



**INDIAN WEIGHTLIFTING FEDERATION**

C-2/18, Sector-31, Noida,  
Uttar Pradesh 201301 (INDIA)

**REQUEST FOR PROPOSAL**

for

Selection of an Event Management Agency

Ref: IWLF/2025-26/001



## REQUEST FOR PROPOSAL

for

Selection of an Event Management Agency (EMA) for **Commonwealth Weightlifting Championships** from **24-30 August 2025** at **Naranpura Sports Complex (Veer Savarkar Sports Complex),**

Ahmedabad, Gujarat, India

Date of Issue	03/06/2025
Late date & Time of Proposal Submission	18/06/2025 Till 05:00 PM
Place of Bid Submission	<b>Indian Weightlifting Federation</b> C-2/18, Sector-31, Noida, Uttar Pradesh 201301 (INDIA), Telefax-+91120-4541605, Email- <a href="mailto:weightlifting@weightliftingindia.in">weightlifting@weightliftingindia.in</a> , Website – <a href="http://www.iwlf.in">www.iwlf.in</a>

*[All bids must be submitted exclusively via post or in-person to the address mentioned in the tender document. Bids submitted electronically or via email will not be considered and shall be summarily rejected]*

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## **DISCLAIMER**

1. This Request for Proposal (“RFP”) is issued by Indian Weightlifting Federation (IWLF), recognized by Ministry of Youth Affairs & Sports (MYA&S), Indian Olympic Association (IOA), International Weightlifting Federation (IWF), Asian Weightlifting Federation (AWF) and Commonwealth Weightlifting Federation (CWF). The sport of weightlifting is one of the sports included from the very first Edition of Olympic Games held in 1896 in Men Section whereas Women section was introduced from Sydney Olympics 2000
2. The information contained in this RFP or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of IWLF or any of its employees or advisors, is provided on the terms and conditions set out in this RFP.
3. This RFP is not a contract and is not an offer by IWLF to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by IWLF, in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for IWLF, its employees, or advisors to consider the objectives, technical expertise, and particular needs of each party, who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
4. Information provided in this RFP to the bidders is on a wide range of matters and is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IWLF accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the laws expressed herein. IWLF, its employees and advisors make no representation or warranties and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, claims, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained herein or deemed to form part of this

RFP or arising in any way in this selection process. IWLF accepts no liability of any nature, whether resulting from negligence or otherwise, however caused, arising from reliance of any bidder upon the statements contained in this RFP.

5. IWLF is entitled, in its absolute discretion, but without being under any obligation, to update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that IWLF is bound to select a bidder or to appoint the selected bidder, as the case may be, for this project and IWLF reserves the right to reject all or any of the proposals of any bidder, without assigning any reason whatsoever.
6. IWLF or its authorized officers / representatives / advisors reserve the right, without prior notice, to change the procedure for the selection of the selected bidder or terminate discussions and the delivery of information at any time before the signing of any agreement for the project, without assigning reasons thereof.
7. The RFP does not address concerns relating to diverse investment objectives, financial situation, and particular needs of any party. The RFP is not intended to provide the basis for any investment decision and each bidder must make its / their own independent assessment in respect of various aspects of the techno-economic feasibilities of the project. No person has been authorized by IWLF to give any information or to make any representation not contained in the RFP.
8. IWLF may terminate the bid process at any time and without assigning any reason and makes no commitments, express or implied, that this process will result in a business transaction with anyone.

**SECTION 1 – LETTER OF INVITATION**

## SECTION 1 – LETTER OF INVITATION

Dear Sir/ Madam,

- 1.1) IWLF, Indian Weightlifting Federation invites proposals from reputed companies, for the **“Selection of an Event Management Agency (EMA) for Commonwealth Weightlifting Championships from 24-30 August 2025 at Naranpura Sports Complex (Veer Savarkar Sports Complex), Ahmedabad, Gujarat”**.
- 1.2) The content of this RFP enlists the requirements of IWLF. The RFP includes the following sections:
  - Section 1** - Letter of Invitation
  - Section 2** - Instructions to Bidders
  - Section 3** - Technical Proposal
  - Section 4** – Financial Proposal
  - Section 5** - Terms of Reference
- 1.3) The Bidders are expected to examine all the instructions, forms, terms and conditions, requirements and qualifications in the RFP documents. Failure to furnish all the information required as per the Bidding documents or non-submission of the bid in every respect will be at the Bidder’s risk and may result in the rejection of the bid.
- 1.4) Entire tender process shall be carried in following stages:
  - Stage I:** Submission of RFP by the bidders.
  - Stage II:** Pre-qualification assessment
  - Stage III:** Technical Evaluation cum presentation of pre-qualified bidders
  - Stage IV:** Financial bid opening of Technically qualified bidders
- 1.5) Bidders are advised to attend the pre-bid meeting on **10/06/2025 (Tuesday) at 01:00 PM** Virtually for better clarity and understanding of requirements.
- 1.6) Bidders are advised to submit the RFP in the IWLF office to the undersigned on or before **18/06/2025, 05:00 PM**
- 1.7) IWLF reserves the right to update, amend and supplement the information in this document including the qualification process by issuing appropriate corrigendum/s before the last date and time of receipt of bids.

- 1.8) Any communications/ grievances/queries shall be addressed to;

**The Secretary General,**

**Indian Weightlifting Federation**

C-2/18, Sector 31 Noida

Uttar Pradesh 2013031 (**INDIA**)

Telefax: 0091-120-4541605

Email: [weightlifting@weightlifting.in](mailto:weightlifting@weightlifting.in)

Website: [www.iwlf.in](http://www.iwlf.in)



## **SECTION 2: INSTRUCTIONS TO BIDDERS**

## SECTION 2: INSTRUCTIONS TO BIDDERS

### 2.1) Instructions to the Bidders

\*Important dates:

RFP Issue Date	03/06/2025
Pre-Bid conference	10/06/2025
Last Date for Bid Submission	18/06/2025
Technical Presentation	24/06/2025
Financial Bid Opening	26/06/2025
Publication of final results	26/06/2025

*\*Please note that the above-mentioned dates are tentative in nature and may change at the discretion of IWLF*

## 2.2) Data Sheet

1. Name of the client:	Indian Weightlifting Federation (IWLF)
2. Method of selection	Quality cum Cost Based selection (QCBS) having ratio of 70:30 (Technical: Financial)
3. Documents Part of RFP	The RFP consists of the following: Disclaimer Section 1 –The Letter of Invitation Section 2 - Instructions to Bidders Section 3 - Technical Proposal Section 4 - Financial Proposal Section 5 - Terms of Reference
4. Availability of RFP-related document	www.iwlf.in
5. Pre-Bid meeting	<a href="https://us06web.zoom.us/j/86571719959?pwd=TTRfRB2lCzoaZlH6dJtSG3qox7iMah.1">https://us06web.zoom.us/j/86571719959?pwd=TTRfRB2lCzoaZlH6dJtSG3qox7iMah.1</a> Meeting ID: 865 7171 9959 Passcode: 747978
6. Selection Process	Entire tendering process shall be carried in following stages;  Stage I: Submission of RFP by the bidders. Stage II: Pre-qualification assessment Stage III: Technical Evaluation cum presentation of pre-qualified bidders Stage IV: Financial bid opening of Technically qualified bidders
7. Pre-Qualification Criteria	As per the terms of RFP
8. *Earnest Money Deposit (EMD)	Bidder must also submit the refundable Earnest Money Deposit (EMD) of INR 5,00,000 in form of NEFT/RTGS details as given below: Account Details: HDFC Bank Limited, B-222-223, Sector-16, Noida, U.P. 201301, A/c no. - 50100477267200 RTGS Code HDFC0001351, MICR code - 110240154
9. Technical and Financial Proposals requested	As per terms of RFP (Two Packet Bid) (separate technical and financial bid)
10. Name, objectives, and description of the assignment	As detailed in Terms of Reference
11. Address for requesting clarification and submission of any other information in accordance with the terms of the RFP	The Secretary General, Indian Weightlifting Federation C-2/18, Sector 31 Noida Uttar Pradesh 2013031 (INDIA) Telefax: 0091-120-4541605 Email: <a href="mailto:weightlifting@weightlifting.in">weightlifting@weightlifting.in</a> Website: www.iwlf.in
12. Language(s) of the submitted proposals	<b>English</b> The Contract to be signed with the successful Agency shall be written in the English language,

	which shall be the language that shall govern the contractual relations between IWLF and the successful Agency.
13. Taxes	Amount payable by IWLF to the selected bidder under the Contract shall be inclusive of all taxes and duties.
14. Bidder to state cost in the national currency	Cost to be stated in Indian Rupee
15. Proposals must remain valid until	<b>60 days</b> from the last date of bid submission
16. Proposals submission date:	5 PM on 18/06/2025
17. Technical Proposal Evaluation	24/06/2025
18. Financial Proposal Evaluation	26/06/2025
19. Estimated Value of the Project	<b>Rs 2.50 crores (incl of all)</b>
20. Period of Engagement	Until the completion of Assignment
21. Bid Submission	Bids will be submitted in hardcopy to Communication Address via post as mentioned above. It is to be noted that, post contains two documents File 1: Technical Bid File 2: Financial bid

*\*Note:*

*The agencies registered with MSME willing to claim any relaxation/exemption in EMD must submit claim for the same along with support document for consideration, otherwise, the same will not be exempted. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper Udyam Certificate from both sides with specified validity and relevant service category.*

### 2.3) Pre-Qualification Criteria

A pre-qualification criterion will be applied to short-list the bidders for technical and financial evaluation. The criteria along with the supporting documents required are listed below:

S. No.	Requirement	Documentary Evidence
1.	The Applicant should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932 for at least 10 (Ten) years as on 31 March 2025	Certificate of Incorporation
2.	Financial Standing - Average annual turnover for any three years during last five financial years ending 2024-25, should be at least Rs. 15 Cr (Rs. 15 Crores only).	Certificate from Independent CA carrying UDIN number
3.	The agencies should have successfully completed at least <b>01</b> International sports event in India of value not less than <b>Rs 2 crores</b> Or <b>02</b> International Sports event in India of the value not less than <b>Rs 1 crore</b> each Or <b>03</b> similar works of the value not less than <b>Rs 75 lacs each</b> for Government of India/State Governments/ PSUs/sports event as on 31 March 2025	Work Orders/ Work Completion Certificates to be attached.
4.	Bidding company shall hold valid GST and PAN certifications.	Copy of PAN & GST certificate.
5.	Bidding company shall not have been ever blacklisted by any central or state government company, PSU etc.	Self- Undertaking to be submitted.
6.	EMD of INR 5,00,000 (Rupees Five Lakhs only) is required to be submitted in below mentioned bank account Details: HDFC Bank Limited, B-222-223, Sector-16, Noida, U.P. 201301, A/c no. - 50100477267200 RTGS Code HDFC0001351, MICR code - 110240154	Receipt of payment

Documentary proof for pre-qualification criteria is essential without which the proposal will be rejected. Technical and Financial evaluation will be done only for the bidders who have submitted EMD & Bid Processing Fees and are satisfying the above pre-qualification criteria

**2.4) Technical Evaluation (Total Marks 100)**

Criteria	Max Marks	Documents
<p>Technical Evaluation</p> <p>A. Experience of the agencies in successfully executing events across the nation should be at least of 10 years</p> <p>1) Minimum 10 years <b>03Marks</b></p> <p>2) Between 10 to 12 years <b>05 Marks</b></p> <p>3) More than 12 years <b>10 Marks</b></p>	10 Marks	Certificate of Incorporation, PAN and GSTIN
<p>B. The agency must have done work for central or State Government/PSU's or sports event with international reput in last 5 years</p> <ul style="list-style-type: none"> <li>One large national level stadium event of more than 20 Crore <b>10 Marks</b></li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>International sports event with IWLF minimum value of 2 Crores <b>20 Marks</b></li> </ul> <p>Note: Each of the listed works shall be supported with the copy work completion certificate issued by competent authority.</p>	30 Marks	Completion Certificate issued by the competent authority from central/state govt. /PSU/IWLF
<p>C. Financial Standing - Average annual turnover for any three years during last five financial years ending 2024-25, (For FY 24-25) provisional figures can be considered basis CA certificate)</p> <ul style="list-style-type: none"> <li>Turnover between 15 Cr to 17 Cr <b>05 Marks</b></li> <li>More than INR 17 Crores <b>10 Marks</b></li> </ul>	10 Marks	CA certificate to be submitted
<p>D. 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. <b>50 Marks</b></p>	50 Marks	Technical presentation by the bidder
<p><b>Total Marks</b></p> <p><b>Note:</b> Minimum <b>70 marks</b> from above evaluation is required to qualify for financial opening</p>	<b>100 Marks</b>	

**\*\*Note:** All the shortlisted bidders in the pre-qualification stage shall be required to deliver a presentation before the Tender Evaluation Committee (TEC) on technical evaluation criteria as mentioned in above table. The TEC, after detailed assessment of the parameters, shall award the marks to the bidder. The marks awarded by TEC shall be binding to the bidders. No representation shall be entertained in this regard. The TEC may ask for additional requirements/information during presentation. Bidders are advised to bring key resources for the presentation.

**Cut off: 70 Marks.**

**Mode of selection: QCBS: 70:30 (Technical: Financial)**

**Venue of the Presentation:**

**Indian Weightlifting Federation**

C-2/18, SECTOR - 31, NOIDA,

UTTAR PRADESH 201301 (INDIA)

Telefax: 0091-120-454160

Email: [weightlifting@weightliftingindia.in](mailto:weightlifting@weightliftingindia.in)

Website: [www.iwlf.in](http://www.iwlf.in)

*IWLF reserves the right to conduct the presentation through virtual mode in case of any unforeseen exigencies. Bidders will be notified in case of any deviation in schedules.*

## **2.5) Fraud / Corruption**

**IWLF** requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, IWLF defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

2.6) “**Corrupt practice**” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or contract execution.

2.7) “**Fraudulent Practice**” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract.

2.8) “**Collusive Practices**” means a scheme or arrangement between two or more bidders with or without the knowledge of IWLF, designed to establish prices at artificial, non-competitive levels.

2.9) “**Coercive Practices**” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract.

2.10) **IWLF** will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; and

2.11) Bidders shall be aware of the provisions on fraud and corruption prescribed in the specific clauses in the General Conditions of Contract.

## **2.12) Only One Proposal**

Bidders will submit only one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

## **2.13) Proposal Validity**

The Data Sheet indicates how long Bidders’ proposals must remain valid after the submission date. During this period, Bidders shall ensure the availability of professional staff. IWLF may request Bidders to extend the validity period of their proposal. Bidders who do not agree have the right to refuse to extend the validity of their proposals.

## **2.14) Clarification and Amendment of RFP Documents**

Bidders may request clarifications on any part of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to IWLF’s address indicated in the Data Sheet. IWLF will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Bidders. Should IWLF deem it necessary to amend the RFP as a result of a clarification, it shall do so by the following procedure.



At any time before the submission of Proposals, IWLF may amend the RFP by issuing an addendum/corrigendum in writing or by standard electronic means. The addendum shall be uploaded on the IWLF website and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, IWLF may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### **2.15) Preparation of Proposals**

The Proposal as well as all related correspondence exchanged by the bidders and IWLF, shall be written in the language (s) specified in the Data Sheet.

In preparing their proposal, bidders are expected to examine in detail all the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a proposal. Each page of the Bid has to be numbered and signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case the bid shall be accompanied by a certificate of authority. A bid which does not fulfil this criterion will be treated as non-responsive and will be liable to be rejected.

The prospective bidders are expected to examine all instructions, forms, terms, requirements, and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the prospective bidder's risk and may result in rejection of the proposal.

#### **2.15.1) Technical Proposal**

Bidders are required to submit an original full Technical Proposal via post to (Communication Address) "**Technical Bid - AGENCY NAME - " Selection of an Event Management Agency (EMA) for Commonwealth Weightlifting Championships from 24-30 August 2025 at Veer Savarkar Sports Complex, Ahmedabad, Gujarat"**" as per details mentioned in Data sheet. The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

*Note: The Technical Proposal shall **NOT** include any financial information. A Technical Proposal containing financial information shall be declared non-responsive and will be rejected.*

#### **2.15.2) Financial Proposals**

The bidder should submit the financial bid via post to (Communication Address) "**Financial Bid - AGENCY NAME " Selection of an Event Management Agency (EMA) for Commonwealth Weightlifting Championships from 24-30 August 2025 at Veer Savarkar Sports Complex, Ahmedabad, Gujarat "**" as per the format indicated in Form Fin-2 of the RFP document.

**Note:** Both the Technical Bid and the Financial Bid shall be submitted concurrently, each enclosed in separate sealed envelopes, duly superscribed as per the instructions provided. These envelopes shall then be placed together in a single outer envelope and submitted to the designated Communication Address within the prescribed deadline.

**2.15.3) 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 % 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].”***

## **2.16) Conflict of Interest**

IWLF's policy requires that bidders should provide professional, objective, and impartial advice and at all times hold IWLF's interest's paramount and strictly avoid conflicts with other assignments or their own corporate interests. Without limitation on the generality of the foregoing, companies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances.

## **2.17) Conflicting Activities**

A firm that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.

## **2.18) Conflicting Assignments**

Neither firm (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may conflict with another assignment of the consultants. As an example, consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment

for the same project, and consultants assisting a client in the privatization on public assets shall neither purchase nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall be annexed to the Bid.

#### **2.19) Ownership Rights**

Ownership of anything (platforms, code, data, reports, deliverables outcome etc.) (a) that is conceived, discovered, developed or otherwise made by a selected bidder, solely or in collaboration with others, in the course of performing the assignment pursuant to the award of Contract under this RFP; or (b) that reflects or contains IWLF's confidential information; or (c) that forms all or part of a deliverable to be provided by the selected bidder, whether developed as part of the assignment or separately ("Work Product"), will be the sole property of IWLF and IWLF shall have all the rights, title and interests in respect of the same, in accordance with the terms of the Contract.

#### **2.20) Conflicting relationships**

The bidder (including its personnel) that has a business or family relationship with any member of IWLF staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to IWLF throughout the selection process and execution of the Contract. Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of IWLF, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

#### **2.21) Issuance of Work order/ Letter of Intent (LoI)**

Upon completion of the selection process, IWLF shall issue the Work order/ Letter of Intent (LoI), to the selected vendor. Vendor is expected to commence the work immediately upon receipt of the work order/ LoI without fail. Vendor shall intimate to the concerned officer, before deployment of manpower, material, Machinery etc, into the premises.

#### **2.22) Indemnity**

The Selected Bidder shall, subject to the provisions of the Agreement, indemnify to IWLF up to the cost for this project for any direct/indirect loss or damage that is caused due to any deficiency in services. The format of Indemnity shall be shared with selected bidder.

#### **2.23) Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal and adversely affect its prospects.

#### **2.24) Authorization of Signatory:**

The Bid may be signed either by the Principal Officer of the Agency or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/ authorized representative of the Agency shall sign the proposal and also initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.

#### **2.25) Submission, Receipt, and Opening of Proposals**

It is proposed to submit the bid at communication address provided earlier via speed post as under;

##### **2.25.1) File-1: Technical Proposal**

Technical Bid/Proposal including technical evaluation documents and other relevant information pertaining to the RFP. Bidders are advised to submit the supporting documents against each criterion in technical evaluation parameter in summarized way in booklet form stating all the elements required for technical bid viz. details of past projects ongoing/completed in letter head, project team, photographs of previous projects (if any), presentation for better assessment of technical evaluation. The technical proposal needs to be submitted via post to (Communication address)

**Note:** - Technical proposal must contain Pre-qualification documents & EMD as mentioned in the relevant provisions of the RFP. Bids will be rejected if the proposal is submitted without requisite documents & EMD.

##### **2.25.2) File-2: Financial Proposal:**

Financial bid document & BoQ along with the covering letter as per the format prescribed in the RFP. The bidder should submit the financial bid to **"Financial Bid - AGENCY NAME - Selection of an Event Management Agency (EMA) for Commonwealth Weightlifting Championships 2025 at Ahmedabad, Gujarat "** as per the format indicated in Form Fin-2 of the RFP document.

#### **2.26) Proposal Evaluation**

From the time the Proposals are opened and up to the time the contract is awarded, the bidders shall not contact IWLF on any matter related to its Technical and/or Financial Proposal. Any effort by bidder to influence IWLF in the examination, evaluation, ranking of Proposals, canvassing in any form or recommendation for award of Contract, may result in the rejection of the bidder's proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

### 2.26.1) Evaluation of Technical Proposals

Proposals which are not supported by adequate proof of the Signatory's Authority will not be evaluated. Evaluation of technical proposal shall be solely based on the criteria defined in the RFP. IWLF will scrutinize all the documents submitted by bidders in the proposal. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, or if it fails to achieve the minimum technical score indicated in the relevant sections in the RFP. The Technical proposals which are unsigned, and incomplete shall not be evaluated.

### 2.26.2) Proposal Evaluation:

#### a) Evaluation of Technical Proposals

$$Ts = 70x(T1/Tmax)$$

Where **Ts** is the technical score

**T1** is the technical evaluation of any agency.

**Tmax** is the highest technical score among the qualified agencies

#### b) Evaluation of Financial Proposals

The financial bid of only those bidders who are shortlisted after technical evaluation will be opened for financial evaluation in the sequence given in

$$Fs = 30 x(Fmin./F1)$$

Where **Fs** is the financial score

**F1** is the financial bid of any qualified agency.

**Fmin.** is the least financial bid among the qualified agencies

Combined and Final Evaluation: Combined score (S) (technical score (Ts) plus financial score (Fs)) shall be calculated based on Technical and financial scores of the Bidder as per QCBS system (**S = Ts + Fs**).

Selection of Bidder: The Bidder securing the highest combined score (S) would be the selected Bidder.

**SECTION 3: TECHNICAL PROPOSAL- STANDARD FORMS**

### 3.1) Technical Forms

TECH FORMS	FORM NAME	X / √	Mention list of all supporting documents attached (if any)
TECH-1	Letter of proposal submission (see Form Tech1)		
TECH-2	Bidders Authorization Certificate		
TECH-3	Bidder Details		
TECH-4	Past Projects		
TECH-5	Information regarding Conflicting Activities and Wrong Declaration thereof		
TECH-6	Power of Attorney		

On bidder letter head

[Location, Date]

**Form Tech 1:** Letter of Proposal Submission

To,

Mr. xxxxx,

Address {}

Dear Sir

We, the undersigned, offer to provide the complete services for "Selection of an Event Management Agency (EMA) for **“Commonwealth Weightlifting Championships 2025 at Ahmedabad, Gujarat”** in accordance with your RFP ref no: XXXXXXXX dated {}. We are hereby submitting our proposal, which includes this Technical Proposal (File-1) and the Financial Proposal (File-2) submitted to designated Address mention for communication by post before the {Date}.

We undertake the total responsibility for performance of the contract, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that IWLF is not bound to accept any proposal it receives.

Yours faithfully,

\*Authorized Signatory [In full and Designation]:

Name and Title of Signatory:

Name of Bidder:

Address:



**Form Tech 2: Bidder's Authorization Certificate**

To,

Mr. xxxxxx,

Address {}

<Bidder's Name>, <Designation> is hereby authorized to sign relevant documents on behalf of the Agency in dealing with proposal of reference <Reference No. & Date> .  
<Bidder's Name> is also authorized to attend meetings and submit technical & financial information as may be required by you in the course of processing above said proposal.

Thanking you,

Authorized Signatory.

<Agency Name>Seal

**Form Tech 3: Bidder Details**

1.	Agency Information	Details
	Agency Name	
	Name Designation Mobile Number Email Fax Address	
2.	Contact Person: Chief Executive/Head of Operations	
	Name Designation Mobile Number Email Fax	
3.	Contact Person: Project Leader	
	Name Designation Mobile Number Email Fax	

Agency's name:

**Form Tech 4: Past Projects**

Summary of Past Projects

S. No.	Name of the Project	Amount (incl. of GST) In Fig & Words	Client Name & address
1			
2			
3			
4			
5			
6			

Disclaimer:

I, the undersigned, certify that to the best of my knowledge and belief, that the above information and details are correctly described. I understand that any wilful misstatement described herein may lead to disqualification or dismissal, if engaged.

Yours faithfully,

Name and Title of Signatory:

Name of Agency:

Address:

**Form Tech 5:** Information regarding Conflicting Activities and Wrong Declaration thereof

Are there any activities carried out by your Agency which are of conflicting nature? If yes, please furnish details of any such activities. If no, please certify as under:

We hereby declare that our Agency, our associate / group Agency are not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / Contract shall be rejected / terminated by IWLF without any compensation which decision shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

Address

**Form Tech 6: Power of Attorney (On Company Letter Head seal & signed)**

Know all men by these presents, We..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms ..... (name and residential address) who is presently employed with us and holding the position of as..... our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for " Selection of an Event Management Agency (EMA) for India Commonwealth Weightlifting Championships at Ahmedabad, Gujarat" as per RFP RefNo: xxxxxxxxxxxx dated xxxxxxxxxxxx including signing and submission of all documents and providing information/responses to the Client in all matters in connection with our Proposal for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the    Day of            2025 For

(Name and designation of the person(s) signing on behalf of the Bidder) Accepted

(Signature) (Name, Title and Address of the Attorney)

Date: .....

**Note:**

1. To executed only if the Bidder is a Company, Agency or firm.
2. 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. Copy of such document should be submitted along with the power of Attorney.
3. Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

**SECTION 4: FINANCIAL PROPOSAL- STANDARD FORMS**

**File-2.**

**[LocationDate]**

**Form Fin 1: Financial Proposal Submission Form**

To,

XXXXXXXXXX

Address

Dear Sir

We, the undersigned, offer to provide the Assignment/job for " Selection of an Event Management Agency (EMA) for India Commonwealth Weightlifting Championships at Ahmedabad, Gujarat" " in accordance with your RFP ref no. xxxxxxxxxxxx dated xxxxxxxxxxxx in **separate File-2**

This amount is inclusive of all taxes. We hereby confirm that the financial proposals are unconditional, and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposals.

Our Financial Proposals shall be binding upon us up to expiration of the validity period of the Proposal, till.....

Name and Address, Amount and Purpose of Commission and Gratuity to be paid to the Agents relating to the Proposal and Contract execution, if we are awarded the Contract are listed below.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Name and Title

of Signatory:

Name of

Agency:

Address:

**Form Fin 2:**

**FINANCIAL PROPOSAL SUBMISSION FORM**

Submission of Proposal against your RFP: IWLF/2025-26/001\_\_\_\_\_

Our detailed financial proposal is as follows:

S.No.	Particulars	Basic Price	GST as applicable (presently 18%)	Total Cost for the project (C+D)
(A)	(B)	(C)	(D)	(E)
1.	Total cost of providing services as per SoW mentioned in the RFP			
*Total Cost in words				

*\*Total amount incl. of all taxes shall be considered for financial bid evaluation.*



**Important Points:**

- Bidder must submit their financial bid for the total scope of work.
- The lump sum rates provided here under shall remain the same for the entire duration of the contract.

**Note -:**

1. Financial Bids will be corrected for arithmetic errors, if any. Based on that, financial bids will be evaluated.
2. The submitted financial bid will be valid for the period of the entire duration of the work.
3. Payment to the vendor will be made in accordance with the terms of RFP.
4. The location of the project is **Naranpura Sports Complex (Veer Savarkar Sports Complex), Ahmedabad, Gujarat**. No travel, lodging, food expenses will be borne by IWLF for resources of the selected bidder travelling to Ahmedabad and the quoted rates in the bid should be blended off-site/ on-site resources. IWLF will not bear any other out-of- pocket expenses.
5. The selected bidder shall not be permitted to charge any separate fee for utilizing or deploying any software/tools/ licenses obtained from any third party or any proprietary software or anything over and above in performance of the services under the project, unless pre-Approved by IWLF in writing.
6. Extension/ Amendment in the work, if any shall be based on the mutual consent of both the parties.
7. Without prejudice to any terms and conditions as mentioned in the financial bid, IWLF at its absolute discretion may amend the covenants & above terms and conditions as per the business exigencies with the approval of competent authority.

## **SECTION 5: TERMS OF REFERENCE**

### **5.1) Commonwealth Weightlifting Championships 2025 – August 2025, Gujarat**

The **Indian Weightlifting Federation (IWLf)**, under the guidance and support of the **Ministry of Sports, Government of India**, invites proposals from experienced event management companies to organize and execute the **Commonwealth Weightlifting Championships 2025**, scheduled for **24-30 August 2025** at **Naranpura Sports Complex (Veer Savarkar Sports Complex), Ahmedabad, Gujarat**.

This premier international event aims to showcase world-class sporting standards, ensuring an exceptional experience for athletes, officials, and spectators. The event is a significant opportunity to elevate Gujarat as a global destination for hosting international sports.

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### **5.2) Objectives**

- Deliver a high-quality, professionally managed championship adhering to international standards.
  - Provide seamless coordination across all event aspects, from logistics to technical scoring.
  - Enhance the championship's visibility through creative branding, merchandising, and mascots.
  - Promote the cultural and organizational excellence of India and Gujarat.
- 

### **5.3) Event Overview**

The **Commonwealth Weightlifting Championships 2025** is a prestigious competition featuring elite weightlifters from across Commonwealth nations. The event underscores India's commitment to global sporting excellence and is poised to set new benchmarks in event execution.

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### **5.4) Scope of Work**

The selected event management company will be responsible for delivering a comprehensive range of services to ensure the successful execution of the championship. The scope of work is detailed below:

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#### **A) Pre-Event Planning**

##### **1. Airport Management**

- Airport kiosk at airport with arranging access for the federation authorities for welcoming the guest.

- Manpower for the smooth transition of the athletes from airport to the hotel.

## **2. Transportation Management**

- Coordination of airport transfers, venue shuttles, and intra-city transportation for athletes, officials, and VIPs.
- Branding of vehicles, real-time GPS tracking, and 24/7 transportation desk.

## **3. Accommodation Management**

- Booking and managing accommodations for participants, officials, and dignitaries.
- Ensuring tailored facilities for international teams and VIPs.

## **4. Venue Finalization**

- Identification, inspection, and preparation of competition venues and training facilities.
- Ensuring international compliance with safety, accessibility, and operational standards.

## **5. Player Check-In and Check-Out**

- Managing participant registrations, welcome kits, and event schedules during check-in.
- Coordinating seamless departures post-event.

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## **B) Event Setup and Branding**

### **5. Medal Production**

- Designing and producing medals that reflect the championship's branding and prestige.

### **6. Merchandising**

- Developing and managing official merchandise, including apparel and collectibles.
- Establishing on-site and online sales platforms.

### **7. Kit Production**

- Designing and distributing customized kits for athletes and officials.

### **8. Mascot Production**

- Conceptualizing and creating mascots for promotional activities and audience engagement.

## **9. Venue Branding and Setup**

- Comprehensive branding of entry gates, FOP (Field of Play), athlete zones, and spectator areas.
- Installation of technical equipment for sound, lighting, and live visuals.

## **10. Fabrication and Installations**

- Camera risers, podiums, and branded walls for media, athletes' lounges, and VIP rooms.
- Scaffolding support for FOP walls and other key installations.

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## **C) On-Site Management**

### **11. Technical Scoring and Reporting (TSR)**

- Setting up and managing state-of-the-art technical scoring systems.
- Integration of scoring systems with broadcast networks for real-time updates.

### **12. Ushers and Volunteer Management**

- Recruiting, training, and deploying volunteers and ushers for crowd management and VIP handling.

### **13. Event Coordination**

- Overseeing all logistical aspects, ensuring smooth operations during the championship.

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## **D) Post-Event Management**

### **14. Documentation and Reporting**

- Preparing detailed post-event reports with key insights and metrics.
- Providing professional video and photographic documentation.

### **15. Feedback and Analysis**

- Conducting stakeholder and participant surveys to gather feedbacks.
- Presenting analytics and recommendations for future events.

## 5.5) Element list for the Scope work

**Commonwealth Weightlifting  
Championship 2025  
Ahmedabad, Gujarat  
Veer Savarkar Sports complex  
24-30 August 2025**

Sr.no	Elements	Description	Size	Qty	Days
<b>1</b>	<b>Permissions</b>				
	Venue Permissions	IWLF			
	Police Clearance	IWLF			
	MCB Ahmedabad Permissions	IWLF			
	Fire Clearance	IWLF			
	Permissions for the Press conference	IWLF			
	Airport permissions (Domestic & International)	IWLF			
	Local Traffic Police Permissions	IWLF			
	Outdoor Branding (Outside the Venue and enroute branding)	IWLF			
<b>2</b>	<b>Media/PR Management</b>				
	Social media campaign				
	Print Coverage & Electronic Media Coverage				
	Metro Branding				
	Teaser Video				
	Radio jingle				
	Invitations				
	Promotional Video				
<b>3</b>	<b>Press Conference</b>				
	Venue bookings				
	Backdrop				
	Table branding				
	Standee				
	Sound System	For 50-70 Pax			
	Hi Tea and Snacks	For 50-70 Pax			
	Water Bottles				
	Photographer				
	Plasma TV	60-65 Inches			

*Commonwealth Weightlifting Championships 2025, Ahmedabad, Gujarat*

Sr.no	Elements	Description	Size	Qty	Days
<b>4</b>	<b>Outdoor Branding</b>	Airport to hotel and hotel to venue			
	Hoardings				
	Round About Brandings				
	Pole Branding				
<b>5</b>	<b>Airport</b>				
	Airport Kiosk	One at international and One at the domestic		2	
	Permissions for the IWLF team				
	Team T-shirts				
	Volunteers	12 male and 12 Female		24	
	Photographer and Videographer				
<b>6</b>	<b>Logistics</b>				
	Airport Pick-ups	Bus, Urbania, Innova etc.			
	Airport Drop off	Bus, Urbania, Innova etc.			
	Shuttle service from Venue to Hotel	Bus, Urbania, Innova etc.			
	Shuttle service from Hotel to Venue	Bus, Urbania, Innova etc.			
	Water Bottles during transportation				
	Refreshment				
	Bus Route				
	Schedule				
	Placards	For international and domestic airport			
	Bus, Urbania, Innova branding				
	Bus				
	Urbania				
	Innova etc.				
	School student Bus				
	Logistics manager				
	Logistics Volunteer				
<b>7</b>	<b>Hotel</b>	Branding/standee			
	Welcome desk				
	Table Branding				

*Commonwealth Weightlifting Championships 2025, Ahmedabad, Gujarat*

Sr.no	Elements	Description	Size	Qty	Days
	Backdrop				
	Stationary				
	Printer				
	On-site registration				
	Welcome kits				
	Logistics manager				
	Logistics Volunteer				
	Wifi through hotel				
	For CWC conference				
	Sound system	for 30-50 pax			1 day
	Backdrop				
	Flower Bouquet				
	Wifi				
	For Championship Conference	for 30-50 pax			1 day
	Sound system				
	Backdrop				
	Flower Bouquet				
	Wifi				
<b>8</b>	<b>Venue</b>				
	Outside the venue				
	Gate Arch				
	Generic Branding				
	Signages branding				
	Cutouts	For specific VVIP			
	Road Branding				
	Pole Branding				
	Colorful flags				
	Country flags				
	Directional Signages				
	Thematic installation	Atleast 3			
	Inside the Venue				
	Gate Arch				
	Generic Branding				
	Signages branding				
	Directional signages				
	Country flags				
	Carpeting				
	Plantation				
	Thematic installations				
	3D Photo installation				
	Dropdown				



*Commonwealth Weightlifting Championships 2025, Ahmedabad, Gujarat*

Sr.no	Elements	Description	Size	Qty	Days
	Flower Bouquet				
	Wifi				
	IWLF office				
	Printer & Laptop	Wifi			
	Sofa with center table				
	Stationary				
	Wifi				
	CWF office				
	Printer & Laptop	Wifi			
	Sofa with center table				
	Stationary				
	Wifi				
	ITO Lounge				
	Food set up				
	Table chair set up				
	Sofa with center table				
	Food servicing Team				
	Volunteers				
	Water + Visi cooler				
	VIP Lounge				
	Sofa with center table				
	Coffee table				
	Food servicing Team				
	Volunteers				
	Water + Visi cooler				
	Branding				
	Medical Area				
	Table and Chairs				
	Medical Bed				
	Doordarshan				
	Table and Chairs				
	Internet	Lease Line			
	Athlete Rest Area				
	Resting Beds				
	Bedsheet				
	Bedrolls				
	Carpeting				
	Table chairs				
	Water + Visi cooler				

*Commonwealth Weightlifting Championships 2025, Ahmedabad, Gujarat*

Sr.no	Elements	Description	Size	Qty	Days
	Weigh-in Area				
	Table Chairs				
	Octo norm Walls				
	Octo norm Table				
	Weighing Machine				
	Carpeting				
	Stationary				
	Agency Room	Wifi			
	Table and Chairs				
	Printer & Laptop				
9	Field Of Play				
	VIP seating area	With raised platform			
	Sofa seating				
	Centre tables				
	TIS Seating Area				
	Internet	Lease lines for min. 50 people + Live streaming			
	Teleprompter				
	Sound Monitors				
	Monitors for VIP Speakers	55 inches screens			
	LED TVS	55 inches screens			
	100 mtr LAN for TIS equipment				
	HDMI cables for all equipment	10			
	LED Screen P3 with 10 feet Raiser Platform				
	Scaffolding support wall				
	Plasma TV with Iron Stand	55 inches			
	Plasma TV with Iron Stand	40 Inches			
	Plasma TV with Iron Stand	22-25 inches			
	UPS Backup	1 KVA			
	HDMI/Vga Converter & Splitter	Customized			
	USB extender	10 Output Ports			
	HDMI -Dvi Converters	Customized			
	HDMI Cable Sets	25-30 meters			
	HDMI Joiners	Customized			
	HDMI Cables	1 meter			
	HDMI Cables	5 meters			
	Power Points	Customized			
	Light Points	Customized			

*Commonwealth Weightlifting Championships 2025, Ahmedabad, Gujarat*

Sr.no	Elements	Description	Size	Qty	Days
	PA System	5 Mics (3 with stand2 wireless)			
	Soundbars				
	Walkie Talkies- 14-piece communications Devices				
	Laser Printers				
	Power backup				
	Referee Seating Area				
	Cabling manager				
	Stationary				
	Stage				
	Camera riser				
	LED screen raiser				
	Light Set Up	Set			
	Sound set up	Set			
	Video set Up	Set			
	Generic Branding				
	Runner Boards				
	Directional Signages				
	Carpeting	Entire area- 2 layers			
	Branding				
<b>10</b>	<b>Warm-up area</b>				
	Generic Branding Wall				
	1st level carpet				
	2nd level Floor protecting	60mm thick			
	3rd level carpet				
	LED screen for updates				
	Table and chairs				
	Stationary				
	Water + Visi cooler				
<b>11</b>	<b>Training Area</b>				
	Generic Branding				
	Carpeting				
	Table and chairs				
	Stationary				
	Water + Visi cooler				
<b>12</b>	<b>Manpower</b>				
	Emcee	for opening & closing			

*Commonwealth Weightlifting Championships 2025, Ahmedabad, Gujarat*

Sr.no	Elements	Description	Size	Qty	Days
	Volunteers				
	Ushers				
	Ushers for medal distribution				
	Housekeeping team				
	Choreographer				
	Dance Troup				
	Food servicing team				
	Parking Assistant				
	Traffic Marshall				
	Security Team				
	Wifi				
	DFMD				
	HFMD				
	Security Personal				
	Frisking zone	Men & Women separate			
<b>13</b>	<b>Waste Management</b>				
	Daily Garbage dumping				
	Housekeeping Team				
	Housekeeping Material				
	Labour				
	Transportation				
<b>14</b>	<b>Miscellaneous</b>				
	Internet	Lease lines/high speed			
	Cold pyro				
	T-shirt for volunteers & Officials				
	Caps for volunteers & Officials				
	Outdoors flags				
	Genset				
	Lanyard & Badges with RFID tag				
	Instant Badges printing setup				
	Sipper bottles				
	Big soft toy				
	Small soft toy				
	Paper bags				
	Branded file folder				
	Notepad				
	Pens				
	VVIP mementos				

*Commonwealth Weightlifting Championships 2025, Ahmedabad, Gujarat*

Sr.no	Elements	Description	Size	Qty	Days
<b>15</b>	<b>Food And Beverages</b>				
	Set up 1	For ITO			
	Table Chairs				
	High Tables				
	Sofa				
	Fridge				
	Visi cooler				
	Coffee Machine				
	Cookies etc.				
	Set up 2	For VIP			
	Table Chairs				
	High Tables				
	Sofa				
	Fridge				
	Visi cooler				
	Coffee Machine				
	Cookies etc.				
	Set up 3	For SSV, Police, NTO etc.			
	Table Chairs				
	High Tables				
	Thali Distribution setup				
	Hot water tea coffee setup				
	Cookies etc.				
	Miscellaneous				
	Breakfast for Police				
	Food for QED Team				
	Food for housekeeping team				
	Food for Servicing team				
	For SSV				
	For Volunteers				
	For NTO				
	For Housekeeping team				
	For Service Team				
	Water + Visi cooler				
	School student food boxes				

## 5.6) PAYMENT TERMS

Payment Schedule	% Payable (Against Invoice)
Advance along with the work order	50%
One day before the commencement of the Championship	30%
Within 10 days of completion of the Championship	20%

## 5.7) Additional terms & Conditions

1. Upon completion of tendering process, IWLF shall issue the Work order/ Letter of Intent (LoI) to selected agency. Agency will have to acknowledge and accept the terms and conditions of the same without fail.
2. Without prejudice to any other terms and conditions defined in the tender document, IWLF is entitled to impose penalty of upto 10% of the invoice value. at the time of independent verification of line items as per BoQ, in case there is any observance of deficiency/ substandard quality of material or services /timelines failures/ non-compliances of statutory approvals & guidelines etc. at its own discretion and jurisprudence. Vendor will have to honour the obligation without fail. No query shall be entertained in this regard.
3. The payment as per the above schedule shall be made to the selected bidder on completion of satisfactory performance (to be decided by IWLF) of all activities/roles/duties as per mutually agreed milestones up to the stage of respective payment schedule.
4. IWLF shall appoint Nodal Officer(s)/ Single point of Contact (SPOC) to deal with all the activities pertaining to the event. In addition to this, IWLF will also designate certain officers who will physically verify the work of agency/ assist vendor in various co- ordination activities.
5. It will be the sole responsibility of agency to coordinate with the officers and should depute dedicated personnel(s) to coordinate with the concerned officers on day-to-day basis to verify each deliverable/ deployment (material or manpower)/ procurement, etc. related to this RFP prior to carrying out such activities.
6. The agency shall update the daily progress and activities to concerned officer deputed by IWLF

7. The verification and recommendation (on quantity and quality of material used) of the designated officer will be binding on agency.
8. The selected bidder will have to submit an Event performance report as described in the payment terms on successful completion of event.
9. Payment against any increase/ decrease in the quantity/ material/ job will be based on pro-rata basis subject to pre-approval from IWLF.
10. Any quantity/ material/ job that has not specifically mentioned in Scope of Work/ BoQ shall be finalized based on mutual discussion and agreement for execution and payment between IWLF & vendor. Nodal Officer/ SPOC appointed by IWLF shall be the concerned person to finalize the same.

.....End of Document.....