



REQUEST FOR EMPANELMENT (RFE) OF AGENCIES

Dated: March 14, 2024

INTRODUCTION

The All India Football Federation, commonly referred to as AIFF, is the governing body for the sport of football in India. Established in 1937, the AIFF is responsible for organizing and developing football at all levels across the country. It is affiliated with the FIFA (Fédération Internationale de Football Association), the global governing body for the sport, and the Asian Football Confederation (AFC).

AIFF invites Request For Empanelment (RFE) in the prescribed format from reputed, eligible agencies (hereinafter referred to as “**agencies**”) for empanelment for a period of one year for various kinds of work, morefully detailed out in the Scope of Work mentioned in this instant RFE. The empaneled agencies shall be responsible for delivering the work that has been awarded, at competitive rates, as per the requirements of AIFF, as mentioned in this RFE. Applicant agencies may please note the following: -

- ❖ This Request For Empanelment (RFE) is not a request for application in any form and would not be binding on AIFF in any form.
- ❖ Participation in this RFE or 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.
- ❖ The agencies shall submit their applications in accordance with the requirements contained in this RFE.
- ❖ AIFF reserves the right to update, amend and supplement the information in this RFE document including qualification process before the last date and time of submission of applications.

SCOPE OF WORK

Empaneled agencies shall carry out the following work, the scope of which is as follows: -

- ❖ Provision of office stationery;
- ❖ Supply of Laserjet and Inkjet printers and relevant consumables (toner, ink, refills etc.;
- ❖ Supply of laptops, desktops and photo copiers (Black & White and coloured);
- ❖ Hiring of staff providing security services (Four male guards in total - one required for an eight-hour shift from 6 AM to 2 PM, one required for an eight-hour shift from 2 PM to 10 PM, two required for an eight-hour shift from 10 PM to 6 AM);
- ❖ Provision of housekeeping services (total five persons including one female housekeeping staff, if required);



- ❖ EPABX & intercom systems;
- ❖ Printing of books, manuals, Annual Reports, official forms, certificates, ledgers, ID Cards, registers, lanyards, gate passes etc.;
- ❖ Supply & Annual Maintenance Contract (AMC) of air conditioners (Exact numbers may be ascertained through email);
- ❖ Supply, repairs and AMC of CCTV systems;
- ❖ Supply of general electrical items;
- ❖ Rendering pest control services on a weekly basis;
- ❖ Courier and cargo handling services (both domestic and international);
- ❖ Clearing services for imported goods;
- ❖ Supply medicines and related equipment;
- ❖ Consultancy services for immigration, visa and FRRO services;
- ❖ Consultancy for PF and ESI matters;
- ❖ Supply of seasonal plants and flowers;
- ❖ Supply and repair of office furniture;
- ❖ Fire sensors & control systems including AMC;
- ❖ Servicing of HT Panel;
- ❖ Works of civil nature including minor repairs of building, plumbing work etc.; and
- ❖ Group medical insurance, GPA, Overseas Travel Insurance, Event Cancellation policy etc.

TIME SCHEDULE

- | | |
|---|---------------------------|
| a. Date of issue of RFE: | March 14, 2024 |
| b. Last date for submission of application: | March 22, 2024 (5 PM IST) |
| c. Opening of sealed application(s): | TBD |

CRITERIA FOR EMPANELMENT

Suppliers intending empanelment related to the aforementioned scope of work shall fulfil the following criteria: -

- ❖ The applicant shall have an experience of minimum of three years' service/supply of aforementioned items to various Government/Public Sector/Private organisations, proof of which shall be attached.
- ❖ Those desiring registration for branded items, e.g. HP consumables (cartridges/toners)/Laptops & Ink of photo copier machines etc. shall be authorized dealers of the manufacturers for such consumables. Proof of authorizations shall be enclosed.



- ❖ Registration number with the GST, Income Tax, PF/ESI authorities shall be quoted along with proof of Income Tax return filing for previous three assessment years as per rules of respective Tax regulation authorities. The firms / vendors registered with the DGS&D and having Rate Contract (RC) need not furnish the above details and shall be considered for registration straight away on the basis of a copy of RC furnished by them.
- ❖ Applicant agencies shall, along with the application, enclose the mandatory supporting documents, as listed below: -
 - Certificate of Registration/ Incorporation under the respective Acts in India
 - GST Registration Certificate
 - PAN Card
 - Audited financial statements & certificate from the Statutory Auditor certifying the turnover
 - Proof of agency having its office in Delhi/NCR

Supporting documents are required to be submitted in the same sequence as indicated above, with proper labelling of such documents.

OTHER TERMS & CONDITIONS

- ❖ Bills for services and supplies and any other related services shall have to be submitted after delivery of service and the payment shall be preferably made within 30 days, or subject to negotiation with the shortlisted agencies.
- ❖ The agency shall preferably provide a credit limit for a minimum period of 30 days or such period as agreed between the parties.
- ❖ AIFF reserves the right to avail of the services of one or more agencies.
- ❖ The agency shall ensure uninterrupted services irrespective of the holidays followed by AIFF.
- ❖ In the event of poor/ deficient services, AIFF reserves the right to terminate forthwith the arrangement with the agency.
- ❖ Application containing false or inadequate information is liable for rejection.
- ❖ AIFF reserves the right to reject any or all the applications without assigning any reason thereof.
- ❖ The last date of receipt of sealed applications is March 22, 2024 up to 5 PM. No application shall be entertained after the expiry of the due date and time.
- ❖ The application shall be signed by the authorized signatory and the relevant contact details shall be mentioned on the cover page of the application.
- ❖ The applications may either be sent by post/courier/by hand to reach before the scheduled date and time as indicated above in a sealed cover/envelope.
- ❖ 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 seek a 10-minute presentation on the capabilities from the eligible online 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.



The applicant is required to visit the Tenders Section of AIFF website at www.the-aiff.com/documents#cat_tenders-and-rfps to download the RFE before submitting the application.

Any application submitted is liable to be rejected if: -

1. it does not contain all required details;
2. it is not properly sealed and signed as per requirements;
3. it is received after the expiry of due date and time; and/or
4. it is missing any supporting document(s).

DISCLAIMER

AIFF shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late shall not be considered and the unopened applications shall be collected back by the applicant.

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(ies) 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 the **Acting 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 March 22, 2024 up to 5 PM through Speed Post/courier/by hand only. For any queries, please write to us at admin.aiff@the-aiff.com



(ON THE COMPANY LETTER HEAD)

Application for Empanelment

To,

Acting 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 of 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 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 being empanelled.

Signature of Authorized Signatory
(Name and Designation)

Name of Agency:

Address:

E-mail id:

Contact details:

Company Seal



Annexure - I

(ON THE COMPANY LETTER HEAD)

Schedule of Rate for the Services mentioned in the Scope of Work of this instant RFE