



REQUEST FOR PROPOSAL

**ENGAGEMENT OF AGENCY FOR EVENT
MANAGEMENT & BRANDING OF MEN'S HOCKEY
LEAGUE FINAL-2017 AT KALINGA STADIUM,
BHUBANESWAR**

SEPTEMBER-2017

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

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1. INTRODUCTION

1.1 Background

Bhubaneswar, the capital city of Odisha, will host the Men's Hockey World League Final -2017 scheduled from 1st December – 10th December 2017 at Kalinga Stadium. The tournament will have participation of teams from 8 countries viz: India, Argentina, Australia, Belgium, England, Germany, Netherlands and Spain.

The tournament will have 22 matches in total which will be played in two pools (round robin basis), with Quarter Finals, Semi Finals, positional matches and Finals (3rd/4th and 1st/2nd). The schedule will include two matches per day, however four matches will be played on 2nd December 2017.

After successful hosting of the 22nd Asian Athletics Championships, Bhubaneswar has emerged as a strong force in the Global Sporting Arena. Bhubaneswar is proud to host the prestigious Men's Hockey World League Final 2017 which will cement its position in the International Sporting Map. The Mega Event will be hosted with grandeur complying with international standards of hospitality and event management.

Department of Sports & Youth Services (DSYS) seeks to hire single competent agency having experience and expertise in event management as well as in media marketing and promotion for successful hosting, branding and promotion of the mega event. (herein referred as "Agency").

1.2 Instructions to the Applicants

- (i) Firms are hereby invited to submit their 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 for a period of 1 (One) season, i.e. the Agency shall execute the scope of work mentioned in this document during Men's Hockey World League Final - 2017 only.
- (ii) A description of the assignment, terms of reference and its objectives are given in Section-2 of this document.

- (iii) To obtain firsthand information on the assignment, the Agency may make visits to Kalinga Stadium, or visit the city of Bhubaneswar before submitting the proposal.
- (iv) 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.
- (v) 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 www.dsystodisha.gov.in
- (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 : 23 September 2017

Time : 11 AM

Venue: Conference Hall, Hockey Stadium, Kalinga Stadium Sports Complex, Bhubaneswar

Bidders are advised to submit their queries addressed to the Under Secretary, Department of Sports & Youth Services, by 21 September 2017 by 4 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: worldhockey.odisha@gmail.com**

1.7 Schedule of Selection Process:

DSYS shall endeavor to adhere to the following schedule:

Sl. No.	Event Description	Date
1	Issue of Tender Notice	16 th September 2017
2	Pre-Bid Meeting	23 rd September 2017
3	Proposal submission date	7 th October 2017 by 3 PM
4	Opening of Proposals	
	Opening of Technical Proposal	7 th October 2017 at 4 PM
5	Presentation by Qualified Bidders	16 th October 2017 at 11 AM
6	Opening of Financial Proposals	16 th October 2017 after the presentation

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 Branding & Promotion and Event Management of Men's Hockey World League Final -2017 at Kalinga Stadium**" at the top of the envelope) should contain all the detail sought by DSYS as per Section – 3.2.
 - b) **Financial Proposal:** (Marked "**Financial Proposal for Branding & Promotion and Event Management of Men's Hockey World League Final-2017 at Kalinga Stadium**" at the top of the envelope) should contain the commercial proposal as per prescribed format in Section – 5 (Annexure–B).
 - c) Both the envelopes shall be placed in an outer sealed cover marked as "**Proposal for Branding & Promotion and Event Management of Men's Hockey World League Final-2017 at Kalinga Stadium**".
- (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: worldhockey.odisha@gmail.com**

1.10 Proposal Submission Deadlines: The Bidders shall submit the proposals for both the Stages as per the timelines stated in Section-1.7.

1.11 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 **Department of Sports & Youth Services** 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 **Rs.5,200.00 (Rupees Five Thousand Two Hundred Only)** towards **Bid Processing Fee** in the form of Demand Draft drawn in favor of "Department of Sports & Youth Services" 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 objectives of this assignment, to be accomplished in two folds are as follows:

- a. **Provide event management services for the Men's Hockey World League Final- 2017 to be held at Kalinga Stadium, Bhubaneswar.**
- b. **Preparation of a promotion strategy for Men's Hockey World League Final- 2017 and execution of the promotion plan, media & PR management**

2.2 Scope of Work

The requirement for each item in the scope of work is mentioned in detail in the format for Financial Proposal (**Annexure- B**).

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.

2.2.1 EVENT MANAGEMENT

1. **Setting up Temporary Infrastructure at Venue:** The Agency shall set up necessary temporary infrastructure with all amenities at the venue (Kalinga Stadium) for kiosks, merchandise stalls, food courts as per the details given below. The infrastructure should be handed over to DSYS five days prior to the start of the event.

Sl No	Temporary Tents	Specification	AC/Non AC	Size	Qty.
1	Food Court (VIP Catering and Media Catering)	German Hanger	AC	60 sq mtrs	2
2	Stalls (for eateries and handicraft display)	Octonorm		3mx3m	10

2. **Wireless Communication:** Supply of wireless communication device (35 nos. of walkie talkie) to be used by DSYS/Hockey India venue management team during all the 10 (ten) event days. The devices have to be tuned to function in Bhubaneswar. The Agency shall acquire the requisite permission from the concerned authorities and shall also provide all technical assistance for its functioning. The equipment shall remain in the custody of the Client till the end of the championship in Bhubaneswar.

3. Supply of ice bath tubs with ice: The Agency shall supply ice at the team dressing room for the purpose of ice-bath on match days and practice days. The practice days shall include all the practice sessions for all participating teams.

4. Venue security & crowd management - The Agency, in consultation with Kalinga Stadium Authorities and local Police Commissionerate, shall devise a crowd & parking management plan for all visitors to the Kalinga Stadium.

The Agency shall make all infrastructure arrangement for its implementation, including but not limited to barricading, masking, parking signs, distribution of merchandise to audience, validation of vehicle entry & security personnel required for crowd and parking management.

The Agency has to ensure there is smooth flow of traffic on the tournament days across all the outer gates leading to the Kalinga Stadium and the inner gates leading to the Hockey stadium. The Agency is also required to execute separate parking plans for VIPs, VVIPs, Media, Fire Brigade, Ambulances and team buses carrying players and officials.

5. Security Plan - Supply and installation of **20 nos.** of security cameras with monitors and recording system for all tournament days. The Agency shall install security cameras (at all the entry/exit gates of the Stadium, entry gates to the Hockey stadium, media and spectator galleries and other areas, if required in consultation with Hockey India/DSYS Venue Management team.

The Agency shall install Baggage Scanners, DFMD and CCTV at the entry points, as per the requirement of Hockey India.

6. Pouring: A central pouring partner for the event and a supplier will be appointed by Sports & Youth Services Department to deliver the pouring partner's products (bottled water, juices, soft beverages) at the Stadium. The Agency shall ensure that pouring partner products are available at dressingrooms, hospitality areas, Venue Operations room, Technical Team Room, VIP lounge, Medical Centre, Media Centre, etc. on all the 10 tournament days plus 5 days prior to the start of the event. The Agency shall submit accreditation details of

all volunteers engaged for the purpose and submit it to Hockey India team.

7. Barricading: The agency shall ensure barricading setup at the venue, including but not limited to parking areas, entry points to stadium for smooth flow of vehicles and commuters to the venue. The barricading shall include both metal barricading and black masking of 3500 rft.

- Metal Barricading of 3 ft ht at Parking Areas – 500 rft.
- Black Masking of 6 ft ht – 3000 rft.

8. Reception Desk & Branding at Airport: The Agency shall set up Reception Desk at both terminals of the Bhubaneswar Airport from 22.11.2017 to 10.12.2017 to welcome the players, officials and delegates. The Agency shall coordinate with the the Department of Sports & Youth Services and Hockey India and accordingly deploy manpower at the reception desks. The Agency shall ensure adequate numbers of brochures and leaflets, city guide, event details etc. to provide necessary information and guide the players, officials and delegates. The Agency shall also carry out the design, printing & installation of branding at the airport. DSYS will obtain the permission from AAI for branding.

9. High Wattage Metal Lights: Supply and installation of **high wattage LED/ Metal white lights** (250nos.) from 30.11.2017 to 10.12.2017 to illuminate the areas around warm up pitch, overlays, and main stadium, parking areas, walkways, entry/ exit (All gates), general signage, door signage, out-stadia branding, player drop-off area, kiosks & stalls and any other area necessary for the purpose.

2.2.2 BRANDING FOR THE EVENT

1. Venue and City Branding

- i. Design, supply and commissioning of helium balloons at Kalinga Stadium for a period of 30 days from 10.11.17 to 10.12.17
- ii. **Outer Concourse Branding:** The Agency shall be responsible for printing and installation of flex printing works for all in and out-stadia branding. The branding shall include all runner boards, arch gates, general signage (based on venue requirement), door

signage, sponsor branding, drop down flex from the galleries and a combination of general branding and World Hockey Men's League Final branding on the outer concourse of Kalinga Stadium. The design, look and feel of the branding will be provided by Hockey India. No additional payment shall be made by the Client for damaged flex during the tenure of the event in Bhubaneswar.

- iii. Design, production & supply of wearable life-sized costume mascot and volunteers for mobilisation of mascots on all match days.
- iv. Pole Branding – Design, production & installation of pole banners covering 1500 poles (double sided) across the city.
- v. World Hockey Men's League Final-2017 event branding at all accommodation sites (hotels) of players and officials, government offices and Bhubaneswar Airport
- vi. **Installation of Country Flags** – The Agency shall procure the flags of all the participating countries and install the Country Flags en route
 - Hotels (Accommodation sites of players) to Kalinga Stadium
 - Airport road
 - Janpath

The Agency shall also install the Flags inside the stadium as per the requirement of FIH and Department of Sports & Youth Services

- 2. **Branding of Country (Team) Buses:** The Agency shall carry out the branding of the team buses (8 country buses) as well. The Agency shall be responsible to create design and install the vinyl branding as per branding dimensions of the buses. The cost quoted by the Agency shall include the cost of design, printing and pasting of vinyl stickers on buses for a period from 1.11.2017 to 10.12.2017. The Agency shall also be responsible for removing the vinyl stickers from the team buses immediately after the tournament is over.
- 3. **City Bus Branding:** The Agency shall carry out the design and installation of vinyl branding on 40 Nos. of city buses on major routes connecting Bhubaneswar, Puri & Cuttack. The Agency shall identify the routes in consultation with DSYS. The Agency shall be

responsible to create design and install the vinyl branding as per branding dimensions of the buses.

The cost quoted by the Agency shall include the cost of design, printing and pasting of vinyl stickers on buses for a period of 30 days from 10.11.2017 to 10.12.2017.

Branding of No. of Buses plying between

- BBSR-CTC – 10
- BBSR-Puri – 10
- Within City limits of BBSR - 20

- 4. Branding at City Shopping Centers & Govt. offices** – The Agency is required to design and install flex branding at 2 (two) shopping malls (namely BMC Bhawani and Forum Mart) and 10 Government offices in Bhubaneswar for a period of 30 days from 10.11.2017 to 10.12.2017.

Any damage to the flex during the campaign period is the responsibility of the Agency.

- 5. Outdoor Hoarding:** The Agency shall identify locations and put up hoardings for a period of 30 days (10.11.17 to 10.12.17). The amount quoted by the Agency shall include cost of flex printing; flex mounting and rentals for the 30-day period. The Agency shall also seek necessary permissions for the same. The design, look and feel of the flex will be provided by Hockey India.

Preferred locations:

Bhubaneswar - Master Canteen, Kalpana Chhak, Satyanagar Flyover, Ashok Nagar, XIMB Square, Omfed Square, Vanivihar Square, AG Chhak, Info City, Pal Heights, IDCO Office, KIIT Square, Rasulgarrh, Khandagiri, Airport, BMC, Patia, Old Town, Ram Mandir Sqaure

Cuttack- Buxi Bazar, Link Road, OMP sqaure, CDA, Badambadi, College Square

Puri- Puri Sea Beach and Bada Danda area and

National Highway- Along Bhubaneswar, Puri&Cuttack

The locations will be finalized in consultation with Department of Sports & Youth Services.

6. Outdoor LED screen display– The Agency shall provide LED screens (minimum 20 ft x 15 ft) at 5 (five) prominent locations in Bhubaneswar for live telecasting of the matches during the entire tournament (1st December 2017 to 10th December 2017). The Agency shall, in consultation with the Client, identify 5 (five) prominent locations in Bhubaneswar for installation of the LED screens.

The Agency shall provide necessary technical infrastructure for live streaming of matches in the format adaptable to the LED screens. The Agency shall also obtain all requisite permissions for the above work.

2.2.3 OPENING CEREMONY

The Agency shall conceptualize, plan, design, organize and manage the Opening Ceremony of WLF-2017 in coordination with DSYS and Hockey India / FIH. The Agency shall provide at least 2 concepts for the opening ceremony which will be approved by DSYS. The Opening Ceremony will be held on 1st December 2017 at 6.30 PM for a period of 30 minutes, out of which 20 minutes will be for the cultural programme / entertainment, etc. and 10 minutes will be for protocols. The exact time will be intimated later. The concept of the opening ceremony should be befitting to the cultural/social background of the organizing state as well as the participating nations.

The Agency shall ensure the following core elements as per the approved design by Department of Sports & Youth Services for the Opening Ceremony as mentioned below:

Sl. No.	Elements	Description
1	Stage	Stage / Platform (ensuring safety of turf)
		Carpet
		Skirting
2	Lights	Normal Parkin
		LED Parkin
		Follow Light
		Moving Head
		Gobos
		Scanner
		Light Control Board

Sl. No.	Elements	Description
		Laser Light
		Light Truss - 60 ft each
3	Sound	JBL Sound Tower as equipped for stadium
		Truss for Sound
		Amplifier
		Sound Mixer - 48 channel
		Mike - Cordless
		Mike - Handsfree
		Sound Control Board
4	Permission	All Local permission
5	Artist	Dance Troupe
		Local Artist

NOTE:

1. The above scope of work is indicative in nature and may increase or decrease at a later stage.
2. The agency is required to provide all backup power with provision of DG sets and fuel for all the infrastructure / overlays being setup by the agency for the entire period.

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	10 days from issue of LOI	5%
2.	Deployment of manpower & mobilizing resources at venue	By 5.11.2017	5%
3.	Completion of major branding & promotion activities as per scope of work	By 20.11.2017	20%
4.	Handover of venue with complete overlays, branding, etc.	By 27.11.2017	20%
5.	On completion of event in Bhubaneswar	Within 15 days of completion of event	50%

3. SUBMISSION OF RFP

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

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

3.2. 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**
 - a) Experience in preparation of branding and promotion plans & execution of similar assignments
 - b) Experience in event management of similar nature

All the projects cited needs to be submitted by supporting credentials (work orders / completion certificates) from clients.

- (v) 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)
- (vi) Bid Processing fees in the form of Demand Draft in favour of "Department of Sports & Youth Services" payable at Bhubaneswar
- (vii) Bid Security in the form of Demand Draft in favour of "Department of Sports & Youth Services" payable at Bhubaneswar

3.3. 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 both the activities i.e. Branding and Event Management of Men's Hockey World League Final-2017 to be held at Bhubaneswar.

- (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-B**. 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 Department of Sports & Youth Services
3	Bid Security of Rs.4,00,000/- (Rupees Four Lakh Only)	Demand draft in favor of Department of Sports & Youth Services
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	Annexure-B (i) and (ii)

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 branding and promotion of Men's Hockey World League Final-2017 and the Event Management for the entire championship at Kalinga Stadium.
- ii. Financial Proposal.

4.1.1 Pre-Qualification / Minimum Eligibility Criteria:

- (i) The Agency must be rendering brand promotion and event management services in same name and style for last **Five 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.**and;**
- (ii) In the last 5 (five) years, the firm should have solely undertaken and completed event management of minimum **2 (two) projects** of National / International level with a contract value of **Rs.1 Crore or above** for each project,**and;**
- (iii) In the last 5 (five) years, the firm should have handled branding & promotion for minimum **2 (two) projects** with a contract value of **Rs.30 Lakhs or above** for each project, **and;**
- (iv) Out of the eligible projects, the firm should have solely undertaken and completed event management of minimum **1 (one) sports competition / championship event** at the National / International level for a contract value of **Rs.1 Crore or above**. Documents related to this project along with scope of work should be submitted as part of the eligible projects.
- (v) **Financial eligibility criteria:** The firm should have a turnover of at least **Rs.5.00 Crores (Rupees Five Crores) per year** in the last 3 (three) financial years i.e.2014-15, 2015-16 and 2016-17.

4.1.2 Technical Proposal Evaluation – The Technical Proposal evaluation of qualified bidders will be done out of **total 100 marks** in two parts; **(a)**evaluation of past project experience (Credential Score of 40 marks) and;**(b)**evaluation of project concept proposal to the Technical Evaluation Committee through a power point presentation (Presentation Score of 60 marks).

a) Credential Score – Maximum 40 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.	Experience in event	20	• 10 Marks for 2 (two)

	management of relevant projects		<p>projects of National / International level for contract value of Rs.1 Crore or above for each project.</p> <ul style="list-style-type: none"> • 5 Marks for each additional project of similar nature for contract value of Rs.1 Crore or above • 2.5 Marks for each additional project for contract value between Rs.50 Lakhs and Rs.1 Crore (Max. 5 marks)
2.	Experience in preparation of branding & promotion plans and execution of the same	20	<ul style="list-style-type: none"> • 10 Marks for 2 (two) projects completed for contract value of Rs.30 Lakhs or above for each project. • 5 Marks for each additional project of similar nature for contract value of Rs.30 Lakhs or above • 2.5 Marks for each additional assignment of contract value between Rs.15 Lakhs and Rs.30 Lakhs (Max. 5 marks)
Total:		40	

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 16th October 2017 at 11 AM** 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. 60 marks) by the Technical Evaluation Committee as follows.

Sl.	Evaluation Criteria	Max. Marks
1.	Event management plan for WLF 2017	15
2.	Planning, designing & execution of branding and promotion for WLF 2017	15
3.	Innovation & Creativity	20
4.	General approach & methodology and quality of deployment of manpower	10
Total:		60

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):

Combined Score = 0.7 x (TS) + 0.3 x (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, 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

Annexure - A1

Letter of Technical Proposal

To,

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

Sub: "Proposal for Branding and Event Management of Men's Hockey World League Final- 2017 at Kalinga Stadium".

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 and Branding of Men's Hockey World League Final- 2017 at Kalinga Stadium**. 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 and Branding of Men's Hockey World League Final-2017 to be held at Kalinga Stadium, 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.

Annexure - A2

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
- i) **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_____

Annexure- A3**Financial Capacity of the Applicant**

Sl. No.	Financial Year	Annual Turnover (In Rs)
1.	2016-17	
2.	2015-16	
3.	2014-15	

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.

Annexure- A4**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.

(i)	Assignment Name	
(iii)	Name, fax, email of the Client Representative:	
(ii)	Time when the assignment was carried out : Start Date End Date	
(iii)	Location of the Event	
(iv)	Contract Value	
(v)	Narrative Description of the Scope of work of the assignment	
(vii)	Description of Actual Services provided by your Staff	
(viii)	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.

Annexure – B (i)

B FINANCIAL PROPOSAL

Covering Letter
(on the Agency's letterhead)

To

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

Sub: "Proposal for Promotion and Event Management of Proposal for Event Management and Branding of Men's Hockey World League Final- 2017 at Kalinga Stadium".

Regarding Financial Proposal

Dear Sir,

I,

enclose herewith our Financial Proposal for selection of our firm as Agency to carry out "**Event Management and Branding of Men's Hockey World League Final- 2017 at Kalinga Stadium**".

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 _____

Annexure B (ii)**FINANCIAL PROPOSAL**

Name of Work: Proposal for Hiring an Event Management Agency for branding and event management of Men's Hockey World League Final - 2017 at Kalinga Stadium

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
I. EVENT MANAGEMENT					
1	Infrastructure				
A	Temporary Tents (Food Court & Kiosks)				
a.	Food Court	German Hanger (AC)- 30m x15 m	1		
b.	Stalls	Octonorm 3mx 3m	10		
2	Supply of wireless communication device (walkie talkie) to be used by DSYS/Hockey India venue management team during all the 10 (Ten) event days. The devices have to be tuned to function in Bhubaneswar. The Agency shall also provide all technical assistance for its functioning. The Agency shall acquire the requisite permission from concerned authorities. The equipment shall		35 nos.		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	remain in the custody of the Client till the end of the championship in Bhubaneswar.				
3	Supply of Ice bath tubs with ice: The Agency shall provide Ice bath tubs/ice boxes with ice as per the required quantity.	Ice Bath Tubs & Ice	2 nos. tubs of size 2m x 2m (Inflatable)	5,000 kg of ice in small polybags of sizes ranging from 5kg to 10 kg. Hockey India will intimate the day-wise requirement of ice from 22.11.2017 to 10.12.2017	
4	Venue security & crowd management: The Agency, in consultation with Kalinga Stadium Authorities and local Police Commissionerate,		30 persons for each match day from 1.12.2017 to 10.12.2017		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	<p>shall devise a crowd & parking management plan for all visitors to the Kalinga Stadium. The Agency shall make all infrastructure arrangement for its implementation, including but not limited to barricading, masking, parking signs, distribution of merchandise to audience, validation of vehicle entry & security personnel required for crowd and parking management. The Agency has to ensure there is smooth flow of traffic on all the event days across all the outer gates leading to the Kalinga Stadium and the inner gates leading to the main stadium. The Agency is also required to execute separate parking plans for Media, OB vans, Fire Brigade, Ambulances, VIPs, VVIPs and team buses carrying athletes and officials. Security scanner need to be placed at</p>		6 nos. DFMDs		
			2 nos. of baggage scanners		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	Media Entry point.				
5	Supply and installation of 20 nos. of security cameras with monitors and recording systems for all competition days, in consultation with Hockey India/DSYS Venue Management team.		20 Nos. for the entire tournament		
6	Pouring: A central pouring partner for the event and a supplier will be appointed by Sports & Youth Services Department to deliver the pouring partner's products (bottled water, juices, soft beverages) at the Stadium. The Agency shall ensure that pouring partner		50 persons each day		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	products are available at player dressing rooms, hospitality areas, Venue Operations room, Technical Team Room, Media Room etc on all the 10 tournament days. The Agency shall submit accreditation details of all manpower engaged for the purpose and submit it to Hockey India.				
7	Barricading: The agency shall ensure barricading setup at the venue, including but not limited to parking areas, entry points to stadium for smooth flow of vehicles and commuters to the venue.		3000 rft - bamboo black masking with 6 ft ht. 500 rft - Metal barricading with 3 ft ht.		
8	Reception Desk & Branding at Airport: The Agency shall set up Reception Desk at both terminals of the Bhubaneswar Airport from 22.11.2017 to 10.12.2017 to welcome the players, officials and		2 nos. of reception desks of size - 12x3x3 ft. with blackout flex mounted frame branded on front & sides.		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	<p>delegates. The Agency shall coordinate with the Hockey India and accordingly deploy manpower at the reception desks. The Agency shall ensure adequate numbers of brochures and leaflets, city guide, event details etc. to provide necessary information and guide the players, officials and delegates. The Agency shall also carry out the design, printing & installation of branding at the airport. DSYS will obtain the permission from AAI for branding.</p>		<p>Airport branding – 8,000 sft. and 200 pole banners of size 6x3 ft. (single-sided)</p>		
9	<p>High Wattage Metal Lights: Supply and installation of high wattage LED/ Metal white lights (250 nos.) from 30.11.2017 to 10.12.2017 to illuminate the areas around warm up pitch, overlays, and main stadium, parking areas, walkways, entry/ exit</p>		250 nos.		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	(All gates), general signage, door signage, out-stadia branding, player drop-off area, kiosks & stalls and any other area necessary for the purpose.				
II	BRANDING				
1	Venue & City Branding				
i.	Outer Concourse Branding: The Agency shall be responsible for printing and installation of flex printing works for all in and out-stadia branding. The branding shall include all runner boards, arch gates, general signage, door signage, franchise sponsor branding, player drop down flex from the galleries and a combination of general branding (based on venue requirement) and World League Final 2017 branding on the inner and outer concourse of Kalinga Stadium. No additional payment shall be made by the Client for damaged flex during the		50,000 sq ft		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	tenure of the event in Bhubaneswar. Design, look and feel of the branding materials will be given by Hockey India				
ii.	Design, supply and commissioning of helium balloons at Kalinga Stadium		2 nos. from 10.11.17 to 10.12.17		
iii.	Design, production & supply of wearable life-size costume mascot and volunteers for mobilisation of mascots on all match days.	Wearable costume mascot of 6ft. height	2		
		2 persons for mobilisation of mascot at venue on all 10 days	20 man days		
iv.	Pole Branding – Design, production & installation of pole banners.		500 Nos. of double-sided poles (6'x3' size)		
v.	Men's Hockey World league Final-2017 event branding at team hotels, Government offices and Bhubaneswar airport	1 Backdrop 12 ft x 8 ft and 2 standees 6 ft x 3 ft at each location	15 locations total area 1980 sqft.		
vi.	Installation of Country Flags – The Agency shall procure the flags of all the participating countries and install the Country Flags en route	12 sets of flags of 8 participating countries. Size of each flag: 4ft. x 6ft.	96		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	<ul style="list-style-type: none"> • Hotels (Accommodation sites of players) to Kalinga Stadium • Airport road • Janpath <p>The Agency shall also install the Flags inside the stadium as per the requirement of FIH and Department of Sports & Youth Services</p>				
2	<p>Branding of Country (Team) Buses: The Agency shall carry out the branding of the team buses (8 country buses) as well. The Agency shall be responsible to create design and install the vinyl branding as per branding dimensions of the buses. The cost quoted by the Agency shall include the cost of design, printing and pasting of vinyl stickers on buses for a period from 1.12.2017 to 10.12.2017. The</p>	12 Volvo Buses with approx. branding area of 300 sq. ft. per bus, fully wrapped on three sides with vinyl stickers.	3600 sq. ft.		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	<p>Agency shall also be responsible of removing the vinyl stickers from the team buses immediately after the tournament is over.</p>				
3	<p>City Bus Branding: The Agency shall carry out the design and installation of vinyl branding on 40 Nos. of city buses on major routes connecting Bhubaneswar, Puri & Cuttack. The Agency shall identify the routes in consultation with DSYS. The Agency shall be responsible to create design and install the vinyl branding as per branding dimensions of the buses.</p> <p>The cost quoted by the Agency shall include the cost of design, printing and pasting of vinyl stickers on buses for a period from 10.11.2017 to 10.12.2017.</p>		15,000 sq. ft.		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	Branding of No. of Buses plying between BBSR-CTC – 10 BBSR-Puri – 10 Within City limits of BBSR – 20 -				
4	Branding at City Shopping Centers & Govt. offices – The Agency is required to design and install flex branding / drop down flex at 2 (two) shopping malls (namely BMC Bhawani and Forum Mart) and 10 Government office in Bhubaneswar. Any damage to the flex during the campaign period is the responsibility of the Agency.		1,000 sq. ft. at each of the 12 locations from 10.11.2017 to 10.12.2017.		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
5	<p>Outdoor Hoarding:The Agency shall identify locations and put up hoardings for a period of 30 days (10thNovember 2017 - 10th December, 2017). The amount quoted by the Agency shall include cost of flex printing, flex mounting and rentals for the 30-day period. The Agency shall also seek necessary permissions for the same. Preferred locations:</p> <p>Bhubaneswar: Master Canteen, Kalpana Chhak, Satyanagar Flyover, Ashok Nagar, XIMB Square, Omfed Square, Vanivihar Square, AG Chhak, Info City, Pal Heights, IDCO Office, KIIT Square, Rasulgarh, Khandagiri, Airport, BMC, Patia, Old Town, Ram Mandir Sqaure</p> <p>Cuttack:Buxi Bazar, Link Road, OMP aqaure, CDA, Badambadi, College Square,</p> <p>Puri:Along Puri Sea</p>		20,000 sqft.(approx . 35nos. of hoardings)		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	Beach and Bada Danda area NH: BetweenBhubaneswar, Puri & Cuttack. The locations will be finalized in consultation with Department of Sports & Youth Services. Design, look and feel of the outdoor hoardings will be given by Hockey India				
6	Outdoor LED Screen display for live telecast of matches – The Agency shall provide LED screens (minimum 20 ft x 15 ft) at 5 (five) prominent locations in Bhubaneswar for live telecasting of the matches during the entire tournament (1 st December 2017 to 10 th December 2017). The Agency shall, in consultation with the Client, identify 5 (five) prominent locations in Bhubaneswar for installation of the LED screens.	Minimum 20 ft x 15 ft) at 5 (five) prominent locations in Bhubaneswar for live telecasting of the matches during the entire tournament from 1.12.2017 to 10.12.2017.			

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
	The Agency shall provide necessary technical infrastructure for live streaming of matches in the format adaptable to the LED screens. The Agency shall also obtain all requisite permissions for the above work.				
III	OPENING CEREMONY				
1	Stage	Stage / Platform (ensuring safety of turf)	40x40		
		Carpet	40x40		
		Skirting	160 ft		
2	Lights	Normal Parkin	40		
		LED Parkin	40		
		Follow Light	2		
		Moving Head	12		
		Gobos	4		
		Scanner	4		
		Light Control Board	1		
		Laser Light	6		
		Light Truss - 60 ft each	2		
3	Sound	JBL Sound Tower as equipped for stadium	4		
		Truss for Sound	4		

Sl.	Particulars	Specification	Qty.	Unit Price in Rs. (in Fig & Words)	Total Amount (in Rs.)
		Amplifier	2		
		Sound Mixer - 48 channel	1		
		Mike - Cordless	4		
		Mike - Handsfree	2		
		Sound Control Board			
4	Permission	All Local permission			
5	Artist	Local Artist & Dance Troupes - Performances for a duration of 20 minutes			
Total Amount:					

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: