

Tele : 044-27442000

The Olympiad Organizing Committee
C/O Hotel Tamil Nadu
Beach Resort Complex
TTDC Ltd
Mamallapuram-603104
Tamil Nadu

AICF/44th Olympiad/Tender/07/2022

05 Jun 22

REQUEST FOR PROPOSAL FOR SELECTION OF AGENCY FOR PAN INDIA RELAY & ROAD SHOW WITH THE CHESS OLYMPIAD TORCH COVERING 75 LOCATIONS OF 44TH INTERNATIONAL CHESS OLYMPIAD CHENNAI, INDIA 2022

Request for Proposal (RFP) No: AICF/OLYMPIAD/07/2022

1 **For and on behalf of the All India Chess Federation, the Olympiad Organizing Committee for 44th FIDE Chess Olympiad, Mahabalipuram, Tamil Nadu – 603104** invites bids in sealed cover for selection of agency for pan India relay & road show with the Chess Olympiad torch covering 75 locations of 44th international chess Olympiad Chennai, India 2022. Please super scribe the above mentioned Title, RFP number and date of opening of the bids on the sealed cover to avoid the bid being declared invalid.

2. The address and contact numbers for sending bids or seeking clarifications regarding this RFP are given below :-

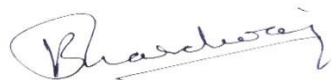
(a)	Bids/Queries to be addressed to	The Olympiad Organizing Committee C/O Hotel Tamil Nadu Beach Resort Complex TTDC Ltd, Mamallapuram-603104 Tamil Nadu
(b)	Postal address for sending the bids	The Olympiad Organizing Committee C/O Hotel Tamil Nadu Beach Resort Complex TTDC Ltd, Mamallapuram-603104 Tamil Nadu
(c)	Name/designation of the contactpersonnel	The Olympiad Organizing Committee C/O Hotel Tamil Nadu Beach Resort Complex TTDC Ltd, Mamallapuram-603104 Tamil Nadu
(d)	Telephone numbers of the contactpersonnel	044-27442000

3. This RFP is divided into following five Parts :-

(a) **Part I** – Contains general Information and Instructions for the bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, & scope of work etc.

- (b) **Part II** – Contains the details of pre-qualification conditions for the bidder.
- (c) **Part III** – Contains general Conditions of RFP, which will form part of the Contract with the successful Bidder.
- (d) **Part IV** – Contains evaluation criteria and format for price bids.
4. This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.
5. The bidders are requested to strictly adhere to guidelines for filling up the quotations. The sellers are requested to authenticate each page of the RFP before submitting the same and ensure that there is **No (R) No overwriting on the rates quoted**. Rates are to be quoted **both in figures as well as in words**. The sellers are required to check the following before submission of their offer against subject RFP:-

SI No	DETAILS	YES/NO
(i)	Have you read and understood all the clauses mentioned in Pt-I to Pt-IV of RFP?	
(ii)	Have you filled the bids in clear terms?	
(iii)	Is there any deviation from the Terms & Conditions of RFP?	
(iv)	If (iii) is yes, have you listed out the deviations?	
(v)	Are you submitting bids in time?	
(vi)	Do you agree to provide Performance Guarantee as per clause 5 of Part-IV to RFP?	
(vii)	Have you provided details on e-payment?	
(viii)	Have you attached a blank cancelled cheque?	
(ix)	Have you signed and stamped on each page of RFP for authentication?	



(Vipnesh Bhardwaj)
Chairman, AICF's Tender Committee
44th FIDE Chess Olympiad

PART I**GENERAL INFORMATION**

1. **Last date and time for depositing the Bids: Last date for submission of sealed bids will be at 1330 hrs on 09 June 2022** The responsibility to ensure this lies with the Bidder. The date will as below:

<i>Bid issue date</i>	5 th June 2022
<i>Pre bid date</i>	7 th June 2022
<i>Bid submission date</i>	9 th June 2022 (up to 1330 hrs)
<i>Bid opening date</i>	9 th June 2022 (1500 hrs)
<i>Presentation date</i>	9 th June 2022
<i>Financial bid opening</i>	9 th June 2022

2. **Manner of depositing the bids:** Sealed bids should be deposited in the tender box available at the 'Organising Committee Office Reception' marked as **BIDS FOR THE SELECTION OF AGENCY FOR PAN INDIA RELAY & ROAD SHOW WITH THE CHESS OLYMPIAD TORCH COVERING 75 LOCATIONS OF THE 44TH INTERNATIONAL CHESS OLYMPIAD CHENNAI, INDIA 2022** or sent by registered post at the address given above so as to reach by the due date and time. **Late tenders will not be considered.** No responsibility will be taken for postal delay or non-delivery/non-receipt of bid documents. Bids sent by FAX or e-mail will not be considered.

3. **Time and date for opening of Bids:** The tenders will be opened on same date as stated above at **1500 hrs on 09 June 2022**. If due to any exigency, the due date for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer).

Location of the Tender Box: The Olympiad Organizing Committee
C/O Hotel Tamil Nadu, Beach Resort Complex, TTDC Ltd, Mamallapuram –603104
Tamil Nadu

4. **Place of opening of the Bids:** The Olympiad Organizing Committee C/O Hotel Tamil Nadu, Beach Resort Complex, TTDC Ltd, Mamallapuram – 603104, Tamil Nadu. The bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

5. **Forwarding of Bids –** The OTE will be of **Two Bid system**. Bids should be forwarded by bidders under their original memo/letter pad inter alia furnishing details like GST number, bank address with EFT Account, if applicable, etc and complete postal, telephone number & e-mail address of their office.

6. **Pre-Bid Meeting:** The pre-bidding meeting will be held on 07 June 22 at 1100 hrs at The Olympiad Organizing Committee C/O Hotel Tamil Nadu, Beach Resort Complex, TTDC Ltd, Mamallapuram – 603104, Tamil Nadu.

7. **Tender Fee:** The tender documents can be downloaded from www.aicf.in. The form should be submitted along with a demand draft of **Rs 1000/- (Rupee one thousand only)** in favour of “**44th Chess Olympiad 2022**”, payable at Chennai.

8. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by email to olympiad@aicf.in but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in bidder's forfeiture of bid security.

9. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the buyer may, at his discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

11. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the bid, failing which the defaulting bidder may be de-listed for the given range of items as mentioned in this RFP.

12. **Validity of Bids:** The bids should remain valid till 120 days from the last date of submission of the Tech Bids (As the item required urgently).

13. **Earnest Money Deposit:** – Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 6,00,000/- (Rupees six lakh only) along with their Technical Bids**. The EMD may be submitted in the form of an **Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct Government business**. Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee should be drawn in favour of **44th Chess Olympiad 2022, payable at Chennai**. EMD is to remain valid for a period of **forty-five days beyond the final bid validity period**. The bidders holding MSME certificate will be exempt from the payment of Earnest money deposit EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, without any interest whatsoever, **after the receipt of Performance Security** from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

Part 1: Conceptualization Pan India Relay & Road show with the Chess Olympiad Torch

1. The Agency has to conceptualize the complete Action plan for the Relay & Road Show
2. The Agency has to suggest the creative designs for the tableau on the theme of International Chess Olympiad
3. The Agency has to formulate the complete route map of the Relay & Road Show covering the 75 Cities and reaching Chennai in the given timeframe
4. The Agency has to suggest the various activities at all the 75 Destinations to be covered by the Relay Torch.
5. The suggested activities should cover the following:-
 - a. Welcoming of the Relay Torch at each destination
 - b. Identification of the prospective venues for the Torch Facilitation at each destination
 - c. Engagement activities to be undertaken at each destination
 - d. Flag off ceremony to the next destination

Part 2: Execution Plan of the Pan India Relay & Roadshow with the Chess Olympiad Torch

1. The agency has to formulate the execution plan for coverage of these 75 destinations within the prescribed time frame.
2. The agency has to provide full end to end support and management for making the road show a successful event.
3. The agency has to provide experienced manpower as per the requirement considering the event.
4. The Agency has to have a robust reporting system so that each and every activity is perfectly co-ordinated and reported.

PART II**ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED****1. Qualification Requirements for Participation:-**

SI No	Qualification Requirement	YES/NO (Proof to be attached)
(a)	The Applicant should have the experience of minimum 10 years in the field of similar business.	
(b)	The Applicant should have achieved average annual turnover of at least Rs.15 crores of any 3 financial years during the last 4 FY from Similar Works (FY 2018-19, 2019-20, 2020-21 & 2021-22) . CA certificate need to be furnished in the respect of the same.	
(c)	The Applicant should have a Registered Office in India.	
(d)	The Applicant should have registered GST	
	The Applicant should have positive net worth as on 31 March 2021	

(e)	The Applicant should have successfully completed at 3 assignment of similar work amounting for Rs 1.2 crore each, or 2 assignment of similar work Rs 2 crore each or 1 assignment for Rs 2.4 crore during the last 5 years Copies of work order/ Completion certificate need to be furnished in the respect of the same. *	
(f)	The Applicant should not have been black-listed or currently be in the process of being black-listed by any Government Departments, Undertakings and Agencies in India	
(g)	Submission of EMD by DD for an amount of Rs. 6,00,000/- in favour of 44 th Chess Olympiad 2022 payable at Chennai.	

* **The cost should be exclusive of GST/Taxes**

Definition of similar works: Similar/Eligible works/events are defined as –

Work as Event management for planning, organising, and conducting Events Activities/ Inauguration Ceremony/road shows done for central govt./State govt./PSU.

PART III

STANDARD CONDITIONS OF RFP

The bidder is required to give confirmation of his acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful bidder (i.e. seller in the contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Arbitration:** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.
3. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by email or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

4. **Amendments:** No provision of present contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

5. **Performance Bank Guarantee:** -The Bidder will be required to furnish a Performance Guarantee by way of bank guarantee through a Public Sector Bank or a Private Sector Bank authorized to conduct Government business (e.g. ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 3 % of the contract value excluding GST within **10 days** of receipt of the confirmed order. Performance Bank Guarantee should be valid up to **15 days** beyond the date of warranty.

6. **Foreclosure Clause** – In case the event is called off or stopped in middle due to covid or any other force majeure conditions, the bidder will be compensated as per the provisions of the Indian contract act as per the relevant selections.

7. **Payment Terms** - It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by bidders for receiving payments through ECS. The payment will be made as per the following terms, on production of the requisite documents.

- Payment of 25% of the total amount as Mobilization advance after the submission of performance guarantee
- Payment of 25% of the total amount on reaching of all the necessary infrastructure for erection work along with required engineering equipment & materials reaching at site.
- Payment of 30% of the total amount on the day of launch of event.
- Balance 20% on successful completion of project.

PART III : EVALUATION CRITERIA & PRICE BID

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:-

EVALUATION OF BIDS

3.1 Opening & Evaluation of Bids

3.1.1 The Authority will open all the Bids received (within stipulated time) containing the Technical Bid and announce the names of (i) Bidders. In the event of specified date of Bid opening being declared as a holiday for the Authority, the Technical Bid will be opened at the appointed time and location on the next working day.

3.1.2 Technical Bid shall then be opened. Evaluation of Technical Bid and determination of responsiveness of the same.

3.2.1 Prior to evaluation of Technical Bids, the authority will determine whether the bid is accompanied by the required EMD and Tender Fee submitted online.

If the EMD furnished does not conform to the amount and validity period as specified in this RFP document and has not been furnished in the form specified in the RFP, the Bid shall be rejected by the authority as non –responsive

3.2.2 The Technical Bid will further be examined to determine whether the bid has been properly signed, meets the eligibility and qualification criteria in terms hereof, has the required financial capabilities as set out in this RFP, is accompanied by the requisite certificates, undertaking and other relevant information specified in this RFP document and is substantially responsive to the requirement of the Bidding Documents and provides any clarification for ascertaining the correctness of the information/details that the authority may require.

3.2.3 If the Technical Bid of any bidder is not substantially responsive, the bid of such bidder will be rejected by the Authority and the Bidder will not subsequently be allowed to make its Bid responsive by correction or modification or withdrawal of the non-conforming deviation or reservation. The authority may ask the bidder for any document and clarification as and when required.

3.2.4 The authority shall inform, the bidders, whose Technical Bid is found to be responsive for and who are short listed based on qualification criteria as detailed out in the RFP for presentation.

3.3 Short listing of Bidders.

- a) The bidder shall be shortlisted on the basis of scoring obtained.
- b) The minimum qualifying marks shall be 70 out of 100 marks.
- c) The segregation of marks shall be as follows:

Sr. No.	Requirements	Marks
A	Financial Strength Related	25
AI	Average annual turnover of at least Rs.5.00 crores of any 3 financial years from Similar works during the last 4 FY (FY 2018-19, 2019-20, 2020-21 & 2021-22)	15
I.	<ul style="list-style-type: none"> ● Rs. 5 Crores to less than 7.5 Crores 	05
II.	<ul style="list-style-type: none"> ● Rs. 7.5 Crores to less than 10 crores 	10
III.	<ul style="list-style-type: none"> ● More than Rs.10 crores 	15

All	<u>The bidder shall have net worth as on 31st March 2021.</u>	10
I.	<ul style="list-style-type: none"> Rs.1 crores to less than Rs. 2.5 crores 	3
II.	<ul style="list-style-type: none"> Rs.2.5 crores to less than Rs. 5 Crores 	5
III.	<ul style="list-style-type: none"> Rs.5 crores and above 	10
B	Similar Project Experience	15
B1	No of similar works during the last 5 financial years Up to 5 works 5 marks 5 to 8 works 10 marks More than 8 works 15 marks	15
C	Concept plan and methodology / strategy to proceed with project	60
I.	Presentation on Approach and Methodology along with innovation, Team plan, strength & uniqueness in planning & implementation of the event.	50
II.	Work Plan & Timeline	10
	Total (A+B+C)	100

Definition of Similar Works:

Work as Event management for planning, organising, and conducting Events Activities/ Inauguration ceremony/road shows done for central govt./State govt./PSU.

Evaluation Methodology

Price Bid of only those bidders, who achieve a minimum benchmark score of 70 marks above would qualify for Financial Evaluation and the weightage of the Technical Bids and Financial Bids as 80:20. The selected bidder shall be the first ranked bidder (having the highest combined score) in the technical evaluation shall be opened and evaluated on QCBS Basis of 80:20: The agency which scores highest aggregate marks (H1), after adding the scores for the technical and financial evaluation, will be awarded the contract for organizing the event.

After the technical evaluation (quality) is completed, the department shall notify those agencies whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Scope of work and the financial proposals of such bidders will be returned unopened after the signature of the contract. Authority shall simultaneously notify the agencies that have secured the minimum qualifying mark, the date, time and place set for opening the financial proposals or as mentioned in the RFP, to enable the agencies to attend the opening of the financial proposals. The financial proposals shall be opened publicly in the presence of representatives of the agencies who choose to attend. The name of the agencies, the technical points, and the prices quoted shall be read out by Authority. The proposal with the lowest cost (Fm) shall be given financial score (Sf) of 100 points. The financial scores of other proposals shall be computed as follows: $Sf = 100 \times Fm/F$ Where F= amount of financial proposal Combined Quality and Cost Evaluation The total score shall be obtained by weighting the combined quality/technical and cost scores and adding them, as follows: $S = St \times Tw + Sf \times Fw$ Where S = total score St = combined technical score Sf = combined financial score Tw= weight assigned to technical score i.e. 0.80 Fw= weight assigned to financial score i.e. .20 The successful bidder shall be the bidder having the highest score. In the event two or more bidder have same score in the final ranking, the bidder with higher/highest combined score shall be considered as successful bidder. In case two or more bidder have same score in the final ranking and combine score, the bidder with higher/ highest turnover in preceding year shall be considered as successful bidder. The firm obtaining the highest total score shall be the successful bidder.

Bidders are required to spell out the rates of tax in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices.

If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

Any other criteria as applicable to suit a particular case.

2. **Price Bid Format:** The price bid format is given below and the bidders are required to fill this up correctly with full details

SI No	Description	Total Cost	GST	Any other Charges	Total Amount
(1)	(2)	(3)	(4)	(5)	(6)
01	SELECTION OF AGENCY FOR PAN INDIA RELAY & ROAD SHOW WITH THE CHESS OLYMPIAD TORCH COVERING 75 LOCATIONS OF 44 TH INTERNATIONAL CHESS OLYMPIAD CHENNAI, INDIA 2022				
Rupees _____ (in words)					

QUOTES:-

- (a) Please quote rates in figures as well as in words. In case of difference between the two, the rate in words shall be treated as final.
- (b) The price bid envelope is to be dispatched in a single sealed envelope. The prices to be quoted exclusive of GST.
- (c) Any other charges if applicable may please be specified clearly.