portable AC toilets. The waste management at the time of event and disposal as per the city guidelines will also be responsibility of the selected bidder. In any case it has to be ensured that waste disposal process is

completed within 12 hrs of event completion. Waste should always be stored at a designated location only.

- 6.15. Medical & Fire Management: Selected Bidder to provide medical staff for all days for kids and also have plan in place in case of fire. Closest fire station, hospital and police station to be informed in advance and details must be provided to all involved much in advance. Ambulance and required no of Fire Fighting equipment such as fire extinguishers to be made available on site on the event day.
- 6.16. COVID-19 Health & Safety Protocols – The selected bidder will follow all health guidelines prescribed by Government of India, State Governments & WHO to maintain public health & safety during the conduct of the FFA Events/Carnivals to ensure that all necessary preventive and protective measures are taken to minimize occupational safety and health risks for all children attending the FFA event as well as all on ground staff to create a safe working environment. These safety protocols will be implemented into all Events. The bidders must submit a covid management plan within their technical presentation. Further, the entire management team & crew of the selected agency will need to get tested 72 Hrs prior to the event or have 2 Dose vaccination certificate and submit the report to the Authority.
- 6.17. Permissions – All necessary & required permissions to be taken by the bidder for the event to take place without any hindrance. The Authority will be responsible for taking the necessary venue permissions but the selected bidder would be required to liaison with concerned authorities for effective venue management planning, coordination and execution.
- 6.18. Registration & Help Desk – The selected bidder would be responsible for management of registration desk and help desk at various checkpoints (guest & media) by providing required manpower/volunteers to man the desks and maintain a detailed database of all participants attending the carnival.
- 6.19. Giveaways: The authority would be giving gifts to the participants and the selected bidder would be responsible for the design and production of these giveaways (e.g. Sipper, Caps, bags, notebook, folder, pen, pen drives, etc.), for students as per the numbers provided in the BOQ. The numbers may vary event to event and will be communicated to the selected bidder much in advance. The bidder is required to submit design samples with quality specifications for the giveaways as part of the Technical Presentation.

## 7. PROJECT TIMELINES

Technical Presentation	31 <sup>st</sup> March 2022
Selection of the Service Provider	4 <sup>th</sup> April 2022
Venue Recce of potential cities	7 <sup>th</sup> to 10 <sup>th</sup> April 2022
Finalisation of Event Calendar and Concept with Service Provider	13 <sup>th</sup> April 2022
Finalisation of BOQ for each event	7 days before each event

## 8. SUBMISSION OF PROPOSALS

The bidders are required to submit the proposals for the above-mentioned scope of work. The proposals for the above-mentioned services are to be submitted on bidder's company letterhead signed by the Authorised Representative and submitted online via email to **tenders@india2022wwc.com** within the stipulated time frame.

**Please state the Bid Reference No.: i.e. "LOC/FIFA/RFP/001" in the subject line of the email.**

### 8.1. Technical Evaluation Criteria

The bidders are also required to submit the following documents to ascertain the technical compliance of the bidder. The proposals of only those bidders who are technically compliant with the below requirements will be considered.

Further, the Authority reserves the right to seek clarifications or more details as may be deemed appropriate. The following must be complied with:

Sr. No.	Eligibility Criteria	Supporting Documents to be submitted
1	The Bidder must be registered under the Companies Act, 1956 or Partnership Firm registered under the Partnership Act 1932 or Proprietorship Firm or LLP under Limited Liability Partnership Act of 2008.	Bidder must submit the Proprietorship / Partnership / Company Registration Certificate / Incorporation details along with a copy of PAN Card and GST No.
2	Financial details of the Bidder. The Bidder should have an average annual turnover of INR 10 Crore in the last 3 years.	The Bidder must provide a certificate from a Chartered Accountant stating turnover for the last 2 years. FY 2019-20, FY 2020-21 and FY 2021-22
3	The Bidder must have provided event management services in the past 5 years for at least 3 large scale events with sports organisations, private organisations, State or Central level government departments / PSU's / Trade Organization's etc. of order value of minimum 50 lakhs.	The Bidder must provide copies of work order / contract / completion certificate.
4	The Bidder should submit an undertaking stating: <ul style="list-style-type: none"> <li>• There are no major legal cases pending against it</li> <li>• Not blacklisted by Government of India or any State Government or any other relevant</li> </ul>	Attach self-undertaking on letterhead duly signed and stamped by the competent authority of the Bidder.

	<p>authority or private organisation</p> <ul style="list-style-type: none"> <li>Does not have any direct / indirect holding in any other bidding company. There should be no cross ownership between any bidders</li> </ul>	
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8.2. The Shortlisted bidders who would meet the eligibility criteria as mentioned in Clause 8.2 will be called for Technical Presentation by the Technical Evaluation Committee. The date for Technical Presentation will be 31<sup>st</sup> March 2022 as mentioned in Clause 7 above. The presentation will have to be done virtually. Links for the same will be shared only with the shortlisted bidders. Mentioned below are the criteria for the technical evaluation. Each of the item type has been allocated a particular mark, based on which the final technical score will be calculated.

Sr. No.	Criteria	Marks	Documents to be submitted
A	<p>Work Experience in event organization, planning and management. (Events as mentioned in Technical Eligibility Clause 8.1, Point no 3 only will be considered)</p> <p><b>a.</b> ≥5 and &lt;8 Years – 10 Marks</p> <p><b>b.</b> ≥8 and &lt;10 years – 15 Marks</p> <p><b>c.</b> 10 years and above – 20 Marks</p>	20	Work Orders/completion certificate from clients.
B	<p>The Bidder must have provided event management services in the past 5 years for at least 3 large scale events with sports organisations, private organisations, state or central level government departments/PSU's/ Trade Organization etc. of order value of minimum 50 lakhs. Copy of work order should be enclosed for this effect</p> <p>At least one of the three work executed should include in the area of sporting events</p> <p><b>a.</b> ≥3 and &lt; 5 Events– 10 Marks</p> <p><b>b.</b> ≥5 and &lt; 8 Events – 15 Marks</p> <p><b>c.</b> 8 or more events – 20 Marks</p>	20	Work Orders/completion certificate from clients.
C	<p>Technical Presentation by bidder, which shall include Understanding of the Authority's requirement, proposed solution, relevant experience and proposed plan to execute event. Evaluation will be based on the under mentioned criteria's:</p>	60	

	<p><b>a.</b> 15-20 minutes presentation on concept and event execution plan for Football for all. The bidder should showcase its understanding of the event and how it plans to conduct each of the activities for which reference details are provided at Annexure III. The bidder should also present how it will create a carnival like feel at the event venue. The agency should also showcase the details of its proposed management team for the project including CV's of Project Manager &amp; Activities Coordinator who will be required for day to day coordination with the Authority. Bidders may also include its own ideas of activities which can be conducted at the events to enhance the experience quotient for the participants.</p> <p><b>b.</b> The bidders should also highlight experience of managing events of similar nature with Covid-19 protocols (if any) and also present its plan on how it will ensure Covid-19 protocols are put in place.</p>		Hard and Soft Copies of the presentation
	Total	100	

8.3. The Minimum score of 70 marks is required in the technical evaluation process. Only those bids having minimum score would be eligible for opening of financial bids. All the bidders which meet the minimum qualifying marks prescribed will stand technically qualified for consideration of their financial bids.

## 9. **QUERIES FROM BIDDERS**

The bidders may request clarifications about this RFP document, only in writing, by sending an email to tenders@india2022wwc.com. The subject line for the email should be specified as **"QUERY – LOC/FIFA/RFP/001"**

## 10. **VALIDTY AND MODIFICATION OF PROPOSAL**

10.1. The Bids shall be valid for a period of 120 days from the date of evaluation of the Bids. A Bid valid for a shorter period may be rejected as non-responsive.

10.2. No Bid shall be modified, substituted, or withdrawn by the Bidder on or after the Bid Due Date.

- 10.3. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections error will be entertained after the Bid Due Date has passed.

## 11. EVALUATION OF BIDS

Financial bids of only the Bidders who fulfil all the technical evaluation criteria will be opened. The financial bids should be submitted as per the BOQ in Annexure II.

Quality cum Cost based Selection (QCBS)

Under QCBS, the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices (as explained below in example).

The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

Highest points basis: On the basis of the combined weighted score for quality and cost, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1, the proposals securing second highest will be ranked as H-2, and so on. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure will be followed:

In a particular case of selection of Bidder, it was decided to have minimum qualifying marks for technical qualifications as 70 and the weightage of the technical bids and financial bids was kept as 70:30.

In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded them 75, 80 and 90 marks respectively. The minimum qualifying marks were 70. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal Evaluated cost:

- A Rs. 120
- B Rs. 100
- C Rs. 110

Using the formula  $LEC \times 100 / EC$ , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

A:  $100 \times 100 / 120 = 83$  points  
B:  $100 \times 100 / 100 = 100$  points  
C:  $100 \times 100 / 110 = 91$  points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A:  $75 \times 0.70 + 83 \times 0.30 = 77.4$  points  
Proposal B:  $80 \times 0.70 + 100 \times 0.30 = 86$  points  
Proposal C:  $90 \times 0.70 + 91 \times 0.30 = 90.3$  points

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 77.4 points     H3  
Proposal B: 86 points       H2  
Proposal C: 90.3 points    H1

Proposal C at the evaluated cost of Rs. 110 was, therefore, declared as winner and recommended for negotiations/approval, to the competent authority.

## **12. LIQUIDATED DAMAGES FOR UNSATISFACTORY SERVICES**

12.1. The selected Bidder will ensure that all the services are being carried out as per Scope of Services section of this RFP unless otherwise informed by the Authority. In the event of unsatisfactory quality of services by the successful Bidder, the Authority reserves the right to subject the successful Bidder to liquidated damages up to 10% (ten percent) of the contract value. For every event of unsatisfactory services as notified by the Authority in writing, liquidated damages up to 1% (one percent) will be levied upon the selected Bidder. In case the Authority feels there are severe issues with the services, the Authority shall have the right to make alternate arrangements for satisfactory carrying out the required services, solely at the risk and cost of the Selected Bidder

## **13. TERMS OF PAYMENT AND PAYMENT MILESTONES**

13.1. The Selected Bidder(s) will need to submit an invoice in hard & soft copy to the Authority. Upon verification of the invoice by the Authority, the payment will be released as per the payment terms mentioned in this RFP document.

13.2. The payment to the selected bidders will be made as per the following payment schedule:

13.2.1. 5% mobilisation advance against total estimated contract value at the time of signing of agreement to be adjusted against the final invoice submitted for payment.

13.2.2. Thereafter, the payments will be done as per each event executed. 50% payment will be made for each event three weeks prior to the event execution date basis the BOQ prepared for the event and 50% payment for each event will be made within 2 weeks of completion of the event as per the final BOQ approved by the Authority. At any time

the rates in BOQ cannot differ from those mentioned in the selected bidder's financial offer.

- 13.3. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of the validity of the Bid and the contract. An invoice submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.
- 13.4. The Authority reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated within specified time frames.

## **14. TERMS AND CONDITIONS**

- 14.1. It should be noted that entities which are controlled or owned, fully or in part, by the same individual or entity may not submit separate bids under this RFP, either as separate Bidders or as part of the same consortium.
- 14.2. Any failure, oversight or delay to read any such addenda will not entitle any Bidder(s) to any additional time for submission of Bids or any other relief or any claims against the Authority
- 14.3. The selected Bidder shall ensure completion of services in accordance with the provisions of the scope of services mentioned in this document and the Agreement which will be entered into subsequently.
- 14.4. The issuance of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the selected Bidder for the Services and the Authority reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.
- 14.5. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP.
- 14.6. The Authority makes no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- 14.7. The Bidder(s) must ensure that all its relevant employees, officers, affiliates, advisors and subcontractors, permanently treat as confidential any data gathered which may pertain to, or be incidental to, this RFP, irrespective of whether the Bidder is subsequently awarded the Agreement. The undue use by any Bidder of confidential



information related to the process may result in rejection of its bid.

- 14.8. The Bidder(s) shall not have a Conflict of Interest that may affect the Selection Process or the award of Services Agreement hereunder. Any Bidder found to have a Conflict of Interest shall be disqualified. For the purposes of this RFP Conflict of Interest may refer to any situation where a person could improperly influence the performance of duties and responsibilities of the Authority and/or the Selected Bidder(s) by itself or through any other person, or result in a breach of public trust, or be calculated to further the private or commercial interest of any person or organisation.
- 14.9. The Authority may, in its sole discretion, extend the Bid Due Date at any point of time.
- 14.10. The Authority reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.
- 14.11. All documents and other information provided by the Authority or submitted by a Bidder to the Authority shall remain or become the property of the Authority. Bidders are to treat all information as strictly confidential. The Authority will not return any Bid, or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Bidder to the Authority in relation to the assignment shall be the property of the Authority.
- 14.12. The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.
- 14.13. The Selected Bidder shall not at any time use All India Football Federation or FIFA trademark(s) or trade name(s) in any advertising or publicity. If the Selected Bidder is found violating this norm it will be considered an IP right violation.
- 14.14. The Selected Bidder will be responsible for welfare of its deployed staff and ensuring that all the equipment's being used are in perfect working conditions. The Authority will not be responsible for any of them.
- 14.15. The Selected Bidder will co-ordinate with the Authority for access to hotels, stadiums and training sites prior to starting their testing duties The selected Bidder would also be required to submit progress reports to the authority specifying the execution status reaffirming that timelines decided by the Authority are met.
- 14.16. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any bid and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

**15. MISCELLANEOUS**

- 15.1. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the courts in New Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 15.2. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- 15.2.1. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto.
- 15.2.2. Consult with any Bidder in order to receive clarification or further information.
- 15.2.3. Retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Bidder; and/or
- 15.2.4. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- 15.3. It shall be deemed that by submitting the proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.

**For,**

**LOC, FIFA U-17 Women's World Cup, India 2022**



**Nandini Arora  
Project Director**



**Ankush Arora  
Project Director**

## ANNEXURE – I – TECHNICAL COMPLIANCE CHECKLIST

Sr. No.	Document	Attached (Yes / No)
1	Registration Certificate/ Incorporation Details	
2	PAN Card	
3	CA Certificate for Annual Turnover	
4	GST No.	
5	Copy of the work order / experience certificate with details of nature of services provided by the Bidder	
6	Proposed Presentation	
7	Self-Undertaking - No Blacklisting by Government / Others - No Cross Ownership - No Major Legal Cases Pending	

## ANNEXURE – II – BOQ

<b>BOQ Part A: Event Infrastructure Elements</b>				
Sr No	Elements	Description	Estimated Qty	Unit Price in INR
1	<b>Infrastructure</b>			
a	Stage & Stage Décor	16 Feet X 10 Feet with Height 2 Feet with carpet	1	
b	Stage LED	8 Feet X 8 feet	1	
c	Stage Steps	On Both Sides	1	
d	Lighting	Appropriate Light System with console with LED Parcans, Blinders, Moving Head Lights, etc. (Dependent on time of day)	1 job	
e	Venue Lighting	(Dependent on time of day)	1 job	
f	Sound	Appropriate Sound System with console & mics for sound for Venue	1 job	
g	Podium	Wooden Standard Podium with branding	2	
h	Truss	Box Type Truss around the stage for lighting and sound (Dependent on time of day)	As per Stage Size	
i	Store Rooms	Octonorm room of 5m x 5m with lockable Door	2	
j	Registration Counters	Table and Backdrop with 3 tablets and internet	1 No	
k	3D Cut out Tournament Hash Tag (#KICKOFFTHEDREAM)	Wooden 3D Letter with Deco Paint 17 No's Letter Cut outs with 24 inch high Letters	1	
l	Banquet Chairs	Cushion Chair with seat covers	100	
2	<b>Venue Branding</b>			
a	Entry / Exit Gates		2	
b	Branding Walls	8ft height continuous flex branding walls (Approx)	2000 sq.ft	
c	Branding with frames	10' x 8' Flex Branding	20	
d	Venue branding with bunting and other décor elements	Entire area should have look and feel of carnival – Streamers, Baloons, bunting (In tournament colors)	1 job	
e	Branded A-boards	Around the 5s Pitch area. Max Ht. 2.5ft	150 Rft	
f	Standees	6' x 3' Flex with frame	20	
g	Backdrops	16ft x 8ft for Stalls / Activity Areas	10	
h	Signages	Generic Signages on Sunboard 2' x 1' and 3' x 2' with flex	30 each	

3	<b>POWER</b>			
a	65 KVA Power for AV	With Fuel & Manpower	1	
b	65 KVA for Sound & Light	With Fuel & Manpower	1	
5	<b>Collaterals/Giveaways (One Time)</b>			
a	Paper Bags	With Tournament Branding	500	
b	Sipper	Plastic with Tournament Branding	2500	
c	Caps	With Tournament logo branding	3500	
d	Stress Balls/Shin Guards/Key rings	Football Shape with Tournament Logo Branding	100	
e	Pen drives	16 GB	200	
f	Press Folder	A4 Size	500	
g	Note pads	A5 50 Pages	3000	
h	Pens	With Tournament Branding	3000	
i	Sling Bag	With Tournament Branding	1500	
j	T-Shirts	Crew Neck /Cotton with Tournament Branding	5000	
k	Lanyards and badges		100	
L	Crew/Staff/Manpower			
6	<b>Communications</b>			
a	Walkie talkie	For LOC & Agency staff	10	
b	Technician/Operator	AS required	1	
7	<b>Security</b>			
a	Security Guards (male & Female)	10+5	15	
b	DFMD		2	
c	HHMD		2	
d	Octanorm Cubical for female security check	3mx 3m	1	
8	<b>Manpower</b>			
a	Emcee (non-celebrity)	Regional Language + English+ Hindi	1	
b	Hostesses with formal attire		2	
c	Male Supporters with formal attire		4	
d	Supervisor / operator for each activity		10	
9	<b>Housekeeping</b>			
a	Housekeeping with material		1 Job	

b	AC Toilet Van (with materials and operator)	2 Female Toilet. 1 Male Toilet.	3	
c	Dustbin	F & B Waster & Bio Waste (Masks Gloves)	8	
10	<b>Medical and Safety</b>			
a	Fire Extinguisher	As per Fire Department Guidelines	1 Job	
b	Ambulance		1	
c	Doctor on site	with required paramedics	1 Job	
d	Octanorm	First Aid & Isolation room	2	
11	<b>Event Coverage</b>			
a	Photographers		3	
b	Videographer	With complete event highlight video (2-3 minutes)	1	
12	<b>Water Counter</b>			
1	Water	Water dispenser stations	400 pax	
2	Setup	Table with Frill	4	
	<b>Sub Total</b>			
<b>Activity Specific BOQ Part B: FFA Activities</b>				
S. No	Element	Specification	Estimated Qty	Unit Price in INR
1	<b>Quiz</b>			
a	Quiz Master		1	
b	Quiz Set up		1 job	
2	<b>Freestyling</b>			
a	Expert Free stylist		1	
b	Whistle		2	
3	<b>Stalls, Sponsor Kiosks and Activity Area</b>			
a	German temporary Pagoda Structure.	(5m x 5m) with platforming, covered side walls Electric Points to be provided.	3	
4	<b>Photo Opportunity Area (Selfie Spots or Similar)</b>			
a	Player cut outs		2	
5	<b>Painting Competition</b>			
a	Drawing Sheets	Art Sheets with Drawing Pads	150	
b	Colours	Water Colours	150 Sets	
c	Balls for Painting (non-branded)	Size3/4	75	

6	<b>Dribbling Zone -</b>			
a	Setup will be made using cones and ladders	1 time purchase cost to be used across all venues	1	
7	<b>Foot - Bowling</b>	1 time purchase cost to be used across all venues		
a	Bowling Pins	Ref image in Annexure III	10	
b	Football		2	
c	Bowling lane		1	
8	<b>Header Challenge</b>			
a	Setup	Branded wall with varying height measurements (Balls to be hung as per the height) with solid support backdrop along with platform and carpet. Ref image in Annexure III	1	
9	<b>Football Boot Camp/5 a side tournament</b>			
a	Goal Post	(If not provided by the venue)	2	
b	Corner Flags		8	
d	Whistle		4	
e	Line Marking	For demarking the playing area	1 Job	
f	Bibs (Non-Branded)	15 x 2 colours	50	
10	<b>3 Vs 3 Playing area</b>			
a	Mini Goals	If not provided by the venue	2	
b	Line Marking	For demarking the playing area	2 job	
11	<b>Football Challenge Zone</b>			
11.1	<b>Volley Challenge</b>	1 time purchase cost to be used across all venues		
A	Football rebounder	Ref image in Annexure III	1	
11.2	<b>Freekick/Penalty Challenge</b>			
A	Training mannequin to be used for	Ref image in Annexure III	1	
11.3	<b>Four Corner Challenge</b>			
a	Set up for a cut out fixture in the goal	Ref image in Annexure III	1	
11.4	<b>Accuracy Challenge</b>			
a)	Set up for a target net fixture in the goal	Ref image in Annexure III	1	
12	<b>Football Dart Game</b>			
a	Football Dart Game	Ref image in Annexure III	1	
13	<b>Fun Activities</b>			
a	Jugglers/Stilt Walkers		2	
b	Face Painters	Dependent on COVID-19	3	

	<b>Sub Total B</b>			
<b>BOQ Part C: Covid Specific Requirements</b>				
<b>14</b>	<b>COVID-19 Precautions</b>			
A	COVID-19 PCR Test for all ground staff	Mention the approximate ground staff that will be present & tentative cost as per current RT-PCR test rates.	As per actuals	
B	Sanitizer stand with Sanitizer		6	
C	Gloves		500	
D	Mask		500	
E	Thermal scanners		2	
F	Housekeeping staff with Sanitization equipment to be done approx 6-8 times during the event		1 job	
G	Additional Manpower to clean / sanitize engaged equipment after every use		6	
	<b>Sub Total C</b>			
	<b>Total (A + B+ C)</b>			
	<b>Agency Fee</b>			
	<b>GST</b>			
	<b>Total Cost Per Event</b>		(with GST)	X
	<b>Total Approximate Cost for 20 Events</b>			20 * X

Note: For items where one time purchase cost has been requested, freight / transportation charges will be reimbursed to the Selected Bidder on actuals.

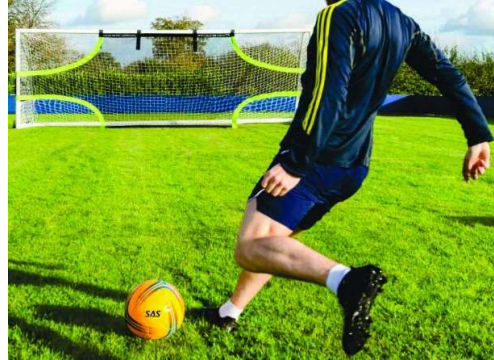


## ANNEXURE – III – REFERENCE IMAGES OF GAMES & ACTIVITIES

a. Freekick challenge



b. Four Corner Challenge



c. Volley Challenge



d. Accuracy Challenge



e. Penalty Challenge



f. Inflatable Football dart Game



g. Foot- Bowling



h. Header Challenge



# ANNEXURE – IV – TENTATIVE EVENT CALENDAR

MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022
	3 Events FFA Launch in 3 Host Cities	3 Events FFA Location TBC	1 Events FFA Location TBC
JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022
1 Events FFA Location TBC	5 Events Location TBC	5 Events Location TBC	FU17WWC Tournament