



# BIHAR OLYMPIC ASSOCIATION

*(Affiliated to the Indian Olympic Association)*

Patna, Bihar

## REQUEST FOR PROPOSAL (RFP)

FOR

### EMPANELMENT OF AGENCIES

FOR EVENT MANAGEMENT, IT & SOFTWARE DEVELOPMENT,  
CREATIVE & MEDIA SERVICES AND ALLIED PRODUCTION SERVICES

|                                      |                                                                                                                                                                   |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFP Reference No.</b>             | BOA/EMP/2026-27/ ____                                                                                                                                             |
| <b>Scope of Work (Service Areas)</b> | (i) Event Management & Operations; (ii) IT & Software Development; (iii) Creative & Media Services; (iv) Photography, Videography, Live Streaming & Broadcasting. |
| <b>Mode of Submission</b>            | Physical / Email as specified in the Notice Inviting Applications                                                                                                 |
| <b>Bidding Document Fee</b>          | Rs. 5,000/- (non-refundable) by Demand Draft in favour of "Bihar Olympic Association", payable at Patna                                                           |
| <b>Earnest Money Deposit (EMD)</b>   | Rs. 1,00,000/- by DD / Bank Guarantee (or Bid Securing Declaration where permitted)                                                                               |
| <b>Empanelment Validity</b>          | Two (2) years from the date of empanelment letter, extendable by one (1) year on satisfactory performance                                                         |
| <b>Issuing Authority</b>             | Secretary General, Bihar Olympic Association                                                                                                                      |

*Issued by the Office of the Secretary General, Bihar Olympic Association*

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## Disclaimer

This Request for Proposal (RFP) is issued by the Bihar Olympic Association (hereinafter referred to as “BOA”, the “Association” or the “Procuring Entity”) for the empanelment of competent agencies to provide event management, information technology and software development, creative and media, and allied production services for sporting events, tournaments, championships, ceremonies, meetings and administrative functions organised, hosted, co-hosted or participated in by the Association.

The information contained in this RFP, or subsequently provided to applicants whether verbally or in documentary form, is provided on the terms and conditions set out herein. This RFP is not an agreement and is neither an offer nor an invitation by the Association to any party other than the applicants qualified to submit their applications.

Empanelment under this RFP does not constitute or imply any guarantee, commitment or assurance of the award of any work, assignment or contract by the Association, nor any minimum volume of business. The applicants shall bear all costs associated with the preparation and submission of their applications, and the Association shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the empanelment process.

The Association reserves the right to accept or reject any or all applications, and to amend or annul the empanelment process at any stage, without assigning any reason and without incurring any liability whatsoever.

## 1. Notice Inviting Applications (NIA)

The Bihar Olympic Association invites applications from eligible and experienced agencies for a single, common empanelment to support the planning, operations, technology, creative, media and production requirements of the sporting events and administrative functions of the Association and its affiliated District and State-level bodies.

Agencies seeking empanelment must demonstrate the capability, experience, technical expertise, and operational capacity to deliver services across all four service areas : event management, IT services & software development, creative & media, and allied production services. The empanelled agency shall be required to undertake assignments in any of the four service areas, either individually or in combination, depending on the specific requirements of the BOA and the scope of the assignment. Accordingly, the empanelment shall not be category-wise or restricted to a particular service area. Each empanelled agency shall be considered an integrated service provider and must be capable of delivering any one, multiple, or all four service areas, as may be required from time to time under individual assignments.

| S.No. | Particulars                     | Details                                                                                                                                                           |
|-------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <b>Name of Procuring Entity</b> | Bihar Olympic Association, Patna                                                                                                                                  |
| 2     | <b>Subject Matter</b>           | Single empanelment of agencies for                                                                                                                                |
| 3     | <b>Nature of Empanelment</b>    | One common panel covering all four service areas – no single-area / category-wise panel. Each agency may serve all four, or any three, two or one service area(s) |
| 4     | <b>Bid Procedure</b>            | Single-stage, two-part (Eligibility & Technical + Presentation). Financial rates invited at assignment stage.                                                     |
| 5     | <b>Bidding Document Fee</b>     | Rs. 5,000/- (non-refundable)                                                                                                                                      |
| 6     | <b>EMD / Bid Security</b>       | Rs. 1,00,000/-                                                                                                                                                    |
| 7     | <b>Last Date for Submission</b> | As per the published Notice                                                                                                                                       |
| 8     | <b>Pre-Application Meeting</b>  | As per the published Notice                                                                                                                                       |
| 9     | <b>Validity of Application</b>  | 180 days from the last date of submission                                                                                                                         |
| 10    | <b>Empanelment Period</b>       | Two (2) years, extendable by one (1) year                                                                                                                         |
| 11    | <b>Contact</b>                  | Secretary General, Bihar Olympic Association, Patna                                                                                                               |

**Note:** The Association reserves the complete right to cancel the empanelment process and to reject any or all applications. No contractual obligation shall arise from this document or the empanelment process unless and until a formal agreement / work order is executed between the Association and the empanelled agency.

## 2. Background & Objective

### 2.1 About the Bihar Olympic Association

The Bihar Olympic Association is the apex body for the promotion and development of Olympic and multi-sport disciplines in the State of Bihar, working in coordination with the Indian Olympic Association, the Department of Sports / State Sports Authority, State Sports Associations and District Olympic Associations. The Association organises, hosts and participates in a range of activities, including State Games, inter-district and inter-State championships, selection trials, felicitation and award ceremonies, training camps, conferences, and official meetings, each with varying requirements of operations, technology, creative and media support.

### 2.2 Objective of the Empanelment

To ensure quality, speed, consistency and value-for-money in engaging service providers for its events and functions, the Association intends to create a single common panel of pre-qualified agencies. Once empanelled, an agency becomes eligible to participate in limited bidding / Request for Quotation (RFQ) for individual assignments floated during the empanelment period, in the service area(s) for which it is competent.

The objectives of this empanelment are to:

- Establish a ready pool of vetted, competent agencies across the four service areas within a single panel;
- Reduce procurement lead time for time-sensitive sporting events through a limited-tender / RFQ mechanism among empanelled agencies;
- Ensure professionalism, accountability and brand consistency across event delivery, technology, creative and media outputs; and
- Enable transparent, competitive and fair selection of agencies for each assignment.

### 2.3 One Common Panel, Flexible Engagement Across the Four Areas

The empanelment created under this RFP is a single, common empanelment. It is NOT a category-wise or single-service empanelment. The four service areas that constitute the scope of work are set out in Section 4, and every empanelled agency belongs to the same common panel.

An applicant may demonstrate capability in all four service areas, or in any three, any two, or any one of them. Whatever combination it qualifies in, the agency is empanelled on the common panel, and the Association records against it the specific service area(s) in which it qualifies. For each assignment, the agency may be invited for any of the service area(s) in which it is qualified. The permissible combinations are, illustratively:

- An agency capable across all four areas – may be engaged on a full turnkey basis for the entire event, or for any subset of areas;
- An agency capable in any three of the four areas – engaged for those three, in any combination;
- An agency capable in any two of the four areas – engaged for those two;
- An agency capable in any one area (a specialist) – engaged for that single area.

There is no minimum requirement to offer more than one service area, and no agency is confined to a fixed category. The number of service areas an agency serves depends solely on the areas in which it qualifies (Clause 3.2) and the requirement of each assignment. This ensures that both full-service turnkey agencies and specialist single-service agencies can participate on the same panel and compete for the relevant assignments.

### 3. Pre-Qualification / Eligibility Criteria

An applicant participating in the empanelment process must possess the following minimum eligibility criteria. Applicants must indicate, in the application, the service area(s) for which they seek empanelment, and must furnish documentary proof of relevant experience for each such area. Failure to meet a mandatory (common) criterion shall render the application ineligible.

#### 3.1 Common Eligibility Criteria (mandatory for all applicants)

| S.No. | Requirement                   | Specific Condition                                                                                                                                                                                                                                                                                                                       | Documents Required                                          |
|-------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 1     | <b>Legal Entity</b>           | Proprietorship / Partnership firm, LLP or Company registered under applicable Indian law, in existence for at least three (3) years as on the last date of submission.                                                                                                                                                                   | Registration / Incorporation certificate; PAN               |
| 2     | <b>Registration &amp; Tax</b> | Valid GST registration and PAN.                                                                                                                                                                                                                                                                                                          | Copies of GST & PAN certificates                            |
| 3     | <b>Financial Turnover</b>     | Minimum average annual turnover of Rs. 5.00 Crore over the last three (3) financial years 2023-24, 2024-25 & 2025-26 (as per audited statements).<br>In case the audited report for FY 2025-26 not yet finalized, bidders may be allowed to submit provisional turnover figures for FY 2025-26 duly certified by a Chartered Accountant. | CA certificate with UDIN (Annexure-6)                       |
| 4     | <b>Net Worth</b>              | Positive net worth in the most recent financial year.                                                                                                                                                                                                                                                                                    | CA certificate with UDIN (Annexure-6)                       |
| 5     | <b>Experience</b>             | At least one (1) work assignment successfully executed in any of the four service areas in the last five (5) years (relevant experience to be shown for each area applied for – see 3.2).                                                                                                                                                | Work orders / completion & client certificates (Annexure-4) |
| 6     | <b>Not Blacklisted</b>        | Not blacklisted / debarred by the IOA, any National / State Sports body, or any Central / State Government / PSU as on the date of application.                                                                                                                                                                                          | Self-declaration (Annexure-3)                               |
| 7     | <b>Mandatory Undertaking</b>  | Not insolvent / under liquidation; no conflict of interest; compliance with the Code of Integrity.                                                                                                                                                                                                                                       | Self-declaration (Annexure-3)                               |

#### 3.2 Service-Area Experience Requirement

For each service area an applicant wishes to be empanelled in, it must demonstrate the corresponding minimum experience below. An applicant qualifying in a service area will be empanelled for it; an applicant may qualify in one, several or all areas.

| Service Area                             | Minimum Experience (within last five years)                                                                                                                                                                                     |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Event Management &amp; Operations</b> | At least one (1) event management assignment of order value $\geq$ Rs. 30.00 Lakh, OR two (2) assignments $\geq$ Rs. 20.00 Lakh each. Experience of sporting events / ceremonies is preferred and carries evaluation weightage. |
| <b>IT &amp; Software Development</b>     | At least one (1) IT / software / web / app assignment of order value $\geq$ Rs. 20.00 Lakh, OR two (2) assignments $\geq$ Rs. 12.00 Lakh each – e.g.                                                                            |

|                                                                    |                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    | registration / accreditation / scoring systems, websites, mobile apps or IT infrastructure.                                                                                                                                         |
| <b>Creative &amp; Media Services</b>                               | At least one (1) creative / branding / media / advertising assignment of order value $\geq$ Rs. 15.00 Lakh, OR two (2) assignments $\geq$ Rs. 8.00 Lakh each – e.g. identity design, campaigns, collateral, digital / social media. |
| <b>Photography, Videography, Live Streaming &amp; Broadcasting</b> | At least one (1) assignment of order value $\geq$ Rs. 1.00 Lakh, OR demonstrable portfolio of professional coverage / live streaming / broadcast production for events of comparable scale.                                         |

## 4. Scope of Work & Service Areas

The scope of work comprises the following four service areas. Under this single common empanelment, an empanelled agency may be engaged for all four areas, or for any three, two or one of them, according to the area(s) in which it has qualified and the requirement of each assignment. The requirements for each assignment vary in nature, scale, duration and location, and shall be finalised by the Association on a case-to-case basis through a Request for Quotation (RFQ) among empanelled agencies qualified in the relevant area(s). The scope below is indicative and not exhaustive.

### 4.1 Service Area I – Event Management & Operations

#### 4.1.1 Event Conceptualisation & Planning

- Understanding event objectives, dignitaries and protocol; developing the overall concept, theme, event flow and minute-to-minute schedule.
- Preparing the Event Execution Plan, seating plans, contingency plans, and coordination with the Association, Government, federations and security agencies.

#### 4.1.2 Ceremonies & On-Ground Production

- Opening / closing, medal and felicitation ceremonies, march-past, torch / flag protocols and cultural programmes.
- Stage, backdrop, dais, podium and set design and fabrication; LED walls, projection, lighting and sound; anchoring, artist coordination and show-calling.

#### 4.1.3 Venue Overlays, Hospitality, Logistics & Manpower

- Temporary structures, seating, barricading, signage, registration / accreditation counters, media centre, VIP lounges and support facilities; power backup, cooling and safety arrangements.
- Accommodation, catering and guest management for athletes, officials and dignitaries; transport and travel-desk services.
- Deployment of trained manpower – supervisors, ushers, hostesses, security and support staff.

### 4.2 Service Area II – IT & Software Development

#### 4.2.1 Sports & Event Software

- Online registration, entry-management and athlete / team accreditation systems with QR / RFID-based passes.
- Scoring, results processing and results-distribution systems; integration with timing / scoring equipment; fixtures, points-table and medal-tally management with real-time publishing.

#### 4.2.2 Web, Mobile & Digital Platforms

- Design, development, hosting and maintenance of event and Association websites and mobile applications, with content management and notifications.
- Custom software / dashboards for administration, athlete databases, and reporting.

#### 4.2.3 IT & Network Infrastructure and Support

- Venue LAN / Wi-Fi, structured cabling, switches, access points and bandwidth; supply / rental and configuration of laptops, printers, servers and networking equipment.
- Command-centre / control-room set-up, help-desk, on-site technical support, data backup, basic cybersecurity, training and post-event handover of data and digital assets.



### **4.3 Service Area III – Creative & Media Services**

#### **4.3.1 Design & Branding**

- Event logo / identity, theme design, mascots, look-and-feel and brand guidelines.
- Design and production of collateral – flex, vinyl, standees, hoardings, backdrops, flags, badges, certificates, invitations, e-invites and outdoor creatives.
- Merchandise, kit bags, mementoes, T-shirts and lanyards design.

#### **4.3.2 Content, Media & Communications**

- Content writing, copy, press releases, newsletters and publications; media planning, PR and press coordination.
- Social-media management, digital campaigns, motion graphics, reels and creative digital engagement.

### **4.4 Service Area IV – Photography, Videography, Live Streaming & Broadcasting**

- Professional photography and HD / 4K videography of events, ceremonies, matches and press engagements, including group and portrait coverage.
- Aerial / drone coverage where permitted; highlight reels, aftermovies, documentary and promotional films.
- Multi-camera live streaming and webcast with production feed, graphics overlays and platform distribution (YouTube / social / dedicated portals).
- Broadcast production and coordination – outside broadcast (OB) setup, feeds for TV / DD / OTT partners, commentary and interviews with athletes, officials and dignitaries.
- Post-production, archiving and handover of all raw and final files to the Association.

**Note:** The exact scope, quantities, specifications, service levels and timelines for each assignment shall be defined in the corresponding RFQ / work order issued to the empanelled agencies competent in the relevant service area(s).

## 5. Technical Evaluation & Empanelment Method

Only applicants meeting the common eligibility criteria shall be evaluated technically. Evaluation shall be carried out by an Evaluation Committee constituted by the Association, on the basis of documents submitted and a presentation / portfolio demonstration. Experience is assessed per service area, and an applicant is empanelled for each service area in which it meets the threshold.

### 5.1 Technical Scoring Framework

| S.No. | Evaluation Parameter                                               | Max Marks  |
|-------|--------------------------------------------------------------------|------------|
| 1     | Firm profile, standing and relevant clientele                      | 15         |
| 2     | Financial strength (turnover above minimum)                        | 10         |
| 3     | Relevant experience & portfolio in the service area(s) applied for | 30         |
| 4     | Sports / large-event experience (weightage where applicable)       | 10         |
| 5     | In-house capability, key personnel, equipment & infrastructure     | 15         |
| 6     | Technical presentation / portfolio demonstration & understanding   | 20         |
|       | <b>TOTAL</b>                                                       | <b>100</b> |

**Qualifying threshold:** An applicant scoring a minimum of 60 marks out of 100 shall be treated as technically qualified for empanelment on the common panel. Experience (Parameter 3) is evaluated separately for each service area applied for; a qualified agency is empanelled for all four service areas, or for any three, two or one, exactly matching the area(s) in which it meets the relevant experience threshold in Clause 3.2. There is no restriction on an agency qualifying in, and being engaged for, more than one area.

The Association may empanel all agencies crossing the qualifying threshold, or fix a maximum number of empanelled agencies and empanel the top-scoring applicants, as decided by the competent authority and notified.

## 6. Instructions to Applicants

### 6.1 Submission of Applications

- Applications must be submitted in the manner, and by the date and time, specified in the Notice Inviting Applications, accompanied by the document fee, EMD and all documents listed in the checklist at Annexure-9.
- Applicants must clearly indicate the service area(s) for which they seek empanelment and furnish relevant experience proof for each.
- All documents must be signed and stamped by the authorised signatory. Late or incomplete applications are liable to be rejected.

### 6.2 Pre-Application Meeting & Clarifications

A pre-application meeting may be held as per the Notice. Applicants may submit written queries in the prescribed format (Annexure-1) by the specified date. Responses and any amendments shall be published in the same manner as this document.

### 6.3 Amendments to the RFP

Prior to the submission deadline, the Association may modify this RFP by issuing an addendum / corrigendum, and may extend the deadline where a material change is made, to give applicants reasonable time to respond.

### 6.4 Earnest Money Deposit (Bid Security)

- Every applicant, unless exempted, shall furnish EMD of Rs. 1,00,000/- in the prescribed form.
- EMD of unsuccessful applicants shall be refunded after completion of the empanelment process; EMD of empanelled agencies may be retained / adjusted as security for the empanelment period.
- EMD shall be forfeited if the applicant withdraws or modifies its application after opening, furnishes false information, or fails to execute the empanelment agreement.

### 6.5 Opening, Evaluation & Right to Reject

Applications shall be opened by the Committee on the notified date. A preliminary scrutiny shall verify fee, EMD, validity and completeness; responsive applicants shall be evaluated against eligibility and technical criteria, including presentation. The Association reserves the right to accept or reject any or all applications and to annul the process at any stage without assigning any reason and without incurring any liability.

## 7. Terms & Conditions of Empanelment

### 7.1 Nature & Validity

- Empanelment shall remain valid for (2) years from the date of the empanelment letter, extendable by one (1) year on satisfactory performance and mutual consent, on application as per Annexure-8.
- Empanelment does not guarantee any work order, minimum business or assured assignment; it confers only eligibility to participate in RFQ / limited-bidding during the empanelment period.
- The Association may undertake fresh / supplementary empanelment during the period if required.

### 7.2 Assignment of Work (Call-off Mechanism)

- For each assignment, the Association shall issue an RFQ to empanelled agencies competent in the relevant service area(s), defining the specific scope, quantities, specifications, timelines and service levels.
- Financial quotations shall be invited against a Bill of Quantities / rate schedule; assignments shall ordinarily be awarded to the responsive lowest-quoting (L-1) agency, or through QCBS (Quality-and-Cost-Based Selection) for creative / solution-driven work, as specified in the RFQ.
- The Association may finalise standard rate schedules for common items during empanelment, against which assignments may be placed.

### 7.3 Performance Security & Service Levels

- For each awarded assignment, the selected agency shall furnish a performance security, ordinarily at 5% of the assignment value, valid until completion of all obligations.
- Service levels, deliverables and timelines shall be as defined in each work order; non-conformance shall attract liquidated damages / penalties as specified therein.

### 7.4 Review, Suspension & Removal from Panel

The panel shall be reviewed from time to time. An agency may be suspended or removed – for a limited period or permanently – for failure to adhere to timelines or quality, breach of any work order or the Code of Integrity, submission of false information, blacklisting, repeated poor performance, or unsatisfactory conduct. Such action shall be without prejudice to liquidated damages, forfeiture of security and other remedies, and a reasonable opportunity of being heard shall be afforded before removal.

### 7.5 Code of Integrity & Conflict of Interest

Applicants and empanelled agencies shall comply with the Code of Integrity and shall not engage in bribery, collusion, bid-rigging, coercion, misrepresentation or anti-competitive conduct. Any conflict of interest must be disclosed. Breach may lead to exclusion, forfeiture of security and debarment for up to three (3) years.

### 7.6 Intellectual Property & Confidentiality

All creative works, designs, software, source code, photographs, footage, recordings and digital assets created for the Association under any assignment shall be the exclusive property of the Association, with full rights of use, reproduction and modification, and shall be handed over on completion. The agency shall keep confidential all data, information and materials of the Association and shall not use or disclose the same for any other purpose.

### 7.7 Subcontracting & Assignment

The empanelment is personal to the agency and shall not be transferred or assigned. Subcontracting of any assignment requires prior written approval of the Association, and the agency shall remain fully responsible for any subcontractor's performance.

### **7.8 Force Majeure, Termination & Dispute Resolution**

- Neither party shall be liable for failure caused by events beyond reasonable control (acts of God, pandemic, government restriction, natural calamity).
- The Association may terminate empanelment or any work order for default, false statement, conflict of interest, insolvency or poor performance, after due notice.
- Disputes shall be resolved amicably; failing which, subject to arbitration under the Arbitration and Conciliation Act, 1996, with seat at Patna, and to the jurisdiction of courts at Patna, Bihar.

## 8. Annexures

The following annexures form part of this RFP. Applicants must submit the applicable annexures duly filled, signed and stamped.

### Annexure-1: Pre-Application Query Format

| S.No. | RFP Page No. | Clause No. | Query / Clarification Sought |
|-------|--------------|------------|------------------------------|
| 1     |              |            |                              |
| 2     |              |            |                              |
| 3     |              |            |                              |

Name of Applicant Firm: \_\_\_\_\_ Authorised Signatory: \_\_\_\_\_

### Annexure-2: Applicant's Authorisation Certificate

I / We hereby certify that (Name / Designation) \_\_\_\_\_ is authorised to sign all documents and represent M/s \_\_\_\_\_ in connection with this empanelment (RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_\_), including submission of the application, attending meetings and furnishing clarifications.

Signature & Seal: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

### Annexure-3: Self-Declaration

In response to RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_\_, I / We, as Owner / Partner / Director / Authorised Signatory of M/s \_\_\_\_\_, hereby declare that our firm:

- possesses the necessary professional, technical, financial and managerial resources required;
- has fulfilled all statutory tax obligations;
- has an unblemished record and is not blacklisted / debarred by the IOA, any Sports body, or any Central / State Government / PSU / UT;
- is not insolvent, in receivership, bankrupt or under winding-up, and is not subject to related legal proceedings;
- and its directors / officers have not been convicted of any offence relating to professional conduct or false statements in the last three years;
- has no conflict of interest that materially affects fair competition; and
- shall comply with the Code of Integrity specified in this RFP.

If this declaration is found incorrect, our security may be forfeited and our application / empanelment cancelled, without prejudice to any other action.

Signature & Seal: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

### Annexure-4: Format for Project / Experience References

| Field                               | Details |
|-------------------------------------|---------|
| Project / Assignment Name           |         |
| Client / Organisation Name          |         |
| Service Area(s) (I / II / III / IV) |         |
| Order / Contract Value (Rs.)        |         |
| Scope / Services Provided           |         |
| Location                            |         |
| Start Date & Completion Date        |         |
| Contact Person (Name, Phone, Email) |         |

Attach a copy of the work order / completion certificate / client certificate for each reference. Use a separate sheet per reference.

**Annexure-5: Undertaking on Compliance to Land Border Policy**

In response to RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_\_, I / We hereby declare that our firm complies with the applicable restrictions under the Public Procurement (Land Border) framework and Order No. F.No. 6/18/2019-PPD dated 23.07.2020 of the Ministry of Finance, and is eligible to participate accordingly. If found incorrect, our application / empanelment may be cancelled and security forfeited.

Signature & Seal: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

**Annexure-6: CA Certificate – Turnover & Net Worth (on CA letterhead)**

This is to certify that, as per the audited financial statements of M/s \_\_\_\_\_, the annual turnover for the last three financial years is as follows:

| Financial Year | Total Turnover (Rs.) | Net Worth (Rs.) |
|----------------|----------------------|-----------------|
| 2023-24        |                      |                 |
| 2024-25        |                      |                 |
| 2025-26        |                      |                 |

Name of CA: \_\_\_\_\_ M.No.: \_\_\_\_\_ UDIN: \_\_\_\_\_ Seal & Signature: \_\_\_\_\_

**Annexure-7: Certificate of Conformity / No Deviation (on applicant letterhead)**

I / We have thoroughly read this RFP and hereby submit our unconditional acceptance of all its terms and conditions without any deviation. I / We further certify that any rates we quote at the RFQ stage shall be inclusive of all cost factors involved in end-to-end execution to the required standards.

Signature & Seal: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

**Annexure-8: Extension Affidavit (for extension of empanelment)**

I, \_\_\_\_\_ (Partner / Director / Proprietor) of M/s \_\_\_\_\_, empanelled pursuant to RFP Ref. No. \_\_\_\_\_ dated \_\_\_\_\_, solemnly affirm that the firm continues to meet all pre-qualification criteria, has not been blacklisted, and that all particulars furnished earlier remain true and correct, and request extension of empanelment for a further period of one (1) year.

Deponent Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

**Annexure-9: Application / Document Checklist**

| S.No. | Document                                                                                             | Enclosed (Y/N) & Page No. |
|-------|------------------------------------------------------------------------------------------------------|---------------------------|
| 1     | Bidding document fee (DD) and EMD / bid security                                                     |                           |
| 2     | Applicant's authorisation certificate (Annexure-2)                                                   |                           |
| 3     | Certificate of conformity / no deviation (Annexure-7)                                                |                           |
| 4     | Legal entity – registration / incorporation certificate, PAN                                         |                           |
| 5     | GST registration certificate                                                                         |                           |
| 6     | CA certificate – turnover & net worth (Annexure-6)                                                   |                           |
| 7     | Statement of service area(s) applied for                                                             |                           |
| 8     | Experience proof – work orders / completion & client certificates for each service area (Annexure-4) |                           |
| 9     | Profile / portfolio, key personnel CVs, equipment list, certifications (as applicable)               |                           |
| 10    | Self-declaration (Annexure-3) and Land Border undertaking (Annexure-5)                               |                           |
| 11    | Any other supporting documents                                                                       |                           |