

By E-Mail

F. No. I-11011/4/2020-NPYAD  
Government of India  
Ministry of Youth Affairs and Sports  
Department of Youth Affairs

Shastri Bhawan, New Delhi  
Dated the 19<sup>th</sup> November, 2020.

To  
19 Empaneled Event Management Agencies empaneled by SAI (as per list)

**Subject: Inviting Quotations from the Empaneled Event Management Agencies of SAI for organization of 24<sup>th</sup> National Youth Festival**

Sir/ Madam,

Please find enclosed the **Request for Proposal (RFP)** approved by the Competent authority for inviting quotations from the 19 Empaneled Event Management Agencies (EMAs) of SAI for organization of 24<sup>th</sup> National Youth Festival.

2. The crucial dates in r/o the RFP are as under:

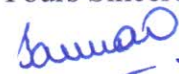
Date of Release	19 <sup>th</sup> Nov, 2020
Bid Submission start date	19 <sup>th</sup> Nov, 2020
Pre-Bid conference	20 <sup>th</sup> Nov, 2020
Bid submission end date and time	26 <sup>th</sup> Nov, 2020 at 5:00 PM
Opening of Technical Bid	27 <sup>th</sup> Nov, 2020
Presentation	30 <sup>th</sup> Nov, 2020
Opening of Financial Bid	1 <sup>st</sup> Dec, 2020

3. It is requested that the bids according to the RFP may be submitted to this Ministry latest by 26<sup>th</sup>Nov, 2020 at 5:00 PM.

4. This issues with the approval of the competent authority.

Encl. As above

Yours Sincerely,



(Saurav Kumar Shah)

Deputy Secretary to the Government of India

☎ 011 -23383292

Copy to: - i) Sh. Rohit Khanna, CEO, FIT India (rohit.khanna1107@gmail.com) – with a request to publish the RFP on the portal as well as website of SAI for inviting quotations from the EMAs through limited tender.

ii) Technical Director, NIC, M/o Youth Affairs & Sports - with a request to publish the RFP on the website of this Ministry for seeking Expression of Interest from empanelled Event Management Agencies of Sports Authority of India, M/o Youth Affairs & Sports for conduct of National Youth Festival 2021.



**Department of Youth Affairs  
Ministry of Youth Affairs & Sports  
Government of India**

**Ref. No. I-11011/4/2020-NPYAD**

**REQUEST FOR PROPOSAL (LIMITED)**

**HIRING OF EVENT MANAGEMENT AGENCY**

**FOR**

**National Youth Festival 2021**

Date of Release: 19<sup>th</sup> November 2020

Last date of Submission: 26<sup>th</sup> November 2020 at 05:00 PM

**Department of Youth Affairs  
C- Wing, Shastri Bhawan, New Delhi - 110001**

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## **DISCLAIMER**

1. The information contained in this Request for Proposal Document (hereinafter known as "RFP Document") or subsequently provided to Bidder/s in documentary form by or on behalf of Youth Affairs or any of their representatives, employees or advisors (collectively referred to as "Representatives"), is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.
2. This RFP Document is not an agreement and is not an offer or invitation by Youth Affairs and/or its Representative(s) to any party other than the entities, who are qualified to submit their Proposal ("Bid"). The purpose of this RFP Document is to provide the Bidder with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for Youth Affairs and/or its Representatives to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP Document. Each Bidder should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP Document and wherever necessary, obtain independent advice from appropriate sources.
3. Youth Affairs and/or its Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP Document.
4. Youth Affairs and/or its Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.

# National Youth Festival 2021

## 1. BRIEF OF EVENT

The 1<sup>st</sup> National Youth Event will be organised on a grand scale by Department of Youth Affairs, MYAS from 15<sup>th</sup> December to 19<sup>th</sup> January 2021. The key objectives are outlined below

- Celebrate glorious 75 years of independence
- Engage India's youth in meaningful conversations on how to build a "New India"- "Naya Bharat through this festival
- Motivate and drive States and UTs to
  - Showcase rich and diverse cultural heritage of India
  - Influence and motivate youth towards nation building

## 2. SCOPE OF SERVICES

S. No.	Particulars	Scope
1.	Overall event management – Concept design, Creative, Coordination with States and UTs for a seamless execution of the event	<ul style="list-style-type: none"><li>• Conceptualizing the event Concept and the developing the different phases of the event<ul style="list-style-type: none"><li>○ Phase 1 – Thematic launch with Anthem</li><li>○ Phase 2 – State and UT level activities</li><li>○ Phase 3 – National level activity</li></ul></li><li>• Designing the overall theme which aligns with the stated objectives of the campaign<ul style="list-style-type: none"><li>○ Should include Positioning and developing the design language for the event</li><li>○ Developing an Anthem</li><li>○ Creative template for local activities to be conducted by States / UTs</li><li>○ Social media and Digital amplification plan</li></ul></li><li>• End to end planning and execution of the entire event including<ul style="list-style-type: none"><li>○ Develop a template of activities that could be followed by all stakeholders</li></ul></li></ul>

		<ul style="list-style-type: none"> <li>○ Ensure that the template is shared, understood and aligned by all stakeholders – States / UTs etc and partners Ministries and departments (if any )</li> <li>○ Coordination with all States and UTs to ensure that they are enrolled with the concept and the elements that they need to execute</li> <li>○ Appoint a team to exclusively coordinate and liase with all the states / UTs who align and sign up for the festival</li> <li>○ Have an exclusive team to coordinate with one or more Host State(s) ( if one is appointed )</li> <li>○ Ensure a seamless coordination and execution of the event theme campaign, festival elements and any other activity that may be require any coordination including and not restricted to Press launch, briefings etc</li> <li>○ Set up a central control room and have regional teams to coordinate and supervise the execution of the Youth Festival at ground level ( Maybe deploy or engage local coordinators to monitor and liaise local level activities )</li> </ul>
2.	Festival Anthem	<ul style="list-style-type: none"> <li>● Develop both video and audio versions that resonate with youth reflecting <b>“Unity in Diversity”</b> and <b>“Ek Bharat Shreshtha Bharat”</b></li> <li>● Engaging the artist and proposing the lyrics etc for the Anthem</li> <li>● Anthem may be dubbed in multiple languages and amplified across social media channels</li> <li>● Competition for submission of lyrics ( if time permits ) on MyGov</li> <li>● Recording the theme song through professional artists</li> </ul>
3.	Festival Micro website	<ul style="list-style-type: none"> <li>● Dedicated website for the festival outreach,</li> </ul>

		<p>communication, engagement, coordination and submission of entries</p> <ul style="list-style-type: none"> <li>• Dashboard reflecting highlights and daily updated key stats and analytics</li> </ul>
4.	Digital/Online Campaign	<ul style="list-style-type: none"> <li>• Thematic and tactical campaign to be extended on Social Media Package for the Campaign to be developed and promoted on platforms: Facebook, YouTube, Twitter, Instagram</li> <li>• Campaign Hashtags to be proposed</li> <li>• Other digital mediums may be suggested</li> <li>• Weekly thematic challenges to be proposed</li> </ul>
5.	Activity details	<ul style="list-style-type: none"> <li>• <b><u>Phase 1: 15<sup>th</sup> Dec to 5<sup>th</sup> Jan ,2020 - State Level Activation: (36 States/UTs)</u></b> <ol style="list-style-type: none"> <li>a) Festival Anthem / Webinar to launch campaign in State/UT</li> <li>b) Online / offline activities templates to be shared with states</li> </ol> </li> <li>• <b><u>Phase II: 6<sup>th</sup>Jan to 11<sup>th</sup> Jan, 2020</u></b> <ol style="list-style-type: none"> <li>a) Digital Campaign for 12<sup>th</sup> Jan launch and driving participation from States</li> </ol> </li> <li>• <b><u>Phase III: 12<sup>th</sup> -16<sup>h</sup> Jan,2021</u></b>  <b>Online/Virtual Programmes at National Level (Central location)</b>  12<sup>th</sup> Jan, 2021: <b>Inaugural(On line with a central event for about 500people)</b>  13<sup>th</sup> Jan, 2021: online activities  14<sup>th</sup> Jan, 2021: online activities  15<sup>th</sup> Jan, 2021: online activities  16<sup>th</sup> Jan, 2021: <b>Finale (Online)</b> </li> </ul>
6.	Production and Technology platform	<ul style="list-style-type: none"> <li>• Producing the entire event (including and not restricted to ) <ul style="list-style-type: none"> <li>• Event theme, design language and Anthem</li> <li>• Creative module for states ( designsetc )</li> <li>• Tech platforms to host all activities conducted by states /UTs including</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Coordination with all Partners for shortlisting activities from the pool of suggested activities <ul style="list-style-type: none"> <li>○ Coordination of the same with respective Govt. departments of respective states and UTs , artists and officials to ensure a seamless and glitch free execution of the aligned and planned activities</li> <li>○ Coordination of local Marketing activities – social / local press events/ local radio and TV stations in order to leverage the planned activities</li> <li>○ Ensuring availability of the Online platform for the telecast of all aligned activities</li> <li>○ Make all the signals / feed of activities available to media partners / channels etc</li> <li>○ Plan for organising and amplifying FIT INDIA event(s) – Online</li> <li>○ The event will be broadcast may be on Live TV and digital platforms using the latest international technology for production including online editing, graphics, commentary, etc. to support live broadcast of the event(s) ( if that happens )</li> </ul> </li>   <li>• This will also include up-linking the feed to broadcast partners and providing clips and features post the conduct of live event. Deployment of latest technology, platforms and innovation to enhance the consumer experience and ensure a seamless viewing experience.</li>   <li>• Recommendation for the host(s) of the show including possibility of doing the same in multiple languages.</li>   <li>• Providing recorded, edited versions with VOs/</li> </ul>
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		<p>supers to DD and other National networks to be plugged in to support the LIVE telecast part of the same</p> <ul style="list-style-type: none"> <li>● Editing and packaging of the Footage of events conducted by states and UTs and scheduling the same for Digital broadcast and promoting the same</li> <li>● Creation of a INDIA YOUTH FESTIVAL Tech platform for the entire activity to reside and for <ul style="list-style-type: none"> <li>○ LIVE broadcast of State and UT activities</li> <li>○ Deferred Broadcast of the same</li> <li>○ Repeat telecast of the same</li> </ul> </li> <li>● Archiving all the content created and generated for the event</li> </ul>
7	FIT INDIA Integration	<ul style="list-style-type: none"> <li>● Integration, amplification and organizing FIT INDIA Dec events in the National Youth Festival/Online platform including and not restricted to <ul style="list-style-type: none"> <li>○ FIT INDIA Cyclothon</li> <li>○ FIT INDIA Prabhatpheri</li> </ul> </li> </ul>
8	Event creatives	<p>Designing event creative element including the template to be used by States, Social media posts /Innovation and Digital campaigns with elements like design languages, suggested templates for activities, social media challenge's etc</p>
9	<p><b>Evaluation of Workforce</b> Experience in managing and planning events of "International/National reputed events " of the following key personnel</p>	<p><b><u>PDF copies to be submitted</u></b></p> <ul style="list-style-type: none"> <li>● CVs of key personnel (as mentioned in the adjacent column) to be deployed highlighting <b>only the relevant experience.</b></li> <li>● The <b>capacity in which they worked</b>(designation) in the relevant events is to be mentioned specifically</li> <li>● The deployment plan for the team to ensure a</li> </ul>

		<p>seamless execution including <b>state / UTs coordination</b> and managing the <b>Host state</b> and the <b><u>central command centre at HQ</u></b></p> <ul style="list-style-type: none"> <li>● Deployment to include a dedicated team for <ul style="list-style-type: none"> <li>○ Each partner state and UT <ul style="list-style-type: none"> <li>▪ Team of 3 – 4 people including event and project coordinator to deal with state and UT departments</li> </ul> </li> <li>○ Host state <ul style="list-style-type: none"> <li>▪ Team of 5 people including Project lead, production and creative team members</li> </ul> </li> <li>○ Central command centre <ul style="list-style-type: none"> <li>▪ Team of 7-8 personnel including Project lead, Creative, production , tech and servicing team to coordinate and supervise the work of state/ UT teams</li> <li>▪ This team will also be responsible for coordination between Youth Affairs and various stakeholders</li> </ul> </li> </ul> </li> </ul>
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NOTE: - The Event is expected to be viewed by a large number of people through electronic/digital media and hence combination of high tech and on-ground activities is essential. The event should be impactful, engaging, entertaining and inspiring as a capsule (on ground as well as online) and should be planned as a world class broadcast friendly event. The above events are only indicative in nature. EMA is expected to use imagination and high technology

### 3. BID SCHEDULE

The Bid Schedule is as follows:

Date of Release	<b>19<sup>th</sup> Nov, 2020</b>
Bid Submission start date	19 <sup>th</sup> Nov, 2020
Pre-Bid conference	20 <sup>th</sup> Nov, 2020

Bid submission end date and time	26 <sup>th</sup> Nov, 2020 at 5:00 PM
Opening of Bid	27 <sup>th</sup> Nov, 2020
Presentation	<b>30<sup>th</sup> Nov, 2020</b>
Opening of Financial Bid	<b>1<sup>st</sup> Dec, 2020</b>

Youth Affairs reserves the right to vary or discontinue the process or any part thereof at its absolute discretion at any point of time.

#### **4. BID SECURITY /EARNEST MONEY DEPOSIT (EMD)**

4.1The Bidder shall furnish along with its Bid, Bid Security (restricted to 2.5 % of estimated tender value)for an amount of **INR Six Lakhs and Twenty Five Thousand only /- (INR 6.25 Lakhs) only.**

4.2The Bid Security is required to protect Youth Affairs against the risk of the Bidder's unwarranted conduct. Non-submission of bid security will be considered as major deviation. Bid for the event without Bid Security will not be considered.

4.3Bid security must be submitted to Youth Affairs before bid submission end date and time as mentioned in the Bid Schedule in clause 3 above.

4.4In case as per Notification of Government of India, if the Bidder falls in the category of exemption of Bid Security, Bidder should furnish the relevant Notification along with required documents like valid Registration Certificate along with all other relevant documents. If no such notification or Registration Certificate along with relevant documents is furnished along with the bid, bid shall be treated as un-responsive and shall be summarily ignored without any further reference.

4.5The Bid Security shall be furnished in one of the following forms:

- a. Account Payee Demand Draft
- b. Banker's cheque

4.6 Demand Draft/Bankers Cheque/FDR/BG from scheduled commercial bank drawn in favour of "Pay and Accounts Officer, **Ministry of Youth Affairs & Sports**" payable at New Delhi are deposited in the office of NPYAD Section, Room No. 13, C-Wing, Ministry of Youth Affairs & Sports, Shastri Bhawan, New Delhi - 110001on or before scheduled date given in this RFP.

4.7 The Bid Security shall be valid for a period of 45 days (forty-five days) days beyond the validity period of the Bid. As validity period of Bid as per clause 10 of this RFP is 90 days, the Bid Security shall be valid for 135 days from the date of opening of Technical Bid.

4.8 Bid Security of unsuccessful Bidders will be returned to them without any interest, after expiry of the Bid validity period, but not later than 30 (thirty) days after conclusion of the resultant Contract. Successful Bidder's Bid Security will be returned without any interest, after receipt of Security Deposit from that Bidder.

4.9 The EMD can be forfeited if an agency:

- a. Withdraws or amends or impairs or derogates its bid during the period of bid validity.
- b. Fails to accept orders issued in its favour for execution, and / or violates the terms and conditions of the contract after submission of the bid.
- c. Successfully gets selected, but fails to sign the contract within the stipulated time.
- d. Without prejudice to other rights of Youth Affairs, if it fails to furnish the required Performance Security within the specified period.

## **5. BID VALIDITY**

5.1 The Bid shall remain valid for acceptance for a period of 90 days (ninety) days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

5.2 In exceptional cases, the Bidders may be requested by Youth Affairs to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid.

5.3 In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for Youth Affairs, the Bid validity shall automatically be extended up to the next working day.

## **6. SIGNING OF BID**

6.1 Bid shall be typed and the same shall be signed by the bidder or by a person(s) who has been duly authorized (as mentioned in RFE for Empanelment of Event Management Agencies) to bind the Bidder to the contract.

6.2 The bid shall be duly signed at the appropriate place as indicated in the Bidding Documents and all other pages of the Bid. The Bid shall not contain any erasure or overwriting.

## **7. CLARIFICATION OF BID**

7.1 Bidders requiring any clarification or elucidation on any issue in respect of the bid document may take up the same with Under Secretary, Department of Youth Affairs at [atnpyadsection@gmail.com](mailto:atnpyadsection@gmail.com).

7.2 Any clarification issued by Youth Affairs in response to query(ies) raised by the prospective bidders shall form an integral part of bid document and it may amount to an amendment of the relevant clauses(s) of the bid document.

## 8. SUBMISSION OF BIDS

The Bids from the Applicant should be in English and should consist of the requisite documents and are to be submitted in password protected compressed folders at [npjadsection@gmail.com](mailto:npjadsection@gmail.com). The password of the bids shall not be mentioned anywhere in the email. The password shall be required on the date of opening of Proposal.

## 9. BID OPENING

9.1 Youth Affairs will open the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.

9.2 In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for Youth Affairs, the Bids will be opened at the appointed time and place on the next working day.

9.3 Authorized representatives of the Bidders, who have submitted Bids on time may attend the Bid opening provided they bring with them Letters of Authority from the corresponding Bidders.

## 10. BID EVALUATION

10.1 The bid evaluation shall be done according to QCBS method as described in rule 192 of GFR 2017 with following weightage;

- a. Technical Evaluation – shall carry 70% of overall evaluation
- b. Commercial Evaluation – shall carry 30% of overall evaluation

### 10.2 Technical Evaluation

A designated committee will evaluate the technical bids on the basis of submitted documents and creative presentation. The bidder will be required to make a presentation on the details of the proposed theme (**depending upon the Scope of Work mentioned above**) along with a brief overview of cultural items of 60 minutes duration, a proposed management model, and quality of elements. Technical Evaluation shall be carried out on the basis of the following;

S. No.	Bid Component	Sub Marks	Max Marks
1	<p>A comprehensive event plan including thematic campaign and comprehensive package including:</p> <ul style="list-style-type: none"> <li>• Launch programme including <ul style="list-style-type: none"> <li>a) Suggested activities for states and UTs</li> <li>b) Recommendation for use of technology for making the ON LINE experience as real as possible</li> <li>b) Anthems creative and suggested artists</li> </ul> </li> </ul>	10 10 10	30
2	<p><b><u>Creative Amplification plan</u></b></p> <ul style="list-style-type: none"> <li>• Creative elements like design language, creative package for the event including <ul style="list-style-type: none"> <li>○ Slogans</li> <li>○ Hastags</li> </ul> </li> <li>• Innovations to enhance the consumer experience including media innovations, technology and PR to reach maximum people across the country</li> <li>• Plan to deliver the desired message for masses including delivery of programme feed to multiple partners across TV, Digital, Radio platforms</li> <li>• Ideas to integrate Youth from across the country by use of technology, innovations and creativity like contest</li> </ul>	10 10 5 5	30
3	<b><u>Workforce Deployment Plan including</u></b>		20

	<ul style="list-style-type: none"> <li>• Coordination teams for <ul style="list-style-type: none"> <li>○ State/ UTs teams, Host state</li> <li>○ Central command Centre @ HQ</li> <li>○ The presenter proposed for the show (MC / Host name ) and plan to deploy presentation in multiple languages</li> </ul> </li> </ul>	10	
4	Proposed Structure to coordinate with states and UTs	5	10
	Monitoring mechanism for States and UTs – Dashboard, Live status updates & Reporting mechanism – Daily reports	5	
5	Quality of presentation including		10
	a) Project Management / Coordination strategy	5	
	b) Creative, Prototypes, artworks	5	
	TOTAL		100

Note : Panel of experts shall decide on above aspects.

**The bidders scoring 60 Marks or above shall qualify for opening of financial bids.**

### **10.3 Commercial Score**

The total all -inclusive consideration towards Event Management Fees and Cost of Production including all other expenses related to the Event shall not exceed the estimated value of RFP i.e., **INR 2,50,00,000 /- (INR Two crores and Fifty Lakhs only) excluding applicable taxes.**

**In the Price Bid Format (Annexure II of the RFP), it may be mentioned that taxes to be mentioned separately (exclusive) and not inclusive of elements.**

The Bidder is required to submit the Commercial Bid incorporating the following two heads:

- i. Event Management Fee
  - a) Event Management Fees in Rupees (lump sum amount) to cover all

administrative expenses for providing expertise and support in the management of the Event.

- b) The cost indicated by the applicant should be inclusive of all taxes. The applicant, however, may indicate the tax element in a separate column for clarity.

ii. Production Cost

- a) Production Cost for material, equipment and accessories; hiring charges for material and equipment, including light and sound; charges for engaging professionals, artists, human resource; procurement of material and equipment; transportation / conveyance charges for the events; dress, dress designing, costumes, make up; laser and other special lighting effects, fireworks; screens for display, projectors; stage set-up, trussing structure, décor; gen sets; cranes; video and cabling; composition, theme song, recording and lyrics of Music; interactive kits; podium; design and production of torch, convoy, MC and all associated levies /charges, which will have to be incurred for the Event.

- b) Procurement, purchase and hiring of resources by the bidder will be done according to the technical specifications as required by the bidder to execute the event finalized by the Creative Consultant, Creative Core Group and Youth Affairs and subject to approval by Youth Affairs in terms of quality and price/charges/cost in writing.

iii. The Price Bids shall be opened and evaluated in second stage, where marks shall be assigned to the competing bidders according to the following;

- a) L1 shall be given Maximum Marks (i.e. 100 Marks).
- b) Other bidders shall be assigned marks in comparison to the L1 as per to the following formula;

$$\text{Commercial Score} = (\text{Lowest Bid} / \text{Bid Under Consideration}) \times 100$$

**10.4 Final Score**

The final score shall be calculated as per the following formula;

$$\text{Final Score} = (0.7 \times \text{Technical Score}) + (0.3 \times \text{Commercial Score})$$



## **11.COMPARISON OF BIDS AND AWARD CRITERIA**

- 11.1 Bids shall be evaluated on the basis of final score obtained as per clause 12.
- 11.2 The bidder who has obtained highest Final Score shall be awarded the Bid.

## **12.RIGHT TO VARY SCOPE OF WORK**

- 12.1 Youth Affairs may at any time at the time of RFP process or even after award of the contract, by a written order given to the bidder, make changes within the general scope of the Work. The Bid shall accordingly be amended.
- 12.2 In case of any increased scope of work ( SOW ) the same should not exceed 15% of the total bid value as per the provisions under 8.10.2 of manual of procurement of consultancy services 2017 and shall have to be approved by competent authority in writing before commencement of any additional activity / expense.

## **13.AWARD OF CONTRACT**

- 13.1 Youth Affairs reserves the right to accept/reject a bid, to cancel/abort the RFP process and/or reject all bids at any time prior to award of contract, without thereby incurring any liability to the empanelled agencies on the grounds of such actions taken by Youth Affairs.
- 13.2 Youth Affairs shall award Contract to the highest scoring bidder for providing services of conceptualizing, planning, designing, coordinating and managing the Event in accordance with the scope of work mentioned in the RFP.

## **14.PERFORMANCE BANK GUARANTEE**

- 14.1 The selected Bidder to whom the Purchase Order (PO) / Work Order (WO) is issued shall be required to give Performance Bank Guarantee ("**PBG**") for the amount equivalent to 10% of the PO value. PBG will be in the form of Bank Guarantee (BG) of any Commercial Bank drawn in the name of "Pay and Accounts Officer, **Ministry of Youth Affairs & Sports**" payable at New Delhi are deposited in the office of NPYAD Section, Room No. 13, C-Wing, Ministry of Youth Affairs & Sports, Shastri Bhawan, New Delhi – 110001.
- 14.2 Youth Affairs will have the right to invoke the PBG without assigning any reasons if the selected Agency defaults or deemed to have defaulted or in the case of non-acceptance of the purchase orders/work order and empanelment will be cancelled.
  - a. Successful bidder shall be required to give PBG within 15 days of issuance of PO by Youth Affairs. In the event of default in submission of PBG within the stipulated

time, the Agency shall be liable for a penalty amounting to 0.1% (Zero Point One Percent) of the PO value per day of delay subject to a maximum delay of 7 (seven) days. If delay continues beyond 7 (seven) days, Youth Affairs shall have the right to cancel empanelment with the right to other legal remedies that may be available under law.

- b. The PBG should remain valid for an additional period of 90 (ninety) days beyond the timelines mentioned in the PO. For example, if the timelines mentioned to complete a deliverable in the PO is for 3 months, the PBG shall be valid till 3 months + 90 days from the date of project initiation.
- c. In the event wherein a PO is released by Youth Affairs for project renewal or a fresh PO is released, the bidder shall ensure extension / submission of PBG with 15 days of issuance of the PO. Penalty as per clause 13.2 (a) shall be applicable in the event of default in timely submission of PBG.

14.3 PBG has to be made in form of Bank Guarantee equal to 10% of PO value.

## **15.TERMS OF PAYMENT**

15.1 The payments shall be made in instalments as under:

- a) **Phase I** – Advance Payment amounting to 20% of the contract value will be made after signing of the contract against submission of Bank Guarantee of the equivalent amount.
- b) **Phase II** – Out of the 90% of the contract amount, 70% of the total contract amount will be released as part payment, according to FA wise Invoices/bills raised (as per actual) subject to verification of successful completion (in terms of quantity, quality and timelines) from designated officers and FA Heads. The 20% advance payment made earlier will be adjusted while releasing part payment.
- c) **Phase III** – Final Payment: 10% of the contract value will be made after final acceptance of all documentation and reports of the Event.

15.2 The Agency is required to submit Bank Guarantee of equal amount for release of advance payment as per standards mentioned in General Financial Rules 2017 (GFR) issued by Ministry of Finance. This Bank Guarantee shall be returned after the whole amount is adjusted after settlement of Invoices.

- 15.3 EMA to submit Bank Guarantee of equal amount for release of advance payment as per standards mentioned in General Financial Rules 2017 (GFR) issued by Ministry of Finance. This Bank Guarantee shall be returned after the whole amount is adjusted after settlement of Invoices.
- 15.4 Final Billing will be done on actual orders placed.
- 15.5 EMA has to ensure that any additional work done by the EMA has to be approved by the Youth Affairs in writing, otherwise it will not be considered for payments.
- 15.6 All billed items are to be signed off by respective FA Head from Youth Affairs regarding quantity, quality and successful completion as per agreed timelines. These need to be backed up by relevant evidence (Photographs, Videos, Lists signed off by Competent Authority).
- 15.7 All project manpower, elements proposed for deployment shall be on boarded post the formal approval from department of Youth Affairs.
- 15.8 The payment for the manpower will be made basis the actual participation of the State/UTs. In case of any State / UT decides not to participate for any reason whatsoever, then there would be no billing whatsoever for any Manpower deployment for that state /UTand the payment will be deducted from the approved amount on pro-rata basis as under:  
Amount Payable = No. of State/ UTs participating x Amount Quoted by L-1/ Total No. of States/ UTs

## **16.PENALTY CLAUSE**

- 16.1 During the term of the Contract, Youth Affairs, at its sole discretion, will assess the EMA's performance periodically regarding fulfilment of its obligations. It is contemplated that this assessment of the EMA's performance shall be based on the following factors:
- i. Timely delivery of the Services;
  - ii. Standard of quality of Services;
  - iii. Quantity of the items as per the RFP.
- 16.2 If, upon assessment by Youth Affairs, the performance of the Agency is not found satisfactory on above mentioned factors, the following penalty shall be levied upon the EMA:
- i. If the EMA, having been notified, fails to timely deliver goods/services in accordance with the delivery schedule, Youth Affairs may proceed to take such remedial action(s) including award of work to any other Agency, as deemed fit by Youth Affairs, at the risk and expense of the EMA and without prejudice to

other contractual rights and remedies which Youth Affairs may have against the EMA. Any delay by the bidder in the performance of its obligation, shall attract penalty at the rate of 3% of the value of particular work per day to a maximum of 30% of the value of relevant portion of Work Order. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.

- ii. In case the default in quality of goods/services is found, the designated committee of Youth Affairs will assess the actual value of the goods/services supplied and payments will be made based on this assessment. Over and above, Youth Affairs reserves the right to levy penalty ranging from 10% to 30% of relevant portion of Work Order for the particular work, as decided by the designated committee of Youth Affairs. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.
- iii. If quantity of promised goods/services is found less than specified in Work Order, payments will be made on actual basis. Over and above, Youth Affairs reserves the right to levy penalty ranging from 10% to 30% of relevant portion of Work Order for the particular work, as decided by the designated committee of Youth Affairs. In case maximum penalty is levied, the firm may be blacklisted for a period of three years.

16.3 Any failure by EMA in maintaining its contractual obligations shall render EMA liable to any or all of the following sanctions:

- i. Imposition of Damages as per Clause 16.2 above,
- ii. Forfeiture of its Performance Security
- iii. Termination of the Contract for default and
- iv. Termination of Empanelment.

## Annexure I| SUPPORT TO BE PROVIDED BY YOUTH AFFAIRS

Youth Affairs will provide the following support to the EMA at no additional cost:

- Youth Affairs will be responsible for procuring the venue for the Event. Youth Affairs shall provide the access to the venue as may be required by the EMA for performing its services.
- Youth Affairs will procure all necessary governmental and/or regulatory approvals for the conduct and implementation of the Event and will extend assistance to the EMA to procure all licenses required to perform services.
- Youth Affairs shall set-up a dedicated team of 4 (four) individuals, who shall liaise with the successful Bidder in relation to the Event.
- Any approvals sought by the EMA in the course of its services shall not be unreasonably withheld or delayed, and any grant or rejection of such request for approval shall be communicated in writing forthwith to the EMA with reasons thereof.

Annexure II | PRICE BID

**Name of Work:** Proposal by Event Management Agency for conduct of the Event

**Price Bid**

S. No.	Element	Cost in Rupees	Taxes (if any)	Total
1	Production Cost – Creative	xxx	xxx	xxx
2	Media Plan cost for FIT INDIA activities			
3	Manpower deployment cost			
	a) State & UTs ( 36 )			
	b) Host state team for National event			
	c) Central Team			
4	Event Management Fee			
<b>GRAND TOTAL</b>				xxx

Gr

and Total = ..... (In words.....)

- The bidders are required to mandatorily submit detailed element wise cost breakup of all the components such as Production, Entertainment, Technology, AV Content etc. along with the financial bid. Also, bidders must ensure that the costs are exclusive of the services available with Youth Affairs.
- All work should be carried out in consultation with designated committee of Youth Affairs.
- The bidders are advised to conduct physical visits to the venue(s) for proper assessment of cost of items.

**Note:**

- a. Applicable taxes shall be paid extra by Youth Affairs on submission of documentary proof at the time of submission of invoices.
- b. No conditions should be attached to the price proposal.
- c. The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.

Signature of the Agency:

Address:

Date:

### Annexure III | SUGGESTED DEADLINES

<b>SUGGESTED DEADLINES RELATED TO CONDUCT OF EVENT</b>			
<b>S. No.</b>	<b>Particulars</b>	<b>Work to be ensured</b>	<b>Deadline</b>
1	National Youth Festival 2021 (Event)	Event concept presentation	30 <sup>th</sup> Nov, 2020
		Final Presentation including confirmation of different acts , Choreographer, Artists, Costumes, Props, Production of testimonial videos, anthem etc.	30 <sup>th</sup> Nov, 2020
		Rehearsals and creative elements	7 <sup>th</sup> Dec
		Conduct of the Event	14 <sup>th</sup> Dec onwards

- The above timelines are subject to change in view of unavoidable circumstances.
- Any deviation from the suggested deadline and the reasons thereof is to be documented and submitted to Youth Affairs along with the bid submission. Bidders are to explain deviation from timeline during presentation if required.
- The main emphasis will be on quality & timely delivery of goods & services.



## Annexure IV | DEPLOYMENT PLAN

Sr. No	Functional Area	<u>QUANTITY</u> Phase-wise no. of Personnel Deployed	<u>QUALITY</u> Relevant Work Experience of Resource	<u>WHEN</u> Date of Deployment	<u>WHERE</u> Place of Deployment
1	Event				

- The Human Resource as indicated in the table above may be allocated to multiple Functions depending upon their ability to multi-task.
- The Deployment Plan will be discussed in detail during the Presentation.