

# **REQUEST FOR EMPANELMENT OF AGENCIES**

(RFE document is to be submitted in original in sealed cover, duly filled and signed on all pages by Authorized Signatory with Company's seal stamped on each page).

All India Football Federation (AIFF), Football House, Sector 19, Dwarka, New Delhi - 110075. Tel: - +91 11 25308200, Fax: - +91 11 25308234, +91 11 25308236.

## **REQUEST FOR EMPANELMENT (RFE) OF AGENCIES**

AIFF is the governing body for football in India located in Dwarka, in the Indian capital New Delhi. The AIFF has 38 State Associations and units affiliated to it & regularly conducts football tournaments/matches for the national teams in all age groups including Women , wherein the AIFF need to send team kits and equipment and also send cargo and couriers to its affiliated units. AIFF also needs branding/printing work including Medals/Trophies and souvenirs for its events.

All India Football Federation invites Request for Empanelment (RFE) in the prescribed format from reputed, eligible, Agencies for empanelment for a period of one year for various works. Empanelled agencies shall be responsible for delivering all works/jobs awarded at competitive rates.

### **Applicant agencies may please note the following: -**

1. This request for empanelment is not a request for application in (RFP) in any form and would not be binding on AIFF in any form.
2. Participation in the RFE for Empanelment of Agencies shall in no way guarantee allotment of work to the shortlisted agencies. AIFF reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
3. The agencies must submit their applications in accordance with the requirements contained in this RFE.
4. AIFF reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.

### **Scope of Work for**

### **Agencies to be**

**empanelment : - As per**

## Annexure I

### Eligibility Criteria for Empanelment

#### Eligibility Criteria

Suppliers intending registration in each of the above

categories should full fill the following eligibility conditions:-

**(a)** Have experience of minimum of three years service/supply of above mentioned items to various Government/Public Sector/Private organisations.(please attach proof of experience)

**(b)** Registration number with the GST, Income Tax, PF/ESI authorities to be quoted along with proof of Income Tax return filing for previous three assessment years as per rules of respective Tax regulation authorities.

**(c)** Those desiring registration for branded items e.g. HP consumables (cartridges/toners)/Laptops & Ink of photo copier Machines etc. should be authorized dealers of the manufacturers for such consumables. Proof of authorizations should be enclosed.

**3.** The firms / vendors registered with the DGS&D and having Rate Contract (RC) need not furnish the above details and will be considered for registration straight away on the basis of a copy of RC furnished by them.

**4.** The application for registration is enclosed with **Supporting Documents Required**

1. Certificate of Registration/ Incorporation under the respective Acts in India.

2. GST Registration Certificate

3. PAN Card

4. Audited Financial Statements & certificate from the Statutory Auditor certifying the Turnover.

5. Agency is having its office in Delhi/NCR.

Supporting documents are required to be submitted in same sequence as indicated above, with

proper flagging of the documents.

### **Other Terms & Conditions:**

1. Bills for services and supplies and any other related services shall have to be submitted after delivery of service and the payment will be generally made within 15 days.
5. The service provider /agency should be able to provide credit limit for a period of minimum 30 days.
6. AIFF reserves the right to avail of the services of one or more agencies.
7. In the event of poor/ deficient services, AIFF reserves the right to terminate forthwith the arrangement with the Travel agent.
8. Application containing false or inadequate information is liable for rejection.
9. AIFF reserves the right to reject any or all the applications without assigning any reason thereof.
10. **Last date of submission:** last date of receipt of sealed applications is **15<sup>th</sup> of March 2023** up to 5 PM. No application shall be entertained after the expiry of the due date and time.
11. **Authorized Signatory:** The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
12. **Applications sent by post/courier/by hand:** The applications may be sent by post/courier/by hand to reach before the scheduled date and time as indicated above.
13. The agencies or its associates/companies who are empanelled with AIFF as a result of this empanelment process are not allowed to use the name of AIFF, its logo, service marks or any document for any purpose without the prior written approval of AIFF.

As a part of evaluation of application submitted by the applicant agencies, AIFF may call for such information/presentation at a short notice.

At any time prior to the last date for receipt of applications, AIFF may for some reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their applications shall be applicable.

The applicant is required to visit the Tenders Section of AIFF website [www.the-aiff.com](http://www.the-aiff.com) to download the RFE before submitting their applications.

Any application submitted is liable to be rejected if:

1. Not containing all required details.
2. Not properly sealed and signed as per requirements.
3. Received after the expiry of due date and time.
4. Missing of any supporting document(s) with the Application.

### **Disclaimer**

The AIFF shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

The AIFF reserves the right-

1. To reject any/all applications without assigning any reasons thereof.
2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the AIFF without assigning any reasons thereof.
3. To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

AIFF does not assure for any of the participating agency a guaranteed business during a financial year.

Interested agencies may send their applications (RFE) along with necessary details and documentary proof inside a sealed envelope super-scribing '*RFE for Empanelment of Agency*' addressed to **Secretary General, AIFF, Football House, Sector 19, Dwarka, New Delhi - 110075. Tel: - +91 11 25308200, Fax: - +91 11 25308234, +91 11 25308236. To reach latest by 15<sup>th</sup> March 2023** up to 5 PM through Speed Post/courier/By hand only. For any queries, please write to us.

(ON THE COMPANY LETTER HEAD).

Application For Empanelment

To,

Secretary General

All India Football Federation,

**Football House, Sector 19, Dwarka, New Delhi - 110075.**

**Tel: - +91 11 25308200, Fax: - +91 11 25308234, +91 11 25308236.**

Date:

Subject : Empanelment for Travel Agency

Dear Sir,

Having examined the RFE document indicating scope of work, I/We hereby submit our application together with all the necessary information and relevant documents for empanelling us with AIFF as an Agency for providing domestic and international air ticketing/accommodation/hotel/taxi/VISA and other services mentioned in the Scope of Work.

The application is made by me/ us on behalf of.....

(Company/ Agency/ Association of individuals) in the capacity of ..... duly authorized to submit the application.

I/We understand that AIFF reserves the right to reject any application without assigning any - reasons thereof. I/We undertake that all the information furnished by me/us in the application is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Agency.

Signature of Authorized Signatory

(Name and Designation) Name of Agency: Address:

e-mail id:

Contact details:

Company Seal

## Annexure-I

- Office stationery.
- Supply of Computers/Printers and Consumables for LaserJet printers, DVDs/CDs and Computers/Laptops/Printers' Inks /refills etc.
- Hiring of Laptops/Desktop/Photo copier B&W and coloured both.
- Security Services. Four Guards /one eight hour shifts during day/Night two from 10 PM onwards. Quote for a Female guard for an eight hour shift during day also required.
- House Keeping services.Total Five including a Female HK Staff.
- EPABX & intercom systems.
- Printing of Books/Manuals/Annual Reports, official forms, Certificates /ledgers, ID Cards, registers, lanyards, Gate Pass etc.
- Supply & AMC of Air conditioners.(Exact numbers can be ascertained through mail)
- Supply/repairs/AMC of CCTV systems.
- Supply of General Electricity items.
- Pest Control.(Once a week)
- Courier /Cargo handling services (both domestic and international).
- Clearing services for Imported goods.
- Provision of Supply of Medicines and medical equipment.
- Consultancy services for Immigration/Visa /FRRO services.
- Consultancy for PF/ESI matters.
- Supply of seasonal plants/flowers.
- Supply & repair of office furniture.
- Fire sensors & control systems including AMC.
- Servicing of HT Panel.
- Civil nature works include minor Repairs of building/plumbing work.
- Group medical insurance/GPA/Overseas Travel Insurance/Event Cancellation policy etc.
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**Annexure II**

(ON THE COMPANY LETTER HEAD)

Schedule of Rate for any of the Service/s to  
be provided as at Annexure I above.