



Government of Odisha
Sports & Youth Services Department
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***REQUEST FOR PROPOSAL TO ENGAGE AN EVENT MANAGEMENT AGENCY
FOR COMMONWEALTH TABLE TENNIS CHAMPIONSHIPS – 2019***

Sealed proposals are invited by Sports & Youth Services Department, Government. of Odisha, C-1, Nayapalli, Bhubaneswar – 751012 from Event Management Agencies / Companies for on-ground Delivery and Event Management at the Commonwealth Table Tennis Championships – 2019 through an open RFP. The detailed information may be down loaded from the Sports & Youth Services Department website (<https://department.sportsodisha.gov.in/tender.php>) along with terms & conditions of the Bid.

The Bid should be submitted in the prescribed format along with all relevant documents duly signed and sealed. The bid should reach the Sports & Youth Services Department on or before **25th March 2019** either by Courier/ Speed post/ Registered Post or by hand. Submitting of Bid documents through Fax/e-mail/electronics system shall not be accepted. Bid(s) received after due date & time shall not be accepted. The Department shall not be responsible for delay in postal delivery or similar reasons.

Sports & Youth Services Department reserves the right to accept or reject any or all Bids without assigning any reason thereof. For any specific queries, kindly contact Cell No. 9741892890

Sd/-
Director & Addl. Secretary
Sports & Y.S. Department



REQUEST FOR PROPOSAL

**ENGAGEMENT OF AGENCY FOR EVENT MANAGEMENT FOR
COMMONWEALTH TABLE TENNIS CHAMPIONSHIPS – 2019 AT THE
JAWAHARLAL NEHRU INDOOR STADIUM, CUTTACK, ODISHA**

February -2018

**DEPARTMENT OF SPORTS & YOUTH SERVICES
GOVERNMENT OF ODISHA
C-1, NAYAPALLI, BHUBANESWAR-751012**

E-mail : worldseries.odisha@gmail.com

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1. INTRODUCTION

1.1 Background

Cuttack, the former capital city of Odisha, will host the **Commonwealth Table Tennis Championships 2019 at the Jawaharlal Nehru Indoor Stadium, Cuttack, Odisha**. The tournament will have participation of teams from 22 countries.

After successful hosting of the 22nd Asian Athletics Championships and Men's Hockey World League Final 2017, & Odisha Hockey Men's World Cup Bhubaneswar 2018, Odisha has emerged as a strong force in the Global Sporting Arena. Odisha is proud to host the prestigious **Commonwealth Table Tennis Championships 2019 at the Jawaharlal Nehru Indoor Stadium, Cuttack**. The Mega Event will be hosted with grandeur complying with international standards of hospitality and event management.

Department of Sports & Youth Services (DSYS) seek to hire single competent agency having experience and expertise in event management for successful hosting of the mega event. (Herein referred as "Agency").

1.2 Instructions to the Applicants

Firms are hereby invited to submit their bids in response to this Request for Proposal (RFP) for providing their services to Department of Sports & Youth Services (DSYS). Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the selected Agency and DSYS. **The Contract shall be valid for Commonwealth Table Tennis Championships – 2019 and other upcoming sporting events in 2019 provided the line items mentioned in the financial Bid as per Annexure B remain same.**

- (i) A description of the assignment, terms of reference and its objectives are given in Section-2 of this document.
- (ii) To obtain firsthand information on the assignment, the Agency may make visits to Jawaharlal Nehru Indoor Stadium, Cuttack, or visit the city of Cuttack before submitting the proposal.
- (iii) Please note that the expenditure incurred towards cost of preparing the proposal and negotiating the contract, including the site visits, are not reimbursable as a direct cost of the assignment.
- (iv) DSYS is not bound to accept any of the proposals submitted. DSYS may reject any and / or all the proposals without assigning any reasons thereof.

1.3 Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are NOT allowed. Proposals from Bidders, applying individually shall be considered for evaluation. Firms applying in consortium / joint venture shall be summarily rejected. Firms/Agencies desirous of participating in this Bid should not have been debarred / blacklisted by any Government agency.

1.4 Documents

- (i) The RFP document shall be available from the advertisement date till the bid due date on the website of DSYS at <https://department.sportsodisha.gov.in/tender.php>
- (ii) Bidders are advised to submit their proposal in the appropriate formats specified in this document.
- (iii) At any time before the submission of proposals, DSYS may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the website of DSYS and revised documents / clarification if any, shall also be uploaded on the website.

1.5 Pre-bid Meeting:

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting is scheduled to be held at Department of Sports & Youth Services at below mentioned schedule.

The date, time and venue of Pre-Bid Meeting shall be:

Date : 15th March 2019

Time: 11 AM

Venue: Conference Hall, Deptt. of Sports & YS, Bhubaneswar

Bidders are advised to submit their queries through email, by 14th March 2019 till 6 PM. The responses to the queries shall be uploaded in the website of DSYS after the pre-bid meeting.

1.6 Communications:

All communications including the submission of proposal should be addressed to:

To,

Director, Sports & YS
Department of Sports & YS
C-1, Nayapalli, Bhubaneswar-751012
E-mail: worldseries.odisha@gmail.com

1.7 Schedule of Selection Process:

DSYS shall endeavor to adhere to the following schedule:

Sl. No.	Event Description	Date& Time
1	Issue of Tender Notice	6 th March 2019
2	Submission of queries for Pre-bid	14 th March 2019 till 6 PM
3	Pre-Bid Meeting	15 th March 2019 , 11 AM
4	Proposal submission date	25 th March 2019 by 4 PM
5	Opening of Technical Proposal	26 th March 2019 at 11 AM
6	Presentation by Qualified Bidders	Date & Time to be intimated
7	Opening of Financial Proposals	Date & Time to be intimated

1.8 Preparation of Proposal

- (i) Bidders are requested to submit the proposals as per the attached formats only. **The proposals, which are not submitted in the required format, are liable to be rejected by DSYS.**
- (ii) The requirement of information to be provided by the Bidder, i.e. the Technical and Financial Proposal is described in Section-3 of this document. Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- (iii) The Bidders may be disqualified, if information sought in the RFP is not provided.
- (iv) Any proposals containing vague and indefinite expressions will not be considered.

1.9 Submission of Proposal

- (i) The Bidders should submit their proposals in two packets in the following manner:
 - a) **Technical Proposal:** (Marked “**Technical Proposal for Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack**” at the top of the envelope) should contain all the detail sought by DSYS
 - b) **Financial Proposal:** (Marked “**Financial Proposal for Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack**” at the top of the envelope) should contain the commercial proposal as per prescribed format in **Annexure–B**

Both the envelopes shall be placed in an outer sealed cover marked as “**Proposal for Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack**”.

- (ii) The Bidders are advised in their own interest to ensure that completed proposal reaches the office of DSYS at the address mentioned on or before the date stipulated in the document in Section-1.7.
- (iii) Proposals should be submitted through Speed Post/ Registered Post / Courier only.
- (iv) Proposals submitted through Telex / Telegraphic / Fax / Email will not be considered and shall be summarily rejected.
- (v) DSYS will not be responsible for loss of proposal or for delay in transit.
- (vi) Proposals for both the stages shall be submitted in prescribed Performa along with other documents and placed in sealed cover addressed to:

To

**Director, Sports & YS
Department of Sports & YS
C-1, Nayapalli, Bhubaneswar-751012
E-mail: worldseries.odisha@gmail.com**

1.10 Late Proposals

Proposals received after the date stipulated in this document for submission mentioned in this RFP shall not be considered and shall be summarily rejected.

1.12 Proposal Validity Period

The proposals shall be valid for acceptance by DSYS for a period of Ninety (90) days from the Bid Due Date.

1.13 Proposal Evaluation

- i. The Technical Proposals submitted on the time & date stipulated in this RFP shall be opened, in presence of Bidders who choose to remain present. The name of the Bidders who have submitted their proposals shall be announced.
- ii. Prior to evaluation of proposals submitted, DSYS will determine whether each proposal is responsive to the requirements of the RFP. DSYS may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
 - a) Proposal prepared have been as per the format specified in the RFP;
 - b) it is received by the due dates stipulated in the RFP including any extension thereof granted by DSYS;
 - c) it is accompanied by the Bid Security & Bid Processing Fee as per the provisions of this RFP;
 - d) it contains all the information (complete in all respects) as requested in the RFP;
 - e) it does not contain any condition or qualification; and
 - f) it is not non-responsive in terms thereof.
- iii. DSYS reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by DSYS in respect of such proposals.
- iv. DSYS will carry out the evaluation of all responsive proposals in the manner stipulated in the RFP document.
- v. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be pre-qualified. Such pre-qualified bidders shall be invited for presentation before the Evaluation Committee. The Financial Proposals shall be opened in the presence of the qualified Bidders.
- vi. DSYS shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- vii. Bidders are advised that the selection process shall be entirely at the discretion of the DSYS. Bidders shall be deemed to have understood and agreed that DSYS shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.

- viii. Any information contained in the Proposal shall not in any way be construed as binding on DSYS, its agents, successors or assigns, but shall be binding against the Bidder if the assignment is subsequently awarded to it.

1.14 Bid Security

1.14.1 Bid Security

- i) A Bid Security of **Rs.4,00,000.00 (Rupees Four Lakh Only)** in the form of Demand Draft drawn in favor of **“Deputy Secretary to Government, Sports & Youth Services Department, Government of Odisha”** and payable at any scheduled bank having branch in Bhubaneswar, shall be submitted by all the Bidders along with the Technical Proposal & Financial Proposal.
- ii) Proposals not accompanied by the Bid Security shall be rejected as non-responsive.
- iii) No interest shall be payable by DSYS for the sum deposited as Bid Security.
- iv) The Bid Security of the unsuccessful bidders would be returned back within ten days of issuance of Letter of Intent to the successful Bidder.

1.14.2 The Bid Security shall be forfeited by the DSYS in the following events:

- i) If the proposal is withdrawn during the validity period or any extension thereof.
- ii) If the proposal is varied or modified in a manner not acceptable to DSYS after opening of tender during the validity period or any extension thereof.
- iii) If the Agency tries to influence the evaluation process.
- iv) If the Preferred Agency withdraws his proposal during negotiations.

1.15 Bid Processing Fee

All bidders are required to pay **INR 5,200.00 (Rupees Five Thousand Two Hundred Only) towards Bid Processing Fee** in the form of Demand Draft drawn in favor of **“Deputy Secretary to Government, Sports & Youth Services Department, Government of Odisha”** and payable at Bhubaneswar. The Bid Processing Fee is Non-Refundable and is payable along with the Technical Proposal.

2. TERMS OF REFERENCE

2.1 Objectives of the Assignment

The broad objective of this assignments to **provide Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack and other upcoming sporting event in 2019.**

2.2 Scope of Work

The scope of work with the requirement of different items is only indicative and not exhaustive. The requirement of various items may increase or decrease as per the actual requirement.

PART – A: INAUGURAL CEREMONY

The Agency is required to chart out a creative strategy and logistics for a contemporary, yet traditional Inaugural Ceremony for the 22nd Commonwealth Table Tennis Championships – 2019 on **17th July 2019** at the Jawaharlal Nehru Indoor Stadium, Cuttack. The Agency shall provide end-to-end event management services, i.e. conceptualize, plan, design, organize and execute the Inaugural Ceremony in consultation with DSYS. The total duration of the Ceremony will be about 60 minutes, i.e. **20 minutes for protocol** and the remaining **40 minutes for performing arts**.

For the Inaugural Ceremony, the Agency is required to provide a turnkey solution including but not limited to all infrastructure setup, stage, sound, lights, video, backstage, etc. for an audience of 5,000 in closed arena. The Agency has to submit the financial proposal for the infrastructure **separately in the prescribed format under Part - A of the Financial Proposal**. The proposal must take into account the presence of VVIPs and esteemed dignitaries and officials from around the world. The Agency shall manage the entire Inaugural Ceremony including the games protocols and address by the dignitaries and any other event sequenced in the final cue sheet.

Element List:

The Agency is required to present a concept for the entire Inaugural Ceremony as part of the technical presentation by the qualified bidders. Assuming an average duration of 5 (five) minutes per act, the Agency is required to **propose minimum 4 pieces of performing acts in different themes as part of the 40-minute programme**. The themes of the proposed acts should be befitting not only to the cultural & social background of Odisha, but also portray the holistic development of the State in recent times. The Agency must ensure a seamless transition from one act to another and the proposal should NOT give an impression of acts being forcefully stitched together.

The Agency has to submit the financial proposal for the Performing Arts **separately in the prescribed format under Part - B of the Financial Proposal**, including the cost towards remuneration, travel, lodging and boarding of artists, directors, choreographers, crew and technical riders. Besides this, the cost should also include equipment, costume & props, makeup, jewelry, local transportation, food and beverage, rehearsals, production of music & AV and any other specific technical requirements for specific act(s) over and above the infrastructure elements covered in Part – A of Financial Proposal, **subject to a maximum quotation of Rs.50 Lakh (excluding taxes) for all the 8 (eight) pieces of proposed performing acts put together**. It is the discretion of DSYS to accept or reject any or all of the acts proposed by the selected Agency.

PART – B: PERFORMING ARTS (INCLUDING SPECIFIC TECHNICAL REQUIREMENTS FOR THE ACTS)

Sl.	Proposed Act / Theme	Description of the Act	Amount (in Rs.) including specific technical requirements
1.	<Act 1>		
2.	<Act 2>		
3.	<Act 3>		
...		
...		
8.	<Act 8>		
Part B – Total Amount in Rs. excl. of taxes (subject to max. of INR Ten Lakh)			10,00,000

NOTE – The above cost quoted by the bidder should include the cost towards remuneration, travel, lodging and boarding of artists, directors, choreographers, crew and technical riders. Besides this, the cost should also include equipment, costume & props, makeup, jewelry, local transportation, food and beverage, rehearsals, production of music & AV and any other specific technical requirements for specific act(s) over and above the infrastructure elements covered in Part – A of Financial Proposal.

PART – C: OPERATIONS / PRODUCTION / SUPPLY

1. Security & Parking Arrangements

The Agency, in consultation with DSYS and Police Commissionerate, shall ascertain and prepare a Venue Security Plan & Parking Plan and implement it during the 6-day event from 17th to 22nd July, 2019.

The Agency is required to provide security guards, supervisors and inspectors at the venue during all 6 days of the event, take adequate security measures at the venue

at all times and ensure limited access to Field of Play. The Agency must ensure that the accreditation card holders (players, officials, VIPs, organisers, police, services, media, sponsor, medical, etc.) are allowed access only to their designated areas for smooth conduct of the event.

The Agency shall ensure smooth flow of traffic on the event days across all the outer gates leading to the J.N. Indoor Stadium, Cuttack and the inner gates leading to the spectator's gallery. Separate parking arrangements have to be made and subsequently monitored for VIPs, spectators, media, fire tender, ambulance and team buses during all 6 days of the Championships.

2. Barricading

The Agency shall provide barricade in and around the stadium, parking areas, at entry points to stadium for smooth access of vehicles and commuters to the venue and any other place as deemed necessary by Police during the event.

3. Accreditation & Access Control

The Agency, in consultation with DSYS and Police, shall devise an access control mechanism to regulate the access of personnel in and around the venue by dividing the entire venue into different zones. The Agency is required to design and print accreditation cards for all the categories of personnel involved in the Championships, namely Players, Officials, VIPs, Organisers, Guest, Venue Operations, Broadcast, Police, Service Provider, Media, Sponsor, Medical, etc. The Agency shall collate all the information from DSYS and print the cards after obtaining final approval from DSYS. The deadline for delivery of all cards is between 20th June and 1st July, 2019.

4. LED Screen

The Agency shall setup LED screens for presentation and display of information, score and results during all 6 days of the Championships. The Agency shall make all necessary arrangements for relay of required information on the LED screens from the input device of technical officials and live feed of the matches on the LED screens, if required.

5. Hospitality Area for Players & Officials

The Agency is required to setup an air-conditioned German Hangar which will serve as a hospitality area for Players and Officials for all 6 days of the Championships. The structure shall be handed over to DSYS by 14th July 2019. The Agency is required to deliver the following elements.

6. Hospitality Area for Organising Committee

The Agency is also required to setup a similar air-conditioned German Hangar which will serve as a hospitality area for members of the Organising Committee for all 6

days of the Championships. The structure shall be handed over to DSYS by 14th July 2019. The Agency is required to deliver the following elements.

7. Pagoda Structures

The Agency is required to setup pagoda structures with raised wooden platform, carpet and octonorm panels, which will serve as concession stands for sale of food & beverage during the 6-day event. Some of the structures may also be used for sale of merchandise, police control, traffic marshals, water kiosks, etc. The structures shall be handed over to DSYS by 14th July 2019.

8. Lights

The Agency is required to supply and install high wattage lights to illuminate general areas in and around the venue, walkways and designated parking areas around the venue. Besides that, the Agency shall also supply and install decorative lights to illuminate the stadium façade. The lights shall run on DG backup power and the Agency shall arrange the power backup for the above lights for all 6 days at the rate of 5 hours per day.

9. Upkeep & Maintenance of the Stadium

The Agency is required to ensure upkeep and cleanliness of the J.N. Indoor Stadium, Cuttack from 15th to 22nd July, 2019. The Agency shall provide housekeepers and supervisors (in uniforms) to look after the premises, the scope of which includes cleaning of the outer concourse of the stadium, landscaped area within the premises, cleaning of the galleries, FOP, lobby, porch, reception, stairways, driveways, walkways, offices, change rooms, toilets, hospitality area and kitchen area. The housekeepers shall be in their designated places at all times to ensure clean conditions for use. The entire facility should be cleaned and handed over by the Agency to DSYS by 15th July, 2019. The Agency shall provide all cleaning equipment and materials required for the purpose.

– Timings: 6 AM to 10 PM (16 hours per day)

10. Power backup

S. No.	Item Description	Quantity
1.	125 kva	2
2.	360 kva	2
3.	500 kva	2

Other Production / Supply Services

S. No.	Item Description	Quantity
1.	Polo T-shirts of 170 GSM and embroidered logo on chest	1000 nos
2.	Caps with embroidered logo on front	1000 nos
3.	Reception Desk at Bhubaneswar Airport	2 nos
4.	Supply synthetic carpet (grey colour)	10000 sqft
5.	Fire extinguishers	30 nos.
6.	Large Bouquet	100 nos
7.	Souvenir :	
	Cups	100
	Soft Toys	100
	Key chains	100
	Medallions	100

PART – D: BRANDING & PUBLICITY

The Agency is required to do media planning and media buying (wherever necessary) for promotion of the 22nd CTTC – 2019 for a period of **One month**. All the outdoor branding has to be **completed by 20th June, 2019** and shall remain in place till the end of the event on 22nd July, 2019. The creative for all media shall be developed by the appointed Agency. The adaptations of size and type for different media shall also be done by the appointed Agency. The detailed requirements for each item is mentioned in the following table and the bidders are required to submit the financial proposal against the same in the prescribed format under **Part – D** for Financial Proposal. No additional payment shall be made by the DSYS for damaged media during the tenure of the promotions and costs associated with replacement of media shall be borne by the Agency.

1. Outdoor Hoardings

Identify and install hoardings at approx. 100 locations in and around Bhubaneswar & Cuttack for a period of **One month**. The amount quoted by the Agency shall include cost of flex printing, mounting, removal and rentals for the 30-day period. The Agency shall also seek necessary permissions for the same. The Agency will be required to propose locations with good visibility for approval by DSYS. Locations with high visibility will be accepted. **Only authorised sites approved by the Municipal Corporation will be approved for installation.** The minimum size (display area) of each hoarding should be 800 sq. ft. Media buying is the responsibility of the Agency.

- City limits of Bhubaneswar - 45,000 sq.ft.
- City limits of Cuttack - 25,000 sq.ft.
- NH 16 between Cuttack & Bhubaneswar - 30,000 sq.ft.

NOTE – For the outdoor hoardings in Bhubaneswar, the Agency must plan to buy the media at the locations, including but not limited to, Rajmahal Chowk, Master Canteen Chowk, Kalpana Chowk, Satyanagar Flyover, Ashok Nagar, XIMB Square, Ram Mandir Square, Unit – 8 Main Road, Unit – 4 Main Road, Omfed Square, Vanivihar Square, AG Chhak, Damana Square, Patia, KIIT Main Road, Info City, Pal Heights, Kalinga Hospital Square, Janpath, Rasulgarh, Gopabandhu Chowk, Bapuji Nagar Main Road, Delta Square, Lewis Road, Ravi Talkies Square, Khandagiri, Airport Road.

Similarly, for the outdoor hoardings in Cuttack, the Agency must plan to buy the media at the locations, including but not limited to Buxi Bazar, Link Road, OMP Square, CDA, Badambadi and College Square.

2. Bhubaneswar Airport Branding

The Agency shall be responsible for buying advertising space at Bhubaneswar Airport for promotion of 22nd CTTC – 2019 for a period of **One month**. The detailed specifications like location, media type, media size, quantity of required advertising space which is held with the sole advertising agency is mentioned in the following table. For better understanding and clarity, the actual site pictures of the advertising space at the different locations at Bhubaneswar Airport corresponding to the list given in Annexure B are enclosed in **Annexure C** in the same order. The Agency shall also develop the creative for the same. Media buying is the responsibility of the Agency.

3. Pole Branding

The Agency is required to develop the creative and carry out the production & installation of pole banners of size 5x3 ft. (double-sided), on existing light poles in Bhubaneswar & Cuttack. The Agency shall be responsible for obtaining necessary permissions for installation for a period of **One month**. Prior approval of DSYS is necessary for installation. **Only authorised sites approved by the Municipal Corporation will be approved for installation.** Media buying is the responsibility of the Agency.

The requirement of quantity is as follows:

- i. **Bhubaneswar:** 250 nos. of double-sided poles, out of which minimum of 80 nos. of pole banners have to be backlit type.
- ii. **Cuttack:** 150 nos. of double-sided poles, out of which minimum of 50 nos. of pole banners have to be backlit type.

4. Drop-down flex branding

The Agency is required to brand the event on the façade of prominent buildings of the Government, namely, IDCO Tower, IPICOL House, Fortune Tower, Odisha State Housing Board, Boyan Bhawan, Police Commissionerate, Rajiv Bhawan, Odisha

Mining Corporation, NIC, State Bank of India State HQ, OCAC for a period of **One month**. The Agency is required to develop the creative and do the flex (**blackout type**) installation as per the specific dimensions identified for the different buildings.

5. Branding at team hotels & Govt. offices

The Agency is required to develop the creative and install standees & backdrops (blackout flex mounted on frames) for branding of the event at Govt. offices & team hotels. The list of offices and hotels will be shared by DSYS at a later stage. The deadline for completion of this activity is **2nd July 2019**.

6. Branding of Team Buses, Vans and Cars

The Agency is required to develop the creative and carry out the print and installation of media for Branding of Team buses, Vans and Cars.

7. In-stadia and Out-stadia Branding

The Agency is required to develop the creative and carry out the print and installation of media for in-stadia and out-stadia branding. The branding shall include all runner boards, arch gates, general signage, sponsor / partner branding and a combination of general branding (based on venue requirement) and 22nd CTTC - 2019 branding on the inner and outer concourse of the stadium.

8. Flag Post Branding

The Agency is required to develop the creative and install vertical dropdown branding of the 22nd CTTC – 2019 on existing permanent flag posts on Janpath, Bhubaneswar, Kalinga Stadium Road, Bhubaneswar and the road leading to the Bhubaneswar Airport. The deadline for completion of this activity is **20th June 2019**.

9. Branding at shopping centres

The Agency is required to design and install flex branding on the façade of 3 (three) prominent shopping centres in Bhubaneswar, namely BMC Bhawani, Forum Mart and Esplanade for a period of One month from **22nd June to 22nd July, 2019**. Any damage to the flex during the campaign period is the responsibility of the Agency. Media buying is also the responsibility of the Agency.

- i. BMC Bhawani Mall: 800 sq. ft.
- ii. Forum Mart: 800 sq. ft.
- iii. Esplanade Mall: 800 sq. ft.

10. Canter outreach

The Agency is required to design, plan, organise and execute a canter outreach programme in and around Bhubaneswar and Cuttack for a period of **15 days (from 7th July to 22nd July, 2019)**. The Agency shall provide all necessary infrastructures (AV systems, microphones, fabricated canters, etc.) required for the purpose. The Agency shall also engage manpower for interaction with general public. The Agency shall also be responsible to get the requisite license/ permission for conducting the outreach programme in Bhubaneswar and Cuttack.

The cost quoted by the Agency should include all costs related to the activity including but not limited to the fabrication cost of vehicles, manpower, fuel, etc. DSYS will NOT bear any additional costs towards this assignment.

11. PR & Media Coordination

The Agency shall develop press releases, generic stories about the event, profiling of players, interviews with players and technical officials to garner the attention of print & electronic media and ensure the same is circulated and widely published. The Agency shall also be responsible for co-ordination with media for all pre-match and post-match press conferences.

The Agency shall collate all local media accreditation details and submit it to DSYS. The Agency shall manage the media w.r.t. seating plans, scorecards, photographer locations, draw up a schedule for media interaction required for the event to get the best possible coverage, prepare background material required for building media environment, prepare and send out press docket for press launch or events, etc. at least one month prior and during the Championships.

12. Production of other branding and publicity materials

The Agency is required to design and produce items like Helium Balloon, Mascot Costume & 3D cut-outs of mascot with the logo of the 22nd CTTC – 2019

2.3 PAYMENT SCHEDULE

The payment shall be released by Department of Sports & Youth Services to the Agency in the following manner:

Sl.	Event / Deliverable	Time lines	Payment
1.	Submission of execution plan	30 days from issue of Lol	5%
2.	Deployment of manpower & mobilizing resources at venue	By 1 st July 2019	5%
3.	Completion of major activities as per scope of work	By 14 th July 2019	30%

4.	Handover of venue with complete overlays, FF&E etc.	By 15 th July 2019	20%
5.	Ten days from commencement of Event	By 27 th July 2019	20%
6.	On completion of event in Cuttack	Within 15 days of completion of event subject to submission of report by the Committee appointed by DSYS and removal of all materials from the venue	20%

3. SUBMISSION OF RFP

The RFP bids must be submitted, in two separate envelopes:

- (i) Technical Proposal – Envelope I
- (ii) Financial Proposal – Envelope II

3.1 Technical Proposal

The Technical Proposal should be provided with the following information, using the format for technical proposal provided in Section-5 of this RFP document:

- i. Letter of Proposal – **Annexure A1**
- ii. Particulars about the Bidder – **Annexure A2**
- iii. Financial Capacity of the Bidder – **Annexure A3**
- iv. Experience of Bidder in Similar Projects – **Annexure A4**
- v. *All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates) from clients.*
- vi. Particulars in the form of CVs regarding the team leader and core team of at least 5 key personnel (who will be heading the respective domains of the event management and the branding & promotion)
- vii. Bid Processing fees in the form of Demand Draft in favour of “**Deputy Secretary to Government, Sports & Youth Services Department, Government of Odisha**” payable at Bhubaneswar
- viii. Bid Security in the form of Demand Draft in favour of “**Deputy Secretary to Government, Sports & Youth Services Department, Government of Odisha**” payable at Bhubaneswar

3.2. Financial Proposal

- i. The financial proposal should include remuneration for staff/ volunteer, accommodation, transportation and equipment, printing of documents/

materials and all other expenses related to the assignment for the activity i.e. Event Management of Commonwealth Table Tennis Championships – 2019 to be held at Jawaharlal Nehru Indoor Stadium, Cuttack.

- ii. In the Financial Proposal, the Agency shall quote an item-wise cost for all elements in the scope. The specifications and quantity of items in scope of work is clearly defined in the format enclosed in **Annexure–B2**. However, the Total Amount quoted by the Agency shall be considered for financial evaluation.
- iii. All costs must be expressed in Indian rupees only.

3.4 Checklist for Submission

A	Technical Proposal	Format
1	Covering Letter	Annexure-A1
2	Bid Processing Fee (non-refundable) of Rs. 5,200/- (Rupees Five Thousand Two Hundred Only)	Demand draft in favor of “Deputy Secretary to Government, Sports & Youth Services Department, Government of Odisha”
3	Bid Security of Rs.4,00,000/- (Rupees Four Lakh Only)	Demand draft in favor of “Deputy Secretary to Government, Sports & Youth Services Department, Government of Odisha”
4	Particulars of Bidder	Annexure-A2
5	Financial capabilities of the Bidder	Annexure-A3
6	Details of experience in similar assignments (separately for Branding and Event Management)	Annexure-A4
B	Financial Proposal	
1	Cover Letter	Annexure-B1
2	Financials	Annexure-B2

4. EVALUATION CRITERIA

4.1 Evaluation of Proposals

The RFP bids of those Agencies which would meet the minimum conditions of eligibility specified in Section 4.1.1 will be evaluated in two stages:

- i. Technical evaluation of proposals & presentation on proposal by qualified bidders for Event Management for the entire tournament at the Jawaharlal Nehru Indoor Stadium, Cuttack.
- ii. Financial Proposal.

4.1.1 Pre-Qualification / Minimum Eligibility Criteria:

S.NO	Criteria	
i.	The Agency must be rendering event management services in same name and style for last Three years .	Documents like ROC registration, MoA of Company, AoA of Company, PAN, TAN, Service Tax / GST registration, etc. relating to business entity should be furnished
ii.	In the last 3 (three) years , the firm should have solely undertaken and completed event management of minimum 2 (two) Sports Projects (sports competition / championship event) of National / International level with a contract value of Rs. Three Crores or above for each project.	Documents related to these project along with scope of work should be submitted as part of the eligible projects
iii.	Financial eligibility criteria: The firm should have a turnover of at least Rs.100.00 Crores (Rupees Hundred Crores) per year in the last 3 (three) financial years i.e. 2015-16, 2016-17 and 2017-18.	Documents signed by statutory auditor. In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

4.1.2 Technical Proposal Evaluation

The Technical Proposal evaluation of qualified bidders will be done out of **total 100 marks** in two parts;

- i. Evaluation of past project experience (Credential Score of 70 marks) and;
- ii. Evaluation of project concept proposal to the Technical Evaluation Committee through a power point presentation (Presentation Score of 30 marks).
 - a. **Credential Score** – Maximum 70 marks will be given based on the information and credentials submitted by the bidders in terms of relevant past project experience as follows:

Sl. No.	Details	Max. Marks	Basis of Marks to be allotted
1.	Financial Strength	20	<p>The Bidders Annual turnover for last three years:</p> <ul style="list-style-type: none"> i. More than 100 Crores but Less than 15 Crores - 10 Marks ii. More than 150 Crores but Less than 20 crores - 15 Marks iii. More than 200 Crores - 20 Marks
2.	Experience in event management of relevant projects	50	<ul style="list-style-type: none"> i. Two Sports projects of National / International level for contract value of Rs. 3 Crores or above - 15 Marks & for each similar additional project- 10 Marks (Max. 25 Marks) ii. For each additional relevant project of contract value of Rs. 1.5 Crore or above- 10 Marks & for each additional similar project for contract value between Rs.50 Lakhs and Rs.1.5 Crore- 5 Marks (Max. 25 marks)
Total:		70	

Note: All projects should have been undertaken by the Agency in the last Five Years.

Relevant projects of National or International repute to be considered for evaluation of event management:

- Sports Events
- Award Ceremonies
- Business Summits / Conferences / Seminars
- Youth Services Events
- Cultural Events

Note: Social Events like private parties, marriages, etc shall NOT be considered for evaluation

b) Presentation Score—The bidders shall be invited to make a presentation (20 Minutes each) to the Evaluation Committee (**on the date and time mentioned in Schedule in section 1.7 of this RFP**) on their Approach & Methodology for executing the assignment. The project concept proposal by the bidders in the form of a power point presentation as part of the technical proposal shall be evaluated and given scores (max. 30 marks) by the Technical Evaluation Committee as follows.

Sl	Evaluation Criteria	Max. Marks
1.	Event management & Branding plan for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack	10
2.	Innovation & Creativity for Inaugural ceremony	10
3.	General approach & methodology and quality of deployment of manpower	10
Total:		30

NOTE: The team leader along with the core team should be present for the presentation.

4.1.4 Technical Score - The total score secured by the bidders in credential score and presentation score combined will be treated as the Technical Score (TS) out of 100 marks. Bidders scoring **70 marks or more** in the Technical Score will be qualified for opening of their financial bids.

4.1.5 Opening of Financial Proposal:

The financial proposal of those bidders qualified in the Technical Score shall be opened and evaluated in presence of such bidders in the following manner.

The score shall be computed as follows:

a. **Financial Score:** The lowest financial proposal for the (FM) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F = 100 \times FM/F1$$

(F1 = amount of Financial Proposal as proposed by the Bidder for the assignment)

4.1.6 Combined Evaluation & Scoring:

a. Combined Score-The Combined Score shall be evaluated based on the Technical Score (TS) and Financial Score (FS):

$$\text{Combined Score} = 0.7 \times (\text{TS}) + 0.3 \times (\text{FS})$$

b. The Bidder to obtain the **Highest Combined Score** shall be identified as the Preferred Bidder.

c. The decision of Department of Sports & Youth Services as regards to acceptance/rejection of eligibility for parties who apply shall be final and binding.

d. Notwithstanding the above, Department of Sports & Youth Services reserves the right to accept or reject any or all bids or to annul the bidding process.

4.2 Negotiations

Contract negotiations will then be scheduled with Preferred Agency. Negotiations will commence with a discussion of technical proposal, the proposed concept, and staffing and price proposals.

4.3 After the contract has been successfully negotiated, Preferred Agency will be issued Letter of Intent by DSYS. If the negotiations do not reach any conclusions and if the first Preferred Agency withdraws his proposal, DSYS may then invite Second Best Bidder for the negotiations.

4.4 The other Bidders, which did not meet the Minimum Eligibility Conditions, not shortlisted for other stages of evaluation also the Bidders who were technically qualified but were not selected except the second best Bidder, will be informed by DSYS that they were unsuccessful. The Bid Security of such Bidders will be refunded within 15 days after issue of LOI to the successful Bidder.

4.5 No information on the evaluation proposal will be disclosed to any person other than those directly concerned with the selection process. Proposals of any Bidder, who tries to influence the evaluation, will be liable to be rejected.

4.6 Performance Security

The successful bidder shall deposit a performance security equal to 5% of the contract value in the form of bank guarantee.

ANNEXURES – FORMATS

TECHNICAL PROPOSAL

Annexure - A1

Letter of Technical Proposal

To,

Director, Sports & YS
Department of Sports & YS
C-1, Nayapalli, Bhubaneswar-751012
E-mail: worldseries.odisha@gmail.com

Sub: "Proposal for Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack".

Regarding Technical Proposal

Dear Sir,

1. With reference to the RFP dated _____ for the above captioned project, and clarification issued by DSYS thereof, I _____, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Agency for providing services for **Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack**. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the Agency for the aforesaid Project.
4. I shall make available to DSYS any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I acknowledge the right of the DSYS to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we or any of our Associates have neither failed

to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I declare that:

- a. I have examined and have no reservations to the RFP Documents, including any Addendum issued by the DSYS;
 - b. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the DSYS or any other public sector enterprise or any government, Central or State; and
 - c. I hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders.
 8. If our Firm is qualified, we shall make a presentation on Approach & Methodology to DSYS on the date specified upon intimation received from DSYS.
 9. The undersigned is authorized to sign the documents being submitted through this RFP. (A copy of Power of Attorney may be enclosed)
 10. In the event our firm is selected as the Agency for this project we shall enter into a contract with DSYS.
 11. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
 12. The information provided herewith is true and correct to our best knowledge. If any discrepancies are found in the information provided or if the information provided is not correct, our firm would be fully responsible for that. We understand in such cases our bids are liable to be rejected.

Yours faithfully,
(Signature, name and designation of the authorized signatory)
(Name and seal of the Bidder)

Power of Attorney (Sample)

Know all men by these presents, we, (name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. /Ms.....son/daughter/wife and presently residing at, who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the “Authorized Representative”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack, Bhubaneswar including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-proposal and other conferences and providing information/ responses to the Department of Sports & Youth Services, representing us in all matters before the Department of Sports & Youth Services, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Department of Sports & Youth Services in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the Department of Sports & Youth Services.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, THE ABOVE NAMED PRINCIPAL
HAVE
EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF
....., 20**

For
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

.....
(Signature, name, designation and address of the Attorney)

Notes:

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) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 50 (fifty) and duly notarized by a notary public.

Particulars of the Bidder

General Information about the Firm:

- a) Name of Company or Firm:
- b) Legal status (e.g. incorporated private company, unincorporated business, partnership etc.):
- c) Country of incorporation:
- d) Registered address:
- e) Year of Incorporation:
- f) Year of commencement of business:
- g) Principal place of business:
- h) Brief description of the Company including details of its main lines of business

Name, designation, address and phone numbers of authorized signatory of the Bidder:

- i) Name:
- ii) Designation:
- iii) Company:
- iv) Address:
- v) Phone No.:
- vi) Fax No. :
- vii) E-mail address:

(Signature, name and designation of the authorized signatory)

For and on behalf of_____

Financial Capacity of the Applicant

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2017-18	
2.	2016-17	
3.	2015-16	

Certificate from the Statutory Auditor

This is to certify that(name of the Applicant) has received the payments shown above against the respective years on account of professional fees. And the Average Turnover of the Firm from professional fees in the last three years is Rs. (In words)

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Eligible projects undertaken by the Bidder

The following information should be provided in the format below for each Eligible Project for which your firm was legally contracted by the Client stated as a single entity.

Applicants are advised to provide the information for only those assignments qualifying projects in Branding and Promotion activities and Event Management Activities separately.

S.No	Description	
i.	Assignment Name	
ii.	Name, fax, email of the Client Representative:	
iii.	Time when the assignment was carried out	
iv.	Start Date	
v.	End Date	
vi.	Location of the Event	
vii.	Contract Value	
viii.	Narrative Description of the Scope of work of the assignment Description of Actual Services provided by your Staff Status of the assignment	

IMPORTANT:

1. Use separate sheet for each Eligible Project
2. Please provide proof of eligible projects undertaken like a copy of completion certificate from the client/Copy of work order/copy of agreement etc. **The submitted testimonial MUST contain detail description of work (Scope of Work and TOR) carried out by the Bidder.**

FINANCIAL PROPOSAL

Annexure – B1

Covering Letter

(on the Agency's letterhead)

To

**Director, Sports & YS
Department of Sports & YS
C-1, Nayapalli, Bhubaneswar-751012
E-mail: worldseries.odisha@gmail.com**

Sub: "Proposal for Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack".

Regarding Financial Proposal

Dear Sir,

I, _____
enclose herewith our Financial Proposal for selection of our firm as Agency to carry out **"Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack"**.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that this offer shall remain valid for 90 (Ninety) days from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature _____

Full Name _____

Designation _____

FINANCIAL PROPOSAL

Name of Work: Proposal for Hiring of an Event Management Agency for Commonwealth Table Tennis Championships – 2019 at Jawaharlal Nehru Indoor Stadium, Cuttack

PART-A INAUGRAL CEREMONY							
S. No.	Particulars	Specification	Dimensions	Unit	Quantity	Rate per Unit	Amount (In INR)
1	Main Stage	Stage for the Inaugural Ceremony of 22 nd CTTC - 2019 in the Jawaharlal Nehru Indoor Stadium, Cuttack. Stage should be constructed temporarily on iron frames with ply mounting and carpeting. Stage structure should be over a cushioned surface to avoid damage to the stadium floor.	LXBXH=86x72x6	Sqft	6192		
2	Secondary Stage	Stage with platform and carpeting for the VIPs / dignitaries seated in front of the performing stage	LXBXH=24x16x6	Sqft	384		
3	Truss	Truss on four sides for lighting	As per Stage dimensions	-	-		
4	Sound System:	Line array speaker system of make JBL /ZS, with digital console and appropriate centre fills and sub-woofers. Dais, podium & cordless microphones	-	-	-		
		Top	-	Nos.	18 Pairs		
		Bass	-	Nos.	10 pairs		
		Centre fill	-	Nos.	As per requirement		
		Dais microphone for VIP seating	-	Nos.	8		
		Podium microphones	-	Nos.	4		
		Cordless microphones	-	Nos.	10		
	Digital Mixers	-	Nos.	As per requirement			

		Amplifiers	-	Nos.	As per requirement			
		Crossover	-	Nos.	As per requirement			
5	Lights	Par	-	Nos.	40			
		LED Par	-	Nos.	40			
		Moving Head	-	Nos.	40			
		Strobe	-	Nos.	5			
		Profile	-	Nos.	15			
6	Master of Ceremonies			Nos.	1			
7	Projector	Projector - 20,000 Lumens			4			
		Projector - 8,500 Lumens			8			
8	Others	Watch-out servers for projection mapping			5			
		Equipment for performing Aerial Acts through suspension of artists from the existing truss ceiling of the indoor stadium, which will include setup of four rigs to suspend a minimum of four artists (avg. load of 70 kilos per artist) at a given point of time spread uniformly around the ceiling structure. The quoted cost shall include transportation costs for all equipment and other infrastructure support needed at venue.				As per requirement		
		Technical manpower to plan and execute the Aerial Acts (including costs towards TLB for rehearsals prior to the Inaugural Ceremony, during the Inaugural Ceremony and any prior visits to be made by the Agency to the venue for assessment of the exact requirements)				As per requirement		
Total A								
PART-B PERFORMANCE ART								
	Act/Theme	Description			Act/Theme	Amount		
1	Performance Art	Description of Act 1			Act 1			
		Description of Act 2			Act 2			

		Description of Act 3		Act 3			
		Description of Act 4		Act 4			
		<p>Note:Cost quoted by the bidder should include the cost towards remuneration, travel, lodging and boarding of artists, directors, choreographers, crew and technical riders. Besides this, the cost should also include equipment, costume & props, makeup, jewelry, local transportation, food and beverage, rehearsals, production of music & AV and any other specific technical requirements</p>					
Total B						10,00,000	
PART-C OPERATIONS / PRODUCTION / SUPPLY							
S. No.	Particulars	Specification	Dimensions	Unit	Quantity	Rate per Unit	Amount (In INR)
1	Security & Parking Arrangements	Security Guards		Nos.	100		
		Supervisors		Nos.	15		
		Inspectors		Nos.	3		
2	Barricading	Mojo barricading		R.Ft	3000		
3	Accreditation & Access Control	Card type: Multi-colour PVC card and lanyard		Nos.	1500		
4	LED Screen	Outdoor LED Screen display for live telecast of matches - The Agency shall provide LED screens for live telecasting of the matches during the entire tournament.The Agency shall provide necessary technical infrastructure for live streaming of matches in the format adaptable to the LED screens.	24'X10'	Nos.	2		
			20X16'	Nos.	2		
			16'X9'	Nos.	2		
			30'X20'	Nos.	2		
5	Hospitality Area	German Hanger of dimension 20 m x 15 m with 6" height wooden platform, water proof tentage satin cloth draping on the ceiling with air condition & adequate lighting		Nos.	2		
		Tower AC (4 Ton)		Nos.	8		
		High Table		Nos.	30		
		Bar Chair		Nos.	100		

		Synthetic Carpet – standard grey		sqft	10,000		
		Sofa – 3 seater		Nos.	8		
		Sofa – 2 seater		Nos.	16		
		Coffee tables		Nos.	16		
		Colour wash lights for ceiling		Nos.	20		
		LED Par Cans		Nos.	20		
		Portable Toilets		Nos.	6		
6	Pagoda Structures	Pagoda Tent	3mx3m	Nos.	2		
		Pagoda Tent	5mx5m	Nos.	8		
		Canopy tent	3mx3m	Nos.	2		
		Octonorm Panel	3mx3m	Nos.	6		
7	Lights	High wattage metal lights		Nos.	150		
		LED Par64		Nos.	300		
		Decorative lights:		Nos.	2		
		a. Rice light	15M String	Nos.	200		
		b. Mini bulb light	15M String	Nos.	200		
		c. Pipli lamp		Nos.	50		
		d. Paper lantern lamps		Nos.	50		
8	Upkeep & Maintenance of the Stadium	Per toilet		Manpower	1		
		Gallery		Manpower	4		
		F.O.P (in intervals)		Manpower	4		
		Ground Floor Rooms		Manpower	4		
		First Floor Rooms		Manpower	4		
		Outdoor & walkways		Manpower	10		
		Supervisors		Manpower	2		
9	Power backup	125 kva		Nos.	2		
		360 kva		Nos.	2		
		500 kva		Nos.	2		
		Fuel for DG (6 days x 12 hours per day)				As per requirement	

10	Other Production / Supply Services	Supply of wireless communication devices (walkie talkie) to be used by DSYS during all the 6 (six) event days. The Agency shall also provide all technical assistance for its functioning.		Nos.	50		
		Polo T-shirts of 170 GSM and embroidered logo on chest		Nos.	1000 nos		
		Caps with embroidered logo on front		Nos.	1000 nos		
		Reception Desk at Bhubaneswar Airport		Nos.	2 nos		
		Supply synthetic carpet (grey colour)		Nos.	10000 sqft		
		Fire extinguishers		Nos.	30 nos.		
		Large Bouquet		Nos.	100 nos		
		Souvenir :		Nos.			
		Cups		Nos.	100		
		Soft Toys		Nos.	100		
		Key chains		Nos.	100		
		Medallions		Nos.	100		
Total C							
PART-D BRANDING & PUBLICITY							
S. No.	Particulars	Specification	Dimensions	Unit	Quantity	Rate per Unit	Amount (In INR)
	Outdoor hoarding	Framed branding. Media: Star Flex. Frame: 28mm-20gauge square steel pipe. Temporary structure/scaffolding as per the requirement at the specific location in Cuttack, Bhubaneswar & NH16	Various Sizes	sqft	45000		
		Framed branding. Media: Mesh Fabric. Frame: 28mm-20gauge square steel pipe. Temporary structure/scaffolding as per the requirement at the specific location in Cuttack, Bhubaneswar & NH16	Various Sizes	sqft	5000		
	Bhubaneswar Airport Branding	Aerobridge -1, Backlit	7.6 x 5.1 ft.	Nos.	1		
		Aerobridge -2, Backlit	7.6 x 5.1 ft.	Nos.	1		
		Aerobridge Walkway, Backlit	12 x 10 ft.	Nos.	1		
		Arrival Entry, Backlit	10 x 10 ft.	Nos.	1		

		Beside Arrival Gate, Ambient Lit	38 x 12 ft.	Nos.	1		
		Above Conveyer Belt Wall Branding, Ambient Lit	40 x 7.6 ft.	Nos.	1		
		Security Hold Area 1st floor - 1	20 x 7 ft.	Nos.	1		
		Security Hold Area 1st floor - 2, Ambient Lit	20 x 7 ft.	Nos.	1		
		ACP wall branding - 1, Ambient Lit	40 x 7.66 ft.	Nos.	1		
		ACP wall branding - 2, Ambient Lit	40 x 7.66 ft.	Nos.	1		
		Arrival Area Above Arrival Gate, Ambient Lit	25 x 12 ft.	Nos.	1		
		Conveyer Belt - 1, Backlit, Double-sided	16 x 5 ft.	Nos.	1		
		Conveyer Belt - 2, Backlit, Double-sided	16 x 5 ft.	Nos.	1		
		Conveyer Belt - 3, Backlit, Double-sided	16 x 5 ft.	Nos.	1		
		Conveyer Belt - 4, Backlit, Double-sided	16 x 5 ft.	Nos.	1		
		Departure Area (Near Street Foods by Punjab Grill), Ambient Lit	20 x 7.66 ft.	Nos.	1		
		Departure Area (above Air Asia counter), Ambient Lit	36 x 7.66 ft.	Nos.	1		
		Departure Area, Ambient Lit	25 x 12 ft.	Nos.	1		
		On Rotary facing Arrival Traffic, Ambient Lit	40 x 15 ft.	Nos.	1		
		On Rotary facing Departure Traffic, Ambient Lit	40 x 15 ft.	Nos.	1		
		Outside Airport, Front Lit	30 x 10 ft.	Nos.	1		
		Outside Airport Pole Kiosk, Backlit	2 x 3 ft.	Nos.	50		
		Outside Airport Pillar Branding, Ambient Lit	20 x 7.6 ft.	Nos.	8		
	Pole Branding	Media: Knitted Polyester. Media to be held in its position either with the help of existing horizontal pipes. Velcro strips to be provided to hold the banner in place.	2.5ft wide x 6ft height	Nos.	1000		
	Drop-down flex branding	Blackout Flex as per the specific dimensions identified for the different buildings.	Various Sizes	sqft	8000		
	Branding at team hotels & Govt. offices	Standee of blackout flex mounted on frames	6'X3'	Nos.	30		
		Backdrop of blackout flex mounted on frames	15'X10'	Nos.	30		
	Branding of Team Buses, Vans and Cars	Glossy Vinyl Stickers	Various Sizes	sqft	10000		
	In-stadia and Out-stadia Branding						

Stadium & concourse Branding	Framed Branding. To include gate arches, standees, directional signages, vomitory areas, etc. Media: Star Flex Frame: 28mm-20 gauge square steel pipe	Various Sizes	sqft	50000		
	Unframed Branding. To include inner concourse branding, masking etc. Media: Star Flex	Various Sizes	sqft	10000		
	Framed Branding. To include façade branding, outer concourse, etc. Media: Mesh Fabric & Frame: 28mm-20 gauge square steel pipe	Various Sizes	sqft	10000		
	Unframed branding. To include dropdowns, façade branding. Media: Mesh Fabric	Various Sizes	sqft	10000		
	Framed Branding. To include branding along the periphery of the stadium and external parking areas. Media: Normal Flex Frame: 28mm-20 gauge square steel pipe	Various Sizes	sqft	10000		
Country Flags along with poles and base	Media: Knitted Polyester (stands/poles/base to be provided). Flags to be held in its position either with the help of existing horizontal pipes or velcro strips to be provided as and where required, MS Steel Poles (2.5 inch Dia and 20 feet ht) Flag Colours: Colours as per the Pantone colour code of each country. Flag specifications: As per the Flag Code of each country Stitching : Double Stitched on 3 sides and 4th side with Groomets / Eyelets. Rope attached to the sleeve	Size- 4 X 6	Nos.	88		
Tear drop Banners along with the necessary stands.	Knitted Polyester (stands/poles/ base to be provided). To be placed across the stadium concourse	1m X 2m	Nos.	100		
Curved Top Flags along with the necessary stands.	Knitted Polyester (stands/poles/ base to be provided). To be placed across the stadium concourse	2m X 0.85m	Nos.	100		

	Branding at shopping centres	Framed branding. Media: Star Flex. Frame: 28mm-20guage square steel pipe. Temporary structure/ scaffolding as per the requirement at the specific location	Various Sizes	Sqft	3000		
	Canter outreach	Number of fabricated vehicles (of Tata Ace type): 5 nos. Average distance covered per vehicle per day: 50 km		Days	15		
	PR & Media Coordination	The Agency shall develop press releases, generic stories about the event, profiling of players, interviews with players and technical officials to garner the attention of print & electronic media and ensure the same is circulated and widely published. The Agency shall also be responsible for co-ordination with media for all pre-match and post-match press conferences. The Agency shall collate all local media accreditation details and submit it to DSYS. The Agency shall manage the media w.r.t. seating plans, scorecards, photographer locations, draw up a schedule for media interaction required for the event to get the best possible coverage, prepare background material required for building media environment, prepare and send out press docket for press launch or events, etc. at least one month prior and during the Championships.	-	Nos.	1		
	Others						
	Design, Supply and Commissioning of Helium Balloons	To be provided with graphic printing and to have the capability of being elevated to a height of 70-80 feet for 10 days	12 ft diameter	Nos.	1		

	Design, production and supply of wearable life size mascot kit	Should be light in weight and the shell structure to be provided only for the face.					
	Olly Cutouts	3D acrylic / plywood cut-out installation depicting the logo of the 22nd CTTC – 2019	L = 20 ft., W = 2 ft. and H = 4 ft.	Nos.	20		
	Total D						

Grand Total (A + B+C+D) = (in words.....)

- All work should be carried out in consultation with designated committee of DSYS.
- 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, HI, FIH and 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.

Note:

- a. GST as applicable shall be paid extra by DSYS.
- b. No conditions should be attached to the price proposal.
- c. 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.
- d. The Agency has to quote individual rate for each item in scope.

Signature of the Agency:

Address:

Date:

