

**REQUEST FOR PROPOSAL (RFP) FOR EVENT MANAGEMENT OF
COMMONWEALTH AND ASIAN WEICHLIFTING
CHAMPIONSHIPS GREATER NOIDA 2023**

DATE OF ISSUE: 30 May 2023

LAST DATE & TIME OF SUBMISSION OF PROPOSAL: 4:00 PM on June
08, 2023

PLACE OF SUBMISSION OF BIDS:

Indian Weightlifting Federation
C-2/18, Sector-31 Noida
Noida, Uttar Pradesh, India, 201301
Email id: weightlifting@weightliftingindia.in
Contact: 0120-4541605

(No Bids to be submitted on Email. Bids Submitted on Email will be cancelled)

Request for Proposal for Event Management Services

Indian Weightlifting Federation invites proposal for organizing the Commonwealth Weightlifting Championship from 11th July to 16th July and the Asian Weightlifting Championship from 28th July to 5th August. The championships will be held at Gautam Buddha Nagar University in Noida, India. Technical & Financial Proposal should contain all elements for both the events.

The purpose of this Request for Proposal (RFP) is to identify a qualified event management company with experience in organizing major govt. events to provide comprehensive event planning and execution services. We seek expertise in managing various aspects of the championships as outlined in the Schedule of Work provided below.

Schedule of Work

Pre-Event:

Designing for various components.

Sr.no.	Description of items	size	Qty
<u>1</u>	Airport welcome kiosk		1
<u>2</u>	Manpower at the airport.		8
<u>3</u>	Placards.		6
<u>4</u>	Bus branding.		
<u>5</u>	F&B for the team at the airport.		
<u>6</u>	Refreshments (Water, Soft drink, Ice boxes).		

Branding.

Sr no.	Description of items	size	Qty
<u>1</u>	Crown plaza to Gautam Buddh University	6'x3''	50
<u>2</u>	Permission for branding		
<u>3</u>	Hotel Check-in Branding		
<u>4</u>	Self-standing welcome standees.	8'x4' 32	2
<u>5</u>	Table branding with flex for accounts.	6''x3'' 18	1
<u>6</u>	Table branding with flex for check-in.	12'x3' 36	
<u>7</u>	Welcome backdrop with flex.	18'x10' 180	1

<u>8</u>	Outside hotel branding.		
<u>9</u>	Digital standees.		2
<u>10</u>	Travel desk.		
<u>11</u>	Schedule branding/display.		

Event Venue Branding

Sr .no.	Description of items	size	Qty
<u>1</u>	Entry gate branding.		1
<u>2</u>	Colourful flags with poles.		100
<u>3</u>	Entry gate to the stadium.		3
<u>4</u>	Event-specific installations.		2
<u>5</u>	Venue façade branding.		
<u>6</u>	Pre-function area branding.		
<u>7</u>	Direction signage outside and inside the venue.		3000sq.ft
<u>8</u>	Drop-down flags.		44
<u>9</u>	Vinyl pasting on existing glass panels		
<u>10</u>	Training area double sided branding.		2
<u>11</u>	Training area single sided branding.		2
<u>12</u>	Warm-up area branding.		2
<u>13</u>	Warm-up area Single sided branding		1
<u>14</u>	Entry tunnel to FOP.		1
<u>15</u>	FOP branding flex backdrop.		1
<u>16</u>	FOP stage fascia		1
<u>17</u>	FOP platform fascia.		1

<u>18</u>	FOP vinyl branding on glass.		1
<u>19</u>	Carpeting of FOP.		
<u>20</u>	Additional carpeting for VIP movement.		1
<u>21</u>	Branding of FOP double sided		2
<u>22</u>	Branded podiums.		

Fabrication

Sr.no	Description of items	size	Qty
<u>1</u>	Camera risers.		4
<u>2</u>	Console with furniture.		1
<u>3</u>	Mascot outfits.		2
<u>4</u>	Green rooms for artists.		10
<u>5</u>	3D structures with LED baton lighting.		4
<u>6</u>	Branding walls in Media room/ athlete's lounge/Technical room and VIP room.		4
<u>7</u>	Scaffolding support structure for FOP wall.		1
<u>8</u>	Black masking of structure.		1
<u>9</u>	Main LED riser.		1
<u>10</u>	Additional LED risers.		2
<u>11</u>	Branded and movable winner podiums.		1
<u>12</u>	Nameplates for all officials.		15
<u>13</u>	Platform riser.		

Closing Ceremony at Hotel

Sr.no	Description of items	size	Qty
<u>1</u>	Riser with carpet.		1
<u>2</u>	Branded backdrop.		1

<u>3</u>	Branded podium.		2
<u>4</u>	Sound system.		

Miscellaneous

<u>Sr.no.</u>	Description of items	size	Qty
<u>1</u>	Paper printing (brochures).		500
<u>2</u>	Furniture (tables, chairs, almirahs, massage tables, etc.).		350
<u>3</u>	Safety and security (security team).		10
<u>4</u>	Content (LED walls).	33'x18' 594 24"x13.5' 324	1 2
<u>5</u>	Making of the event video.		
<u>6</u>	Manpower (traffic marshals, cleaning staff, ushers, etc.).		58
<u>7</u>	Technical (sound, trussing, lights, camera setup, video walls, watch out, etc.).		4
<u>8</u>	Walkies.		50
<u>9</u>	Genset for sound/event light/LED.		
<u>10</u>	Power backups.	Set	
<u>11</u>	UPS	For TRS system	
<u>12</u>	Internet	Lease line for minimum 50 people +live streaming	
<u>13</u>	Tele prompter and sound monitors.		3
<u>14</u>	Monitors for VIP Speaker		
<u>15</u>	Still photography		
<u>16</u>	LED TVS	Different sizes	8
<u>17</u>	PCs with IWF TIS competition management software.		
<u>18</u>	LAN for TIS equipment.		

<u>19</u>	Referee light system.		
<u>20</u>	Time keeper unit (including clocks)		
<u>21</u>	Jury control unit.		
<u>22</u>	Closed Circuit Communication System (between Chef-Marshall and TIS).		
<u>23</u>	LAN and RS232 cables.		
<u>24</u>	Min. 1 high speed, black and white laser printer adequate papers and spare ink.		
<u>25</u>	Min. 3 extra monitors (2 for Jury, 1 for Chief Marshal).		
<u>26</u>	Min. 4 HDMI splitter. Or equivalent technology.		
<u>27</u>	Long enough HDMI cables for all equipment. Or equivalent technology.		
<u>28</u>	Free and fast Internet connection (only wired) at Competition Management table.		
<u>29</u>	4 sets of power outlets (at Competition Management table, Jury table, Centre Referee, Chief Marshal).		

Administration

Sr no.	Description of items	size	Qty
<u>1</u>	Secretariat set up with equipment.		1
<u>2</u>	Artist for Opening and closing ceremony.		

F&B

Sr.no.	Description of items	size	Qty
<u>1</u>	Running tea/coffee at VIP lounge, athlete's lounge/Technical room.		

<u>2</u>	Cookies and muffins at VIP lounge/Athletes lounge/Technical room.		
<u>3</u>	Cut fruit at VIP lounge/Athletes lounge/Technical room.		
<u>4</u>	Pay and use F&B facilities for audience.		
<u>5</u>	For artists (opening ceremony).		

Based on the above requirements, we invite proposals from event managements companies who have experience in handling large scale events and have a proven track record of delivering high quality services. The event management company should have a team of experienced professionals who can manage and execute the event flawlessly. The event management company should provide a detailed proposal covering the following:

1. Conceptualisation and planning of the event.
2. Detailed project plan with timelines.
3. Cost breakdown for each category.
4. Vendor management and coordination.
5. Creative and branding strategy.
6. Technical requirements and arrangements.
7. On ground logistics management.
8. Health and safety measures.
9. Post event report and analysis.

Eligible companies will be contacted for a presentation for technical evaluation and site visit before final selection. The event management company selected for the project will be notified by the tendering authority.

Qualification requirement: Technical bid should contain the following: -

Scanned copies of Original Bank Guarantee/ EMD. As per Govt. of India guidelines, EMD is exempted for MSME registered organisations, provided they submit valid MSME registration certificate as a part of tender submission documents.

Scanned copy of Acceptance of Tender Condition on company letter head duly stamped and signed as per Appendix 'A'.

Details like NEFT/RTGS Bank Account No., TIN number, GST number and complete postal address of the office on company letter head duly signed and stamped.

The agency should have average annual turnover of Rs.10 Crore in any three years during the last 5 financial years ending 2022-23. Scanned copy of CA certificate indicating annual turnover in those 3 years along with copy of Company PAN and GST registration to be uploaded.

The agency must have at least 20 persons on its payroll during the last 5 financial years ending 2022-23.

History of litigation: Agency black listed by any Govt. Department, organization and corporation will not be eligible – self certified evidence be furnished by agency.

The agency should have minimum 5 years of experience in the field of organizing and managing events or similar works as on last date of bid submission for that the agency should have submit completion certificate.

Technical Criteria for Evaluation (TEC's).

S.No	Evaluation Criteria	Documentary Evidence	Max Marks
(i)	Years of experience as on 31 st March 2023 <ul style="list-style-type: none"> • Minimum 5 to 7 years– 05 Marks • More than 8 years and less than 10 years- 07 Marks • Above 10 years- 10 Marks 	Certificate of Incorporation, PAN and GSTIN	10
(ii)	The agency must have done work for central or State Government or corporate last 5 years with value not less than 2 Crores, with VVIP attendance. The company should have average turnovers in excess of Rs 10 Crores) <ul style="list-style-type: none"> 1 event of 1 Crores- 05 Marks One event of more than 2 Crore- 10 Marks One event of more than 5 Crore- 15 Marks One event of more than 10 Crore- 20 Marks Note : Each of the listed works shall be supported with the copy of work order or work completion certificate issued by competent authority, copy of invoice with payment proof will also be accepted as supporting documents.	Each of the listed works shall be supported with the copy of the work order or work completion certificate issued by competent authority	20
(iii)	Agency having Manpower on company Payroll during the last five financial years ending 2022-23 – <ul style="list-style-type: none"> 15+ employees 05 Marks 20+ employees- 10 Marks 	Declaration on companies' letterhead, duly attested by companies HR / Director	10
(iv)	Agency having experience in conducting stadium events for government department in last 3 years – 20 Marks	Completion certificate to be submitted	20

S.No	Evaluation Criteria	Documentary Evidence	Max Marks
(v)	Financial Standing - Average annual turnover for any three years during last five financial years ending 2022-23, (For FY 22-23 provisional figures can be considered basis CA certificate) More than INR 8 Crores but less than INR 10 Crores - 05 Marks Above 10 Crores – 10 Marks	CA certificate to be submitted	10
(vi)	Technical Presentation to the Committee on the understanding of the Project, Concept and approach, elaborating execution details for the event to be including resource deployment, work quality, content relevance of presentation, creative approach, visual appeal etc. Logo for the event is also be provided – 30 Marks	Technical presentation by the bidder	30
Total Marks			100
Note: Minimum 70 marks from above evaluation is required to qualify for financial opening			

Bid Evaluation Criteria & Price Bid Issues

Evaluation Criteria: Only those bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP. L1 will be decided based on the lowest quote for all goods and services combined together exclusive of GST / Taxes.

Outlier Clause: It has been seen that certain bidders bid frivolously low to be competitive and get the contract. However, these bidders may not be having necessary competence to execute the project. There are various institutionalized mechanisms to reject such outliers. Some of these are as follows:

- I. Financial Extremes: - Commercial bids on financial extremes (lowest & highest) of the estimated cost of the project should be eliminated, to limit only best value offers and ensure economic advantage.
- II. Median Approach: - Commercial bids which are more & less than a particular % off the calculated median of all Commercial bids are eliminated.
- III. Cluster Approach: - Commercial bid values which are closest to each other and form a cluster can be the ones considered for further evaluation, rest being eliminated. However, given the simplicity of usage, the following approach is suggested for all the Cost Based Selection and Quality Cum Cost Based Selection.

“Financial Bids that are less than <30>% of the average bid price will be disqualified [the average bid price is computed by adding all Financial Bid values of ALL the qualified bidders and dividing the same by the number of bidders].”

Payments Terms and conditions. Timeline of the payment is linked to delivery schedule and would be as follows

Sr.	Tentative Date	Percentage of total cost
(a)	Along with work order	30%
(b)	One day before start of the event	20%
(c)	Within the 7 days of the Completion of the event	50%
Total		100%

We kindly request you to prepare and submit a detailed proposal addressing each item in the Schedule of Work along with your proposed budget, timeline, and relevant experience in organizing similar events.

General Terms & Conditions

1. Delivery schedule: Complete setting up of the venue in all respect one day prior to the events for rehearsal and practice for better coordination between the agencies.
2. All persons'/service providers should be free of controversy related to politics, social movement, religion and any financial encumbrances.
3. The buyer reserves the right to increase the quantity up to placement of supply order by paying additional costs.
4. In case of any dispute the parties to a contract may refer the dispute to court in Delhi/NCR region.

Important Dates:

Proposal Submission Deadline: [Date]

Vendor Selection: [Date]

Please direct any inquiries or requests for clarification to the undersigned. We look forward to receiving your proposal

Appendix 'A'

BID CONDITIONS ACCEPTANCE LETTER
TO BE GIVEN ON COMPANY LETTER HEAD

To,

Date:

SUB: ACCEPTANCE OF TERMS & CONDITIONS OF BID

Bid Reference No: _____

Name of Bid/ Work: _____

Dear Sir,

1. I / We have downloaded/obtained the bid document (s) for the above mentioned Bid from the web-site (s) namely:

2. I / We hereby certify that I / we have read entire terms and conditions of the Bid Documents (including all documents like annexure (s), schedule (s), etc.) which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum (s) issued from time to time by your department / organisations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the bid conditions of above mentioned bid document (s) / corrigendum (s) in its totality and entirety.
5. The Tech Bid and its enclosures as submitted is/are the true copy of the original documents.
6. In case any provisions of this bid are found violated, your department / organisation shall be at liberty to reject this bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim / right against department.

In satisfaction of this condition.

Yours Faithfully, (Signature of the Bidder, with Official Seal)