

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 Asian Weightlifting Championships at Gandhinagar, Gujarat" as per RFP Ref No: xxxxxxxxxx dated xxxxxxxxx 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 2026 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 Asian Weightlifting Championships at Gandhinagar, 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/2026-27/002 _____

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 **Mahatma Mandir Convention and Exhibition Centre, Gandhinagar, Gujarat**. No travel, lodging, food expenses will be borne by IWLF for resources of the selected bidder travelling to Gandhinagar 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) Asian Weightlifting Championship 2026 – May 2026 Gandhinagar, Gujarat

The **Indian Weightlifting Federation (IWLFF)**, 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 **Asian Weightlifting Championships 2026**, scheduled for **10-17 May 2026** at **Mahatma Mandir Convention and Exhibition Centre, Gandhinagar, 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.

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 **Asian Weightlifting Championships 2026** is a prestigious competition featuring elite weightlifters from across Asian nations. The event underscores India's commitment to global sporting excellence and is poised to set new benchmarks in event execution.

5.4) Scope of Work

The selected **Event Management Company** will be responsible for delivering a comprehensive range of services to ensure the seamless and successful execution of the Championship. The agency will be expected to manage all aspects of planning, coordination, logistics, production, and on-ground execution in close alignment with the Organizing Committee.

This includes providing end-to-end event solutions, maintaining strict adherence to timelines, ensuring quality control across all deliverables, and upholding the standards and objectives of the Championship.

** For detailed, element-wise requirements, please refer to pages 38–45.*

A) Pre-Event Planning

1. Airport Management

- Airport signage 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.

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.

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.

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.

5.5 Detailed Elements Under the Proposed Scope of Work

Asian Weightlifting Championships 2026
Gandhinagar, Gujarat
Mahatma Mandir Convention and Exhibition Centre Convention
and Exhibition Centre
10-17 May 2026

Sr.no	Elements	Description	Size	Qty
1	Permissions			
	Venue Booking & all venue related permissions	IWLF		
	Police Clearance	IWLF		
	MCB Gandhinagar 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		
2	Media/PR Management			
3	Marketing and Promotion			
	Social media			
	Social media Creatives			set
	Countdowns			set
	Short videos			set
	Reels			set
	Teaser Video			2
	Promotional Video			1
	Outdoor Branding			
	Hoardings/ Pole Branding			
	Road Branding			
	Intersection Brandings			
4	Press Conference			
	Venue setup			
	Hi Tea and Snacks	For 100-120 Pax		set
	Media Invites	Digital and Printable media		200

Asian Weightlifting Championships 2026, Gandhinagar, Gujarat

	Stage/ Backdrop			
	Branding			
	Standee			
	Sound System with mics	For 100-120 Pax		set
	Photographer			2
	Plasma TV	60-65 Inches		2
	Media kits			200
5	Conferences & Meetings			
5.1	AWF Congress			60 pax
	Venue setup / Hi tea & Snacks			
	Conference set up			set
	Stage			set
	Branding			set
	Projector and LED Screen			set
	Sound & Light			set
	Stationery			set
	Table Flags			set
	Photographer			2
	File folders			set
	Country Name plates			set
5.2	AWF Executive board meeting			35 Pax
	Venue setup / Hi tea & Snacks			
	Conference set up			set
	Stage			set
	Branding			set
	Projector and LED Screen			set
	Sound & Light			set
	Stationery			set
	Table Flags			set
	Photographer			2
	File folders			set
	Country Name plates			set
	Country Name plates			set
5.3	AWF Technical committee meeting			7 pax
	Venue setup / Hi tea & Snacks			
	Meeting set up			set
	Stationery			set
	File folders			set
	Projector and LED Screen			set
	Photographer			1

5.4	AWF research and coaching committee meeting			7 pax
	Venue setup			
	Meeting set up			set
	Stationery			set
	Hi tea & Snacks			set
	File folders			set
	Projector and LED Screen			set
	Photographer			1
5.5	AWF Medical committee meeting			7 pax
	Venue setup			
	Medical committee meeting set up			set
	Projector and LED Screen			set
	Stationery			set
	Hi tea & Snacks			set
	File folders			set
	Photographer			1
5.6	Technical officials meeting			50 pax
	Venue setup			
	Meeting set up			set
	Stage			set
	Branding			set
	Projector and LED Screen			set
	Sound & Light			set
	Stationery			set
	Table Flags			set
	Hi tea & Snacks			set
	Photographer			2
	File folders			set
	Country Name plates			set
6	Airport			
	Welcome signages at Airport	At international and domestic airport		
	Arrival and departure Coordinators			
	Pranam Seva Provisions for VIP Guest			
	VIP and general Car parking bookings			
	Airport Placards			
	Volunteers			
7	Logistics			

Asian Weightlifting Championships 2026, Gandhinagar, Gujarat

	Luxury Vehicles	Asian Weightlifting Federation Delegates	10 days	10 Vehicles
	Mini vans	For Officials	10 days	10 Vehicles
	Dedicated Innova	For Championship days	15 days	10 Vehicles
	Dedicated Innova	For Championship days	10 days	20 Vehicles
	Airport Pick-ups with luggage vehicles	Bus, Urbania, Innova etc.		
	Airport Drop off with luggage vehicles	Bus, Urbania, Innova etc.		
	Shuttle service from Venue to Hotel (For Officials)	Bus, Urbania, Innova etc.		
	Shuttle service from Venue to Hotel (Athletes)	Bus, Urbania, Innova etc.		
	Golf carts	Shuttle service Inside venue		
	Water Bottles during transportation			set
	Vehicle Branding			
	Logistics manager			
	Logistics Volunteer			
8	Hotel setup			
	Welcome desk			1
	Branding			
	Stationary			set
	Laser Printer			2
	Welcome kits distribution			
	Travel Desk			1
	Logistics manager			
	Logistics Volunteer			
	Digital Standee			2
8.1	IWLF secretariat			
	Laptop & HDMI cables			6
	Sofa with center table			3
	Stationary			Set
	Laser Printer			2
	Cushioned chairs			12
	Locker			2
	Branding			set

Asian Weightlifting Championships 2026, Gandhinagar, Gujarat

	Tea/Coffee and snacks			Whole day
	sheets of hard paper (150-180 gsm)			200-300
	sheets of A4 paper (80 gsm)			3000
8.2	AWF Secretariat			
	Laptop & HDMI cables			6
	Sofa with center table			3
	Stationary			Set
	Laser Printer			2
	Cushioned chairs			12
	Locker			2
	Branding			set
	Tea/Coffee and snacks			Whole day
	sheets of hard paper (150-180 gsm)			200-300
	sheets of A4 paper (80 gsm)			3000
9	Opening Ceremony			
	Opening Act		30-35 min	
	Emcee		2 days	
	Artist Management			
	VIP management			
	Flower Bouquet			
	Script writer			
	Green rooms			
10	Accreditation preprinted and onsite printing	All the set up and badges will be required to submitted with the on-ground team at least 10 days before		1000-1200
11	Venue			
	Outside the venue			
	Gate Arch			
	Generic Branding			
	Signages branding			
	Cutouts	For VVIP		
	Road Branding			
	Pole Branding			
	Colorful flags			

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	Country flags		
	Directional Signages		
	Thematic installation		
	Inside the Venue		
	Gate Arch		
	Generic Branding		
	Signages branding		
	Directional signages		
	Country flags		
	Carpeting		
	Plantation		
	Thematic installations		
	3D Photo installation		
	Dropdown		
	Flower Bouquet		
	Travel Desk		
	Table Chair		4
	Branding		2
	IWLF office		
	Laptop & HDMI cables		6
	Sofa with center table		3
	Stationary		Set
	Laser Printer		2
	Cushioned chairs		12
	Locker		2
	Branding		set
	Tea/Coffee and snacks		Whole day
	sheets of hard paper (150-180 gsm)		200-300
	sheets of A4 paper (80 gsm)		3000
	AWF Secretariat		
	laptops/computers		3
	Color laser printer		1
	sheets of hard paper (150-180 gsm)		200-300
	sheets of A4 paper (80 gsm)		3000
	Tea/Coffee and snacks		set
	ITO Lounge		
	Lounge set Up		

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	Table chair set up		
	Branding		
VIP Lounge			
	Lounge set Up		
	Sofa with center table		
	Coffee table		
	Branding		
Medical Area			
	Table and Chairs		
	Medical Bed		
	Branding		
Doordarshan Lounge			
	Studio & Editor set up		
	Table and Chairs		
	Power Requirements		
Athlete Rest Area			
	Resting Beds		
	Bedsheet		
	Bedrolls		
	Carpeting		
	Table chairs		
Weigh-in Area			
	Table Chairs		
	Weigh in Set up		
	Carpeting		
	Stationary		
AC German Hanger with platform with carpet			
	Power Requirements		
	Vise cooler and Micro oven		
	Security		
	Housekeeping		
Agency Room			
	Table and Chairs		
	Printer & Laptop		
Anti-Doping Room			
	Table and Chairs		
	Stationary		
	Refrigerator		
	Chemical porta loo		

Asian Weightlifting Championships 2026, Gandhinagar, Gujarat

12	Field Of Play			
	VIP seating area			
	Sofa seating			
	Centre tables			
	TIS Seating Area			
	Furniture			
	Teleprompter			
	Sound Monitors			
	Monitors for VIP Speakers	55 inches screens		
	LED TV	55 inches screens		15-20
	100 mtr LAN for TIS equipment			
	HDMI cables for all equipment			15-20
	LED Screen P3 with 10 feet Raiser Platform			
	Scaffolding support wall			
	Plasma TV	55 inches		
	Plasma TV	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		
	Vga Cable Sets	25-30 meters		
	HDMI Joiners	Customized		
	HDMI Cables	1 meter		
	HDMI Cables	5 meters		
	Power Points	Customized		
	Light Points	Customized		
	PA System	5 Mics (3 with stand2 wireless)		
	Soundbars			
	Walkie Talkies- 14-piece communications Devices			
	Laser Printers			
	Power backup <i>(The primary power supply for the entire event will be provided by the venue. However, the vendor shall ensure a separate uninterrupted power backup system for the Field of Play (FOP) area)</i>			

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	<i>to guarantee smooth and continuous operations during the event.)</i>			
	Referee Seating Area			
	Cabling manager			
	Stationary			
	Stage			
	Camera riser			
	LED screen raiser			
	Trussing			
	Light Set Up	Set		
	Sound set up	Set		
	Video set Up	Set		
	Generic Branding			
	Runner Boards			
	Directional Signages			
	Carpeting			
	Branding			
	Raised platform	700 pax approx.		
13	Warm-up area			
	Generic Branding Wall			
	Floor protection			
	LED TV screen for updates			
	Table and chairs			
	Stationary			
	Medical Desk			
	Marshall Desk			
	Ice vending machine			
	Decorative Athlete entrance			
	Walkie Talkies- 14-piece communications Devices			
14	Training Area			
	Generic Branding			
	Carpeting			
	Table and chairs			
	Stationary			
15	Manpower			
	Volunteers			100-125
	Medal ceremony girls			20

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	Housekeeping manager			
	Parking manager			
	Traffic Marshall			
	Security Team			30-50
	Security manager			
	Frisking booth			
	Crowd engagement emcee			
	Light & Sound manager			
	Console Management			
	Photographer and Videographer			
	Internet Manager			
	Food and lounges management			
16	Power			
	Power Backup for the FOP area <i>(The primary power supply for the entire event will be provided by the venue. However, the vendor shall ensure a separate uninterrupted power backup system for the Field of Play (FOP) area to guarantee smooth and continuous operations during the event.)</i>	For LED Screen, Light and Sound		
	Power requirement for DD			
17	Miscellaneous			
	Medals			
	Collaterals			
	Training Schedule			
	Athlete Pass, BIB no, Challenge Card, Warmup Pass			
	Platform no			

5.6) PAYMENT TERMS

Payment Schedule	% Payable (Against Invoice)
Advance along with the work order	75%
Within 15 days from the completion of the Championship	25%

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.....