

Government of India
Ministry of Youth Affairs and Sports

RFP No. 8-67/2021-SP-III Dated: 8th March 2022

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF AN AGENCY FOR
SETTING UP A PROJECT/PROGRAMME MANAGEMENT UNIT (PMU) FOR
SCHEMES OF THE MINISTRY OF YOUTH AFFAIRS & SPORTS**

**MINISTRY OF YOUTH AFFAIRS AND SPORTS
SHASTRI BHAWAN
NEW DELHI-110001
INDIA**

Government of India
Ministry of Youth Affairs & Sports

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This RFP is not an agreement and is neither an offer nor invitation by the Ministry to the prospective Applicants or any other person. The purpose of this RFP is to provide bidder with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Department in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Department to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP, except for the purpose of this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct for all intents and purposes other than for limited purpose of giving a background of this scheme and should, therefore, conduct his own investigations and analysis and check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

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thereof.

The Ministry reserves the right to accept or reject any or all Proposals without giving any reasons thereof. The Department of Sports will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this RFP Document

The Ministry also accepts no liability whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP. The Ministry may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not further imply that the Ministry is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for consultancy and the Ministry reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Section 1

Letter of Invitation to RFP No. 8-67/2021-SP-III

Government of India
Ministry of Youth Affairs & Sports

Shastri Bhawan, New Delhi -110001 (India)

Request for Proposal (RFP)

Date: 08th MARCH, 2022

Subject: Request for Proposal (RFP for Selection of an agency for setting up a Project / Program Management Unit (PMU) for Schemes of Ministry of Youth Affairs & Sports, Govt. of India.

Ministry of Youth Affairs & Sports, Government of India, intends to engage a Consultancy firm/agency for setting up a Project/Program Management Unit (PMU) for Schemes of Ministry of Youth Affairs & Sports, Govt. of India, details of which have been provided in the RFP document.

Proposals are invited from agencies which have the requisite experience in this field as detailed in the RFP. The salient features of the eligibility criteria and instructions on how to bid and other details are available in the RFP document uploaded on the website yas.nic.in. Important information & tentative dates are as under;

Date of Publication	08.03.2022
Bid document download start Date	09.03.2022
Last date and time of submission of queries for PRE-PROPOSAL CONFERENCE	18.03.2022 at 11:30 Hrs To dharmendra.yadav@nic.in
Virtual PRE-PROPOSAL CONFERENCE	17.03.2022 at 12:00 Hrs
Bid submission end date and time Proposal Due Date (PDD)	31.03.2022 at 14:00 Hrs
Mode of Submission	Online
Opening of Technical Bid date and time	01.04.2022 at 15:00 Hrs
Opening of Financial Bids	Shall be notified later
Method of selection	Quality & Cost Based Selection (QCBS-80: 20)

Interested applicants are requested to submit their response to the RFP on CPPP only.

The Applicant shall submit its Proposal (the Technical Proposal and the Financial Proposal), on the Official Website - www.eprocure.gov.in, duly signed in digital form by the authorized signatory of the Applicant, no later than the date and time specified as the PDD as specified in document, by uploading the complete and legible scanned/digital copies of Technical and Financial Proposal in digital format (i.e. scanned copy of original signed documents and the supporting documents and financial bid in .xls, format). The documents submitted in the Proposal should be scanned in at least 100 dpi with black and white option. Each page of the submission shall be initialed by the Authorized Representative of the Applicant as per the terms of this RFP. The Bidders participating for the first time for e-Tenders on e-Tendering portal will have to complete Online Registration Process on the e-Tendering portal as mentioned in Annexure- I - Instructions for Online Bid Submission

Dharmendra Yadav
Under Secretary
Ministry of Youth Affairs and Sports

SECTION 2: INTRODUCTION

2.1 Introduction / Background

Sports and games have always been seen as an integral component in the all-round development of the human personality. Apart from being a means of entertainment and physical fitness, sports have also played a great role in generation of the spirit of healthy competition and bonding within the community. Needless to mention that achievements in sports at the international level have always been a source of national pride and prestige. With modern sports being highly competitive, the use of modern infrastructure, equipment and advanced scientific support has changed the scenario of sports at the international level. Keeping in view of the growing demands for advanced infrastructure, equipment and scientific support, Government of India has taken several initiatives and is providing the necessary assistance to sportspersons by way of training and exposure in international competitions backed up with scientific and equipment support, creation and upgradation of sports infrastructure and sports facilities of international standards.

Department of Sports, Ministry of Youth Affairs & Sports in the Government of India has been entrusted with the responsibility of providing necessary support to the sportspersons and complementing and supplementing the efforts of the States and Union Territories and of the National Sports Federations.

India has the largest Youth population in the world. This demographic dividend, in the light of its impact on work participation and dependency ratios, has been called a window of opportunity in terms of growth and development of our country, an opportunity which would need to be seized before the window closes. This poses its own challenges with reference to inclusive growth and the need to bridge divides. The requirements for this will transcend sectoral programmes, and would require a variety of interventions and programmes aimed at addressing the youth in a multi-dimensional manner. To optimally tap constructive and creative energies of the youth, the Department of Youth Affairs pursues the twin objectives of personality - building and nation-building, that is, developing the personality of youth and involving them in various nation-building activities. The Department has also recognized "Adolescents" as an important segment of the Youth. Most of the issues concerning the Youth are the functions of other Ministries/Departments, like Education, Employment & Training, Health and Family Welfare etc. In addition, the State Governments and a number of other stakeholders are also working to support youth development and to enable productive youth participation. The role of the Department of Youth Affairs is to act as a facilitator and catalytic agent.

a. Scope of services

A dedicated Project/Programme Management Unit (PMU) consisting of various domain specialists is proposed to be established within the Department of Sports. The envisage scope of the services is outlined in the ensuing paragraphs.

The key pillars of the project scope shall be as follows:

1. Strategy
2. Implementation and Operations
3. Website, Mobile App and Social Media Social Media & IT - Monitoring, Reporting and Website, Mobile App and Social Media and IT support
4. Monitoring and Reporting
5. Communications
6. Allied Support

2.1.1 Strategy

The PMU shall undertake the following activities:

I. Ideate:

- (i) Develop Vision Document for Sports till 2047
- (ii) Modify and revise the National Sports Policy 2001 to tune it with the vision document for sports till 2047.
- (iii) Study the best practices of hosting mega sports events across the world and prepare a document for the Department of Sports for bidding for hosting mega sports events along with requirements of contracts, guarantees for bidding
- (iv) Develop a National Sports Repository System (NSRS), wherein the athletes, sports awardees, Olympians, medal winners of Asian / CWG, para-athletes, Paralympians, winners of para-Asian Games, coaches, technical officials, referees, umpires, anti-doping officials, dope control officials, sports educationists, sports promotion organizations and academies can register themselves to build a national repository of prospective athletes, coaches and academies, which will further achieve the twin objectives of broad-basing of sports and promotion of excellence in sports
- (v) Develop a robust monitoring mechanism to measure and review output / outcomes of the Schemes of the Department on a periodic basis
- (vi) Develop a sports development index and fitness index to grade States/UTs on sports development
- (vii) Develop a utilization index with respect to mapping of various sports facilities / sports infrastructure developed by the private, public sector, State Governments and Government of India
- (viii) Identify the steps for development of sports as industry

- (ix) Identify the steps for promotion of sports goods industry in the country
- (x) Identify the sports goods, which can be made and manufactured within the country in tune with the policy of Atmnirbhar Bharat of the Government of India
- (xi) Identify the areas for collaboration with corporates, both public and private, for promotion and development of sports in the country.
- (xii) Identify the steps for encouraging the corporates to adopt the specific sports and specific sports training centres and to contribute to National Sports Development Fund from their Corporate Social Responsibility (CSR) funds.
- (xiii) Study of best practices across the world with regard to management and governance of sports bodies
- (xiv) Study of best practices across the world with regard to financial support to the sports bodies for training and participation of sportspersons in international events.
- (xv) Identify the key stakeholders including Ministry of Youth Affairs and Sports, State Sports Departments, Ministry of Health, Ministry of AYUSH, Indian Olympic Association, National Sports Federations etc and understand expectations of all stakeholders.
- (xvi) Study and analysis of strategies, vision documents, campaigns and sports and physical activity policies successfully adopted and implemented by Governments of nations with strong and well-developed sporting and physical activity cultures
- (xvii) Study of all existing/planned initiatives for the sports along with determining the:
 - a) implementation status
 - b) Stakeholders involved
 - c) Challenges faced
- (xviii) Evolving a policy for encouraging the growth of leagues in different sports
- (xix) Review and Scrutiny of existing sports policy, youth development policy, education policy etc. and to recommended policy interventions and amendments to achieve and realize the goals and objectives of the vision document for sports till 2047, which is to be prepared.
- (xx) Study and suggest measures for convergence and harmonization of the various Schemes and Programmes for promotion and development of sports being implemented by the Government of India and State Governments

- (xxi) Rollout strategies adopted by countries like China, Japan, South Korea, France for achieving excellence in Olympics and suggestions for similar strategies for India for achieving the Goal of Top Ten Countries in Olympic Medal Tally by 2028.
- (xxii) Suggestive plans and Ideas to be implemented to achieve the goals and objectives of the vision document for sports till 2047 , which is to be prepared
- (xxiii) Develop Vision Document for youth and youth matters till 2047.
- (xxiv) Develop a robust monitoring mechanism to measure and review output / outcomes of the Schemes of the Department of Youth Affairs on a periodic basis.
- (xxv) Study of best practices across the world with regard to volunteerism by Youth.
- (xxvi) Identify the key stakeholders including Ministry of Youth Affairs and Sports, State Youth Departments, Ministry of Education, NCC, Ministry of Defence etc. and understand expectations of all stakeholders.
- (xxvii) Study and analysis of strategies, vision documents, campaigns and youth related policies successfully adopted and implemented by Governments of nations with strong and well-developed youth culture.
- (xxviii) Study and suggest measures for convergence and harmonization of the various Schemes and Programmes for promotion volunteerism by Youth being implemented by the Government of India and State Governments
- (xxix) Suggestive plans and Ideas to be implemented to achieve the goals and objectives of the vision document for Youth till 2047 , which is to be prepared
- (xxx) Study and suggest measures to go for Public Private Partnership for Youth-Hostel.

II. Solutioning/ Prototyping:

- (i) Identify key initiatives for the activities listed above
- (ii) Identify the implementation partners for various types of activities, these may include collaboration with government ministries/departments, collaboration with corporate entities, direct implementation by the Department of Sports through implementation partners etc
- (iii) Prepare an Action Plan for the Ministry of Youth Affairs & Sports with a detailed work plan

2.1.2 Implementation & Operations

To actualize the Action Plan for Ministry of Youth Affairs & Sports, the following key tasks will have to be undertaken by the Agency:

- (i) Identify mechanisms of engaging with the identified stakeholders
- (ii) Prepare requisite documentation with detailed terms for engagement with individuals/ organizations
- (iii) Background research and analysis for preparation of policy documents, as and when required

2.1.3 Website, Mobile App and Social Media

Another key task will be to assist in conceptualization/development of a state-of-the-art website, mobile app and social media reach out strategy for Department of Sports. This shall not only host the information related to the policies and schemes of the Department of Sports, but the Agency will be responsible for developing the strategy for website, mobile app and social media strategy, high level content structure, and implementation plan.

Furthermore, the Agency will assist in managing the social media handles of the Ministry of Youth Affairs & Sports across various channels (Twitter, Facebook, Instagram, YouTube etc.). Some of the key activities to be performed are:

- (i) Design a social media management strategy that builds on the goals and objectives of the Ministry of Youth Affairs & Sports
- (ii) Design the Standard Operating Procedures (SOPs), including types of content and communications, triggers, response types, approval authorities, grievance handling mechanism, accountabilities, etc.
- (iii) Assist in generating various analytics reports and extracting results from the reports, and proposing corrective actions if needed
- (iv) Assist the client in procurement of any social media management / analytics tools
- (v) Prepare a strategy for gathering and management of User Generated Content (UGC) e.g. articles, photographs and videos obtained through social media for use on the Department's website and mobile app
- (vi) Provide new ideas on regular basis for adding newer channels, newer types of communication, measures to enhance the impact of social media, etc.
- (vii) To create a MIS for monitoring of different activities as desired from the Department of Sports by NITI Aayog, Cabinet Secretariat, Finance Ministry.
- (viii) To provide complete IT Support

2.1.4 Monitoring and Reporting

It is expected that the entire programme management of the Ministry of Youth Affairs & Sports will be carried out using a multi-stakeholder digital project management platform, with multi-stakeholder representation and a single version of all information. Monitoring and reporting on all activities shall be enabled through a web-based reporting platform with role-based access to various levels of stakeholders. Some key features that may be required are as follows (but not limited to):

- (i) Allows creation of a comprehensive project plan with activities which can be assigned timelines, responsibilities and escalation levels in case they are not completed on time
- (ii) Mapping of contractual obligations of various vendors/ contractors
- (iii) Ability to update the status by various stakeholders on the activities assigned to them
- (iv) Creation of project dashboards, for various levels of stakeholders

The Agency will be responsible for developing the requirements of the web-based monitoring and reporting solution (both web and mobile app based). The Agency shall design the SOPs and implementation plan.

The Agency shall develop the RFP for selection of an implementation agency, which will develop, implement, host and manage the monitoring and reporting solution. The Agency shall monitor the implementation of the solution by the implementation agency. Further, the Agency shall coordinate with various stakeholders for active adoption of this system and may be required to provide trainings to various stakeholders on the use of this system. The Agency shall further draw periodic reports from this system, to be presented to the senior management regarding the status of various programs and projects.

2.1.5 Communications

The key tasks to be carried out under this are as under:

- (i) Outreach through print, social media, website as well as mobile app for consistent communication, public announcements and
- (ii) Miscellaneous stakeholder engagement and market outreach
- (iii) Conceptualizing thematic campaign which is highly visible and has a high recall value

2.1.6 Business Process Re-engineering

The Agency shall also undertake BPR exercise for Ministry of Youth Affairs & Sports with the following activities:

- (i) Review of legacy applications, manual processes, existing business processes of departments and information flow/linkages within these applications
- (ii) Review and document existing customer facing channels (physical and electronic)
- (iii) Review the current data on customer grievances to identify key pain points
- (iv) Identify improvement opportunities and gaps
- (v) Review capabilities of existing softwares and their feasibility for existing technology solutions
- (vi) Designing **IT Strategy** for managing and upgrading existing systems and solutions to implement the schemes of the Ministry of Youth Affairs & Sports. This shall be in relation to the technology that is already in use.
- (vii) Design and manage systems to promote collaboration between various especially government (Central, State), Sports bodies, Private bodies, Schools, colleges, communities etc.

2.2 Request for Proposals

- 2.2.1 The Ministry invites proposals for selection of Consultancy firm/agency for setting up a Project/Program Management Unit (PMU) for Schemes of the Ministry of Youth Affairs & Sports, Govt. of India.
- 2.2.2 The Ministry intends to select a Consultant to provide manpower for the PMU, through a competitive bidding through open invitation to bid, in accordance with the Quality cum Cost Based Selection (QCBS) method procedure set out herein.

2.3 RFP Document

- 2.3.1 The RFP document will be available at www.eprocure.gov.in. Applicants can download the RFP Document directly from the ministry website and shall not tamper/modify it. In case if the same is found to be tempered/modified in any manner, Proposal will be summarily rejected.

2.4 Due diligence by Applicants

- 2.4.1 Applicants are encouraged to get informed about the assignment and the local conditions before submitting the Proposal by contacting or sending written queries to the Department's representative mentioned in Para 2.10 and attending a Pre-Proposal Conference on the date and time specified in Section I.

2.4.2 Bidders shall bear all the costs associated with the preparation and submission of their proposals. The Department is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

2.5 Availability of RFP Document

2.5.1 The document can be downloaded from the Official Website of the Ministry (<https://yas.nic.in/>) and from the CPP portal.

2.6 Validity of the Proposal

2.6.1 The Proposal shall remain valid for a period of not less than 120 days from the Proposal Due Date (the “PDD”)

2.7 Brief description of the Selection Process

2.7.1 The Ministry has adopted a two-stage selection process (the “Selection Process”) for evaluating the Proposals comprising the technical and financial bids, to be submitted separately in CPP Portal. In the first stage, a technical evaluation will be carried out as specified in Para 3.19. Based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in Para 3.20. In the second stage, a financial evaluation will be carried out as specified in Para 3.20. Proposals will finally be ranked according to their combined technical and financial scores as specified in Para 3.20. The first ranked applicant (the “Selected Applicant”) shall be called for discussions while the second and third ranked Applicants will be kept in reserve.

2.8 Currency for payment

2.8.1 All payments to the Consultant shall be made in Indian Rupees (INR) in accordance with the provisions of this RFP.

2.9 Schedule of Selection Process

2.9.1 The scheduled selection process is given in Data-Sheet at Part-II of Section 3.

2.10 . Pre-Proposal Queries

Prospective Applicants may address their queries to the nodal officer specified below:

Dharmendra Yadav

Under Secretary

Ministry of Youth Affairs and Sports

Email: dharmendra.yadav@nic.in

2.11 Pre-bid/ Pre-Proposal Meeting

The pre-proposal conference shall be held as mentioned in section 1 of the RFP.

2.12 Communications

2.11.1 All communications including the queries should be sent through the email to:

Dharmendra Yadav

Under Secretary

Ministry of Youth Affairs and Sports

Email: dharmendra.yadav@nic.in

SECTION 3: INSTRUCTIONS TO BIDDERS

PART-I

3.1 Definitions

“Department/ Ministry” means the Ministry of Youth Affairs and Sports who has invited bids for Selection of an Agency for setting up a Project/Program Management Unit (PMU) for Schemes of the Ministry of Youth Affairs & Sports, Govt. of India, with whom the selected agency will sign the Contract for providing the services as per the terms and conditions of the contract and Terms of Reference (TOR) of this RFP.

(a) “Consultant” means any entity or person or associations of person who will be selected to provide the Services to the Department under the Contract.

(b) “Contract” means the Contract signed by the Parties for this assignment.

(c) “Project/Programme specific information” means such part of the Instructions to Consultants used to reflect specific Project/Programme and assignment conditions.

(d) “Day” means calendar day.

(e) “Government” means the Government of India

(f) “Instructions to Applicants” means the document which provides bidders with all information needed to prepare their proposals.

(g) LOI means the Letter of Invitation being sent by Employer to the consultant.

(h) “Personnel” means professionals and support staff provided by the Consultant and assigned to perform the Services or any part thereof;

(i) “Proposal” means the Technical Proposal and the Financial Proposal.

(j) “RFP” means the Request for Proposal prepared by the Department for the selection of Consultant, based on the RFP.

(k) “Assignment / job” means the work to be performed by the agency pursuant to the Contract.

(l) “Terms of Reference” (TOR) means the document included in the RFP as Section

6 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Employer and the Consultant, and expected results and deliverables of the Assignment/job.

3.2 Scope of Proposal

3.2.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant institution/agency possesses the requisite experience and capabilities, required for undertaking the Consultancy, it may participate in the Selection Process as an applicant, in response to this invitation. The terms “Applicant” implies a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm or Proprietorship; in existence from the last at least 5 years. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

3.2.2 Applicants are advised that the selection of Consultant shall be on the basis of an evaluation by the Ministry through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed and no explanation or justification for any aspect of the Selection Process will be given and that the Ministry’s decisions are without any right of appeal whatsoever.

3.2.3 The Applicant shall submit its Proposal in the form and manner specified in Section 3 of the RFP. The Technical Proposal shall be submitted in the form at Section 4 of the RFP and the Financial Proposal shall be submitted in the form at Section 5 of the RFP. Upon selection, the Applicant shall be required to enter into an agreement with the Department, the details of the agreement will be provided after the selection of the agency.

3.3 Eligibility Criteria for the bidders

The Proposer should submit following documentary evidence on its eligibility/qualification criteria.

S.No	Parameter	Must Meet criteria	Documents to be attached
1.	The bidder must be a legal entity registered in India with valid GST registration and PAN number. The firm must be a Company, Partnership firm or Proprietorship; in existence for at least 5 years	Must Meet	1. Certificate of incorporation or any other registration certificate; 2. GST registration certificate 3. Copy of PAN card

	AND Bidder should have been in existence and operational continuously in India for last 5 years.		
2.	The bidder should not be currently Debarred and / or blacklisted and / or Suspended by any Central / State Government Department/any multilateral agency nor should have any litigation or enquiry pending with regards to the works executed by it.	Must Meet	Undertaking from the Department to be submitted on letter head of the entity.
3.	Bidder should have an average annual turnover/receipt of minimum of Rs.10 Crores in consulting services over five financial years for FY 2016-17, 2017-18, FY 2018-19, FY 2019-20 FY and 2020-21.	Must Meet	A CA certificate on consultancy services turnover over the last five financial years including annual audited account to verify the turnover. As per Annexure III
4	The total manpower strength of the organization should be 200 including regular and contractual employees on one or multiple projects.	Must Meet	An undertaking from HR head of the company/organization certifying the number of consultants and employees engaged by the bidder organization.
5	The bidder must have experience of having executed similar PMU assignments/ Projects/ Program in Central/State Govt. Dept. Schemes Bidder should have executed a minimum of 4 contracts of similar nature from Central/ State Government from distinct clients, over the past 3 years.	Must Meet	Copies of Work order, contracts or/and Agreement or Letter from Client or copy of invoices raised to clients or/and Completion certificate clearly mentioning the scope of work
6	An undertaking regarding the availability of the key persons whose CVs are proposed, for the entire assignment duration to be submitted by the bidder.	Must Meet	An undertaking from HR head of the company/organization certifying the number of consultants and employees engaged by the bidder organization.

3.4 Key Personnel and Support

3.4.1 The Consultant shall put together a multi-disciplinary team (the “PMU Team”) for undertaking this assignment. The PMU Team shall consist of the following key personnel* (the “Key Personnel”). In case of any requirement during the

assignment period, the agency shall provide additional staff as per the eligibility prescribed in Para 3.4 on the same cost, terms & conditions.

The composition of the core team of key personnel and their respective responsibilities are specified below:

Table A: Requirement for Department of Sports

Position	No	Resource profile	Minimum education and experience requirements
Project Lead (Planning, Strategy and Policy)	1	Management Consultant (Minimum 10 years and <15 years' experience)	<ul style="list-style-type: none"> o MBA/ Masters in Sports Management/ Sports Science/MPlan or equivalent qualification. Experience of working on: <ul style="list-style-type: none"> o Government campaigns o National level government programs o Large scale government events o Experience and understanding of complex multisectoral projects is necessary o Experience of working on projects related to sports development, grassroots and community sports, sports policy will be an added advantage
Project Co-Lead (Events and Operations Expert)	1	Management Consultant (Minimum 10 years and <15 years of experience)	<ul style="list-style-type: none"> o MBA/ other relevant post graduate degree o Experience in events strategy and implementation in the government sector o Experience in large scale sports events will be an added advantage
Communication Expert	2	Media Consultant (6 years and <10 years of experience)	<ul style="list-style-type: none"> o Master in Mass Communication o Experience in the government sector o Experience in coverage of sports in print and electronic media will be an added advantage

Position	No	Resource profile	Minimum education and experience requirements
ICT Consultant	2	Technology consultant (3 years and <6 years of experience)	<ul style="list-style-type: none"> o BE / BTech / MCA o Experience in design, procurement, project management of ICT projects in the government sector o Should have experience in undertaking MIS projects
Social media consultant	2	Technology consultant (3 years and <6 years of experience)	<ul style="list-style-type: none"> o BE / BTech / MCA o Experience in social media management projects in the government sector
Monitoring and Evaluation consultant	2	Management Consultant (3 years and <6 years of experience)	<ul style="list-style-type: none"> o Postgraduate degree o Should have Experience in education Sector o Experience in designing KPIs and undertaking monitoring and evaluation for large scale programs o Experience of working on National Level o sports/ fitness/ campaign/ events will be an added advantage
Strategy and Planning Consultant	2	Management Consultant (3 years and <6 years of experience)	<ul style="list-style-type: none"> o Postgraduate degree o Should have Experience in education Sector o Experience in implementation of consulting assignments in the government sector o Experience of working on National Level campaign will be an added advantage
Business Process Re-engineering Consultant	2	Management Consultant (3 years and <6 years of experience)	<ul style="list-style-type: none"> o Graduate/Post Graduate Degree- Preferably in Management degree. o Experience of undertaking process re-engineering works for similar Government departments and understanding the IT landscape <p>Relevant certification like Six Sigma will be an added advantage</p>

Position	No	Resource profile	Minimum education and experience requirements
Legal Professional	3	Legal Consultant (with more than 3 years of experience)	<ul style="list-style-type: none"> o LLB o Experience of drafting affidavits/applications/petitions of civil cases

Table B: Requirement for Department of Youth Affairs

Position	No	Resource profile	Minimum education and experience requirements
Project Lead (Planning, Strategy and Policy)	1	Management Consultant (Minimum 10 years and <15 years' experience)	<ul style="list-style-type: none"> o MBA/ Masters in Sports Management/ Sports Science/MPlan or equivalent qualification. Experience of working on: <ul style="list-style-type: none"> o Government campaigns o National level government programs o Large scale government events o Experience and understanding of complex multisectoral projects is necessary o Experience of working on projects related to sports development, grassroots and community sports, sports policy will be an added advantage
Strategy and Planning Consultant	3	Management Consultant (3 years and <6years of experience)	<ul style="list-style-type: none"> o Postgraduate degree o Should have Experience in education Sector o Experience in implementation of consulting assignments in the government sector o Experience of working on National Level campaign will be an added advantage

Note: If required, more manpower can be hired for project related matter but not necessary for entire period.

* Initially only 21 resources as defined in Table A & B are planned to be deployed. However, Ministry reserves the right to increase/decrease the quantity of resources and/or time-period of engagement in the above-mentioned table, based on the actual requirements at the finalized rates.

3.5 Conflict of Interest

3.5.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the “**Conflict of Interest**”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Department shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Ministry for, *inter alia*, the time, cost and effort of the Ministry including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to the Ministry hereunder or otherwise.

3.5.2 The Ministry requires that the Consultant provides professional, objective, and impartial advice and always hold the Ministry’s interest’s paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Ministry. Violation of this clause shall make the consultant liable for any legal consequences arising out of the same.

3.5.3 A consultant shall disclose any situation of actual or potential conflict that impacts his capacity to serve the best interest of the Ministry, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Consultant fails to disclose said situations and if the Ministry comes to know about any such situation at any time, it may lead to the disqualification of the Consultant during bidding process or the termination of its contract during execution of the assignment.

3.5.4 Unfair Advantage:

If a Bidder could derive a competitive advantage from having provided consulting services related to the services in question and which is not defined as conflict of interest, the Ministry shall make available to all Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

3.6 Number of Proposals

3.6.1 No Applicant shall submit more than one proposal.

3.6.2. Applicants should submit separate technical and financial bids under this RFP.

3.7 Cost of Proposal

3.7.1 The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent discussion, visits to the Ministry etc. The Ministry will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

3.8 Verification of information

3.8.1 Applicants are encouraged to submit their respective Proposals after verification of the scheme, guidelines etc. within the purview of this RFP and the applicable laws and regulations or any other matter considered relevant by them.

3.9 Acknowledgement by Applicant

3.9.1 It shall be deemed that by submitting the Proposal, the Applicant has:

- (a) made a complete and careful examination of the RFP.
- (b) received all relevant information requested from the Department;
- (c) acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the Department or relating to any of the matters referred to in Para 3.8 above;
- (d) satisfied itself about all matters, things and information, including matters referred to in Para 3.8 herein above, necessary and required for submitting an informed Application and performance of all of its obligations as it under ;
- (e) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.

3.9.2 The Ministry shall not be liable for any omission, mistake or inadvertent error, on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Department.

3.10 Right to reject any or all Proposals

3.10.1 Notwithstanding anything contained in this RFP, the Ministry reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all

proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

3.10.2 Without prejudice to the terms defined in this document, the Ministry reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered, or
- b) the Applicant does not provide, within the time specified by the Ministry, the supplemental information sought by the Ministry for evaluation of the Proposal.
- c) Misrepresentation/ improper and incorrect response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified / rejected, then the Department reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Ministry, including annulment of the Selection Process.

3.11 Proposal Validity

3.11.1 The data sheet in section 3 the proposal will remain valid for 120 days after the submission date. During this period, Consultants shall maintain the availability of professional staff reflected in the proposal and also agree to keep the financial proposal unchanged. The Ministry shall make its best effort to complete discussions/clarifications within this period. Should the need arise; however, the Ministry may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Key Personnel reflect in the Proposal and their financial proposal. Consultants could however, submit new staff replacement, which would be considered in the final evaluation for award of the contract. Consultants, who do not agree, have the right to refuse to extend the validity of their respective Proposals. Under such circumstance, the Ministry shall not consider such proposals for evaluation.

3.12 Preparation of Proposal

3.12.1 The proposal as well as all related correspondence exchanged by the Consultants and the Employer shall be written in English and Hindi language, unless specified otherwise.

3.12.2 In preparing their Proposals, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.12.3 While preparing the Technical Proposal, Consultants must give particular attention to the facts that, the proposal shall take into account a uniform working period of 36 months for each of the 21 resources personnel and agree to all other activities

sought by the Ministry in the scope of work.

3.12.4 Submission of the non-compliant Technical proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information in the following Paras, as per (a) to (e) below, using the Forms mentioned in Section 4 of the RFP.

The format for submission of the Technical bid is furnished as detailed in Form TECH-1 & 2 of Section – 4 of the RFP.

3.12.5 The Technical Proposal shall not include any financial information. A Technical Proposal containing any financial information SHALL be declared non-responsive.

3.12.6 The **Financial Proposal** shall be prepared using the prescribed Forms (Section 4). It shall list all costs associated with the assignment/job, including (a) remuneration for staff and

(b) reimbursable expenses. If appropriate, these costs should be broken down by activity. The financial proposal shall be rejected summarily, if not found in the prescribed forms.

3.12.7 Taxes – The Consultant shall fully familiarize themselves about the applicable domestic duties and taxes on amounts payable by the Department under the Contract. **All such duties and taxes must be included by the consultant in the financial proposal itself to avoid rejection of bid.**

3.13 Currency

Consultant shall express the price of their assignment/job in Indian Rupees (INR) only.

3.14 Earnest Money Deposit (EMD) and Performance Guarantee

3.14.1 Earnest Money Deposit

- a) An earnest money of Rs.20,00,000 (Rupees Twenty lakh only) in the form of bank draft/demand draft in favor of PAO, Ministry of Youth Affairs & Sports payable at New Delhi must be submitted.
- b) Proposals not accompanied by EMD shall be declared as non-responsive.
- c) The Bid Security in favour of PAO, Ministry of Youth Affairs & Sports shall be furnished in one of the following forms:
 - a) Account Payee Demand Draft
 - b) Fixed Deposit Receipt

-
- c) Bank Guarantee from any of the commercial banks (as per the format at **Annexure II**),
 - d) Valid Insurance Surety Bonds
 - d) No interest shall be payable by the Employer for the sum deposited as EMD.
 - e) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract by the successful bidder.
 - f) The agency (the successful bidder) who will be selected will furnish a performance bank guarantee @ 5% of the total contract amount in the form of a bank guarantee from a scheduled commercial bank for the duration of the empanelment or extended period, if any in favor of PAO, Ministry of Youth Affairs & Sports. On receipt of Bank Guarantee, EMD will be refunded without any interest.

3.15 Forfeiture of EMD

The EMD shall be forfeited by the Ministry in the following events:

- a) If the proposal is withdrawn during the validity period or any extension agreed by the Consultant thereof.
- b) If the proposal is varied or modified in a manner not applicable to the Ministry after opening of Proposal during the validity period or any extension thereof.
- c) If the consultant tries to influence the evaluation process or in case of any misrepresentation of facts are observed.

3.16 Performance Guarantee

The selected consultant for the schemes shall be required to furnish a Performance bank Guarantee equivalent to 3% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee (As per Annexure IV) from a scheduled commercial bank in India in favor of PAO, Ministry of Youth Affairs & Sports at New Delhi for the period of contract, with 120 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract but before signing of the consultancy contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Performance Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Consultant on any account under the contract. On submission of performance guarantee and after signing of the contract, EMD would be returned.

3.17 Submission, Receipt and opening of Proposal

3.17.1 The original proposal, both Technical and Financial shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of TECH-1 of Section 4, and FIN-1 of Section 5 respectively.

3.17.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

3.17.3 Bids to be submitted online as per instructions in Annexure I of the RFP

3.17.4 The proposals must be submitted in person to the addressee indicated in the Data Sheet and received by the Department not later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with the Para 3

3.18 Proposal Evaluation

3.18.1 From the time the proposals are opened to the time the contract is awarded, the applicants should not contact the Ministry on any matter related to its Technical and/ or Financial Proposal. Any effort by applicants to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the applicants' proposal forthwith.

3.18.2 The Ministry shall constitute a Bid Evaluation Committee (BEC) for selection/short listing of the proposal.

3.18.3 Evaluation of Technical Proposals: The BEC shall evaluate the Technical Proposals with reference to the Terms of Reference taking into account the evaluation criteria and sub- criteria in Section 3 A: Instructions to Bidders. In the first stage of evaluation, a proposal shall be rejected if it is found deficient. Only complete proposals satisfying all the criteria shall be further taken up for further evaluation. Evaluation of the technical proposal will be considered initially and the financial bids shall remain unopened, at this stage. The qualification of the consultant and the evaluation criteria for the technical proposal shall be as defined below.

3.19 Criteria for Evaluation of Technical Proposal

3.19.1 The criteria defined in Section 3A: Instructions issued to the Bidders shall be taken into account for the purpose of evaluation of technical proposals. Only those applicants obtaining a total score of minimum 70 (out of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified.

3.19.2 Financial proposals of only those Bidders/applicants which are declared technically qualified shall be opened publicly, on the date and time specified in the Datasheet (contained in Section 3 , Part II), in the presence of the Bidder's/applicant's 'representatives who choose to attend the same. The name of the Consultants, their technical score (if required), and their Financial Proposal shall be read aloud.

3.20 Method of Selection

3.20.1 In deciding the final selection of the consultants, the technical quality of the proposal will be given a weightage of 80% on the basis of criteria for evaluation. The price bids of only those consultants who are found to be technically qualified shall be opened. Out of the Proposals which are found to be technically qualified, the proposal with the lowest bid value will be given a financial score of 100 and the other proposal given financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 20%. For working out the combined score, the employer will use the following formula:

Total points: $(0.8 \times T(s)) + (0.2 \times 100 \times LEC/EC)$, where T(s) stands for technical score, EC stands for Evaluation Cost of the Financial Proposal, LEC stands for Lowest Evaluated Cost of the Financial Proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of the contract and shall be called for discussions and clarifications, if required.

This methodology is sought to be explained through an example, as under:

Example: If in response to this RFP, three proposals, A, B & C were received, and the Bid Evaluation Committee awards them score as follows:

Proposal A - 75, Proposal B - 80 and Proposal C - 90 marks respectively, in Technical bids, all the three proposals would be technically accepted. Further, if the quoted price of the proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be awarded:

A: $100/120 = 83$ points B:
 $100/100 = 100$ points A:
 $100/110 = 91$ points

In the combined evaluation, the process would be as follows:

Proposal A: $75 \times 0.8 + 83 \times 0.2 = 76.6$

Proposal B: $80 \times 0.8 + 100 \times 0.2 = 84.0$

Proposal C: $90 \times 0.8 + 91 \times 0.2 = 90.2$

Proposal C would be considered as H1 and would be recommended for further discussions/clarifications, if considered necessary for approval. The short-listed Consultants will be invited to present their proposals before the BEC.

3.20.2 The BEC shall be authorized to correct any computation errors by the bidder, in the financial bid. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items. In case an activity of line items is quantified in the Financial Proposal differently from the technical proposal, no corrections will be allowed to the Financial Proposal.

3.20.3 After opening of the financial proposals of the technically qualified bidder, the bidder with the highest score (H1) will be declared eligible for award of the contract. This selected consultant will then be invited for discussions/clarifications, if considered necessary.

3.21 Discussions/clarifications

3.21.1 Financial Discussions/clarifications: Discussions/clarifications, if considered necessary, shall be held only with the bidder/applicant who shall be placed as H-1 bidder after combined evaluation of the Technical and Financial Proposal. Date and Time for discussion shall be communicated to the H-1 bidder/applicant. Representatives conducting discussions/clarifications on behalf of the bidder must have the written authority to discuss and conclude the contract.

3.22 Award of Contract

3.22.1 After selection, the Department shall issue a Letter of Intent (LOI) to the selected Consultant and promptly notify all other Bidders who have submitted proposals about the decision taken. The LOI shall be issued, in duplicate, by the Department to the Selected Consultant, who shall, within 7 (Seven) days of the receipt of the Letter of Intent, sign and return the duplicate copy of the LOI in acknowledgement thereof. In the event the duplicate copy of the LOI duly signed by the Selected Consultant is not received back by the stipulated date, the Ministry may, unless it consents to extension of time for submission thereof on request of such consultant within the aforesaid stipulated time, appropriate the EMD of such Bidder as Damages on account of failure of the Selected

Consultant to acknowledge the LOI. In no case, any bidder except H1 shall be awarded the contract.

3.22.2 The selected consultant will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract in Section-7, within 5 days of receipt of the signed copy of letter of intent (LOI) from the bidder to the Department.

3.22.3 The selected Consultant is expected to commence the assignment/job within one week from the date of signing of the Contract.

3.22.4 The PMU shall be constituted initially for a period of 03 years but extendable by one year at a time with mutual consent between the parties without any price escalation, on the same terms and conditions, as existing, at the end of the existing contract.

3.23 Confidentiality

Information relating to evaluation of proposals and recommendation concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of any information related to the process may result in the rejection of its proposal and blacklisting. The successful bidder and personnel shall not either during the term or after expiration of contract disclose any proprietary or confidential information relating to the services, contractor business or operations of Department of Sports without the prior written consent of the Ministry of Youth Affairs & Sports. The successful bidder shall ensure that no information about the software, hardware, and database or policies of the Ministry or any other confidential or proprietary information of the user Department /Department is removed or taken out in any form including electronic form or otherwise, from the work site by the manpower posted by them.

3.24 Reporting

3.24.1 For all purposes the Project/Program Management Unit will be reporting to the Joint Secretary/Additional Secretary in charge of the respective scheme/initiative and to the representatives authorized there under. The consultant will generate quarterly and yearly progress report highlighting the accomplishment against the agreed operational plan, No files, data or information shall be shared in public domain by the consultant or the staff of this consultant.

3.25 Payment Terms

3.25.1 The payment shall be made to the consultant by Department of Sports subject to the receipt of quarterly invoices of resource persons deployed during the period, deliverables achieved and fulfillment of terms and conditions -

- The payment has been envisaged based on the scope of work for which the work order has been placed with the empanelled Bidder(s).
- All payments shall be subject to deduction of TDS as per the Income Tax Act, 1961 and other applicable taxes including but not limited to Goods and Services Tax (GST), as per applicable laws.
- All payments shall be made subject to adjustment of applicable penalties.
- No TA/DA will be admissible for the first placing of the professional. However, a professional would be entitled to TA/DA if s/he is asked to go on tour for project work from her/his project site.
- TA/DA will be reimbursed on production of original documents. Each work order will be considered a project and TA/DA should not exceed 10 (ten percent) of the work order value.
- The payments will be released against pre-receipted bills in the name of the Ministry accompanied with Performance Report/Project Review Report duly put up and approved by concerned Additional/Joint Secretary. Payment will be made within 30 (thirty) days of submission of completed documents.
- The successful bidder would submit pre-receipted bills in the name of Ministry on a quarterly basis or any other mode as may be agreed between Bidder and Ministry and shall be endeavored to be processed within 30 (thirty) days of receipt, if they are complete in all respect.

3.26 TERMINATION

Ministry may terminate the Service Agreement by serving written notice of 30 days:

- a. Immediately in case the Bidder/Service Provider is in direct breach of contractual terms and conditions and in the performance of its contractual obligations.
- b. In the event services of the Bidder are not satisfactory or up to the mark.
- c. If the Bidder/Service Provider becomes insolvent or goes into liquidation or receivership, whether compulsory or voluntary, and which has substantial bearing on providing services under the Service Agreement.
- d. If the Service Provider fails to comply with any final decision reached as a result of arbitration proceedings
- e. If the Service Provider is determined to have engaged in corrupt or fraudulent practices in competing for or in executing the Service Agreement.
- f. If the Service Provider submits to Ministry a false statement which has a material effect on the rights, obligations, or interests of Ministry.

g. Any other reason as deemed fit by Ministry

The Successful Bidder may terminate the Agreement, by serving a 60 day written notice to Ministry, if they reasonably determine and submit that they can no longer provide the Services in accordance with applicable law or professional obligations and in such scenarios, Ministry reserves the right to forfeit the Performance Security after due evaluation.

**SECTION 3 A: INSTRUCTIONS TO
BIDDERS**

PART-II

DATA SHEET (PROJECT/PROGRAMME SPECIFIC INFORMATION)

Clause No.	Particulars of data sheet	
1.	Name of the Authority : Ministry of Youth Affairs & Sports Government of India	
2.	Name of the Assignment/job: Request for Proposal (RFP) for Selection of an Agency for setting up a Project/Programme Management Unit (PMU) for Schemes of the Ministry of Youth Affairs & Sports, Govt. of India	
3.	Date of Pre-bid Meeting : As mentioned in section 1	
4.	Last date & time and address for submission of proposal: As mentioned in section 1: As mentioned in section 1	
5.	Opening of Technical Proposal: As mentioned in section 1	
6.	Opening of Financial proposal	
7.	Proposal validity: Proposals must remain valid for 120 days after the last date of submission As per section 1	
8.	Evaluation Criteria	
	Criteria, sub criteria and point system for evaluation to be followed under this procedure is as under:	
	Criteria & Sub Criteria	Points
	Specific experience of the Consultant (as a firm) relevant to the Assignment:	30
A	Experience in providing services of providing resource personnel or setting up PMU in Central/State govt. sponsored Project/Programm. More than 12 projects: 12 points 10 to 12 projects : 8 points 7 to 9 projects: 6 points 4 to 6 projects : 4 points Document to be submitted: Copies of Work order, contracts or/and Agreement or Letter from Client or copy of invoices raised to clients or/and Completion certificate clearly mentioning the scope of work	12
	Successfully carried out similar PMU assignments in Sports domain during the last 10 years, with a minimum duration of 01 year with Central or State govt./organisation/ sponsored Project/Program. 1 point for each project subject to a maximum of 8 points. Document to be submitted: Copies of Work	8

	order, contracts or/and Agreement or Letter from Client or copy of invoices raised to clients or/and Completion certificate clearly mentioning the scope of work	
C	<p>The average annual turnover of the agency in last 5 financial years i.e. (FY 2016-17, 2017-18, FY 2018-19, FY 2019-20 FY, 2020-21) from Government consulting.</p> <p>Bidder with highest turnover from Government consulting services amongst all the bidders will get full marks while the rest will get marks on pro-rata basis.</p> <p>Document to be submitted: CA Certificate as per Annexure III</p>	10
9.	<p>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</p> <p><i>The Ministry will assess the proposal submitted, in terms of quality and clarity of methodology, suitability to the TORs, realistic and implementable work-plan; quality, experience and balance of the team proposed with appropriate skill mix. The Ministry may request the bidders shall for a presentation on the technical proposal.</i></p>	30
A	Technical Approach and Methodology	10
B	Work Plan	5
C	Organization and Staffing	5
D	Technical Presentation	10
10.	<p>Key Personnel (as per para 3.3 of section 3)</p> <p>Qualitative assessment.</p> <p>Key personal profiles will be evaluated on the basis of educational qualification (50%) and Experience (50%)</p> <p>Document to be submitted: Tech Form 3 and Tech 4</p>	40
	Project Lead (Planning, Strategy & Policy) (2) – (Full Time)	3.5+3.5
	Project Co-Lead (Events & Operations Expert) (1) – (Full Time)	3
	Communication Expert (2) – (Full Time)	3+3
	ICT Consultant (2) – (Full Time)	3+3
	Social Media Consultant (2) – (Full Time)	2+2
	Monitoring & Evaluation Expert (2) – (Full Time)	2+2
	Strategy and Planning Consultant (5) – (Full Time)	1+1+1+1+1
	Business Process Re-engineering consultant (2) – (Full Time)	1+1
	Legal professional (3) – (Full Time)	1+1+1

SECTION 4: TECHNICAL PROPOSAL FORMS
FORM TECH – 1
LETTER OF PROPOSAL SUBMISSION

Location:

Date:

To,
Under Secretary
Admin, Ministry of Youth Affairs & Sports,
Shastri Bhawan
New Delhi – 110003 India)

Dear.....

We the undersigned, offer to provide the Consultancy assignment for setting up a Project/Programme/Program Management Unit (PMU) for Schemes of the Ministry of Youth Affairs & Sports, Govt. of India, in accordance with your Request for Proposal dated (*Insert Date*). We are hereby submitting hard copies of the proposal, which includes this technical Proposal, and a Financial Proposal sealed in a separate envelope and requisite EMD.

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

2. We understand that the Ministry is not bound to accept any proposal received without due diligence.

Yours sincerely,

Authorized signature (in full and details):

Name and Title of Signatory:

Name of agency

FORM TECH –2

DESCRIPTION OF METHODOLOGY, WORK PLAN, ORGNANIZATION FOR PERFORMING THE PRESENT ASSIGNMENT

The Consultant must present his/her Technical Proposal divided into the following four components:

- a) Information regarding the applicant/bidder's organization :
- b) Experience of Bidder as per Criteria & Sub Criteria stated under Section 3 A, 8 A, B, C:
- c) Availability of experts (please provide an overview on senior leadership experience and commitment, highlighting expertise) with CV as mentioned in Section 3 A, 10.
- d) Approach, methodology, work plan for performing the assignment
(Maximum 06 pages)

TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS

Key Personnel

Mandatory – Manpower cost for 36 months

Table A: Requirement for Department of Sports

S. No	Name of Staff	Position	Area of Expertise	Abridged Information on work experience (in less than 200 words)	Rationale for suitability in reference to TOR
1		Project Lead (Planning, Strategy & Policy) (1) – (Full Time)			
2		Project Co-Lead (Events & Operations Expert) (1) – (Full Time)			
3		Communication Expert (2) – (Full Time)			
4		ICT Consultant (2) – (Full Time)			
5		Social Media Consultant (2) – (Full Time)			
6		Monitoring & Evaluation Expert (2) – (Full Time)			
7		Strategy and Planning Consultant (2) – (Full Time)			
8		Business Process Re-engineering Consultant (2) – (Full Time)			
9		Legal Professional (3) – (Full Time)			

Table B: Requirement for the Department of Youth Affairs

S. No	Name of Staff	Position	Area of Expertise	Abridged Information on work experience (in less than 200 Words)	Rationale for suitability in reference to TOR
1		Project Lead (Planning, Strategy & Policy) (1) – (Full Time)			
2		Strategy and Planning Consultant (3) – (Full Time)			

FORM TECH –4

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key personnel, separate form Tech-4 will be prepared]

2. Name of Institution/agency:

(Insert name of consultancy proposing the staff):

3. Name of Staff:

(Insert full name):

4. Date of Birth:

5. Nationality:

6. Education:

7. Membership of Professional Associations:

8. Other Training (In detail):

9. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since first employment, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer:

Name of Assignment/ job or Project/Programme:

Location:

Main Project/Programme features:

Positions held:

Activities performed:

10. Undertaking:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly

describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of Consultant proposed in the CV]

FORM TECH-5

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND
DECLARATION**

1. Are there any activities carried out by your Organization or group of company which are of conflicting nature as mentioned in Clause 3.5 of RFP. If yes, please furnish details of any such activities.
2. If no, please certify, as under:

We hereby declare that our firm, our associate / group firm are not indulged in any such activities which can be termed as the conflicting activities under the Clause 3.5 of RFP. We also acknowledge that in case of misrepresentation of the information; our proposals/contract shall be rejected/ terminated by the Employer which shall be binding on us.

Authorized Signature [In full and initials]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

SECTION 5: FINANCIAL PROPOSAL FORMS

The format for uploading the price bid that will be uploaded in the CPP Portal.

- The Financial Score will be derived as mentioned in the format uploaded in CPP Portal

Item Description	Quantity /No. of Resources	Units	Man month rates (for 1-12 months) (in Rupees) (Excl. of Tax) To be entered by the Bidder in Rs. P	GST %	GST Amount	Man month rates (for 1-12 months) (in Rupees) (Incl. of Tax) To be entered by the Bidder in Rs. P	Yearly increment %	Man month rates (for 13-24 months) (in Rupees) (Incl. of Tax) To be entered by the Bidder in Rs. P	Man month rates (for 25-36 months) (in Rupees) (Incl. of Tax) To be entered by the Bidder in Rs. P	TOTAL AMOUNT for 36 Months per resource (Incl. of Tax) Rs. P
2	4	5	6	7	8	9	7	9	9	10
Remuneration Key Personnel and Support staff)										
Project Lead (Planning, Strategy & Policy) (2) – (Full Time)	2.00	Nos			0.00	0.00		0.00	0.00	0.00
Project Co-Lead (Events & Operations Expert) (1) – (Full Time)	1.00	Nos			0.00	0.00		0.00	0.00	0.00
Communication Expert (2) – (Full Time)	2.00	Nos			0.00	0.00		0.00	0.00	0.00
ICT Consultant (2) – (Full Time)	2.00	Nos			0.00	0.00		0.00	0.00	0.00
Social Media Consultant (2) – (Full Time)	2.00	Nos			0.00	0.00		0.00	0.00	0.00
Monitoring & Evaluation Expert (2) – (Full Time)	2.00	Nos			0.00	0.00		0.00	0.00	0.00
Strategy and Planning Consultant (5) – (FullTime)	5.00	Nos			0.00	0.00		0.00	0.00	0.00
Business Process Re-engineering Consultant (2) – (Full Time)	2.00	Nos			0.00	0.00		0.00	0.00	0.00
Legal Professional (3) – (Full Time)	3.00	Nos			0.00	0.00		0.00	0.00	0.00

*Taxes will be applicable as per existing government norms.

*Bidder should consider all overhead costs while quoting except reimbursable expensed against Field trips& other travel expenses

Section 6

TERMS OF REFERENCE

FOR SETTING UP A PROJECT/PROGRAMME MANAGEMENT UNIT (PMU) FOR SCHEMES OF THE MINISTRY OF YOUTH AFFAIRS & SPORTS, GOVT. OF INDIA

1. Introduction/Background

(a) Scheme of Assistance to National Sports Federations

The Scheme of Assistance to NSFs is the main source of funding for preparation of national teams for the Olympic Games, Asian Games, Commonwealth Games (CWG) and other major international tournaments. Under the Scheme, Government provides assistance to NSFs for conducting National championship and International Tournaments in India; preparation and participation of the national teams in international tournaments in India and abroad; conduct of national coaching camps; procurement of sports equipments and consumables; provide training of international standards, data analysis on the performance of athletes, recovery and rehabilitation of the athletes, engagement of foreign coaches and high performance directors; professionalization of NSFs etc.

The primary objective of this Scheme is to provide support to elite athletes at par with international benchmarks and strengthen the bench strength through a strong talent identification and development system and to achieve sporting excellence in the country.

Under the Scheme, assistance is given for conduct of national coaching camps, conduct of national championships, providing for international training and competitive exposure, sports equipment support, remuneration to Foreign / Indian coaches and other support staff, conduct of international tournaments in India, information technology and data analytic support to the bodies associated with performance monitoring and evaluation of the athletes, to meet the cost of sports science and sports medicine including research, analysis etc; professionalization of operations and functions of NSFs.

Thanks to the support provided under the Scheme, there have been commendable performances by Indian teams and sportspersons in international events. To illustrate, India won 7 medals in Tokyo Olympics 2020, in 6 separate disciplines. It was India's best performance in Olympic Games. For the first time, India won a gold medal in athletics in Olympic Games. The Women's Hockey team achieved 4th position, which was best finish ever in Olympics. In Tokyo Paralympics 2020, India won 19 medals, surpassing the 12

medals won by the country in all previous Paralympics put together. India got 66 medals in CWG, 2018, which was the best performance at overseas CWG, 69 medals in Asian Games 2018, which was India's highest ever tally at Asian Games, 72 medals in Para Asian Games 2018, which was India's highest-ever tally at Asian Para Games and 13 medals in Youth Olympics Games 2018, which was India's highest-ever tally at Youth Olympic Games.

(b) Other schemes/initiatives

(i) Scheme of Special (Cash) Awards to Winners in International sports events and their Coaches was introduced in the year 1986 to encourage and motivate outstanding sportspersons for higher achievements and to attract the younger generation to take up sports as a career. Under this scheme, cash ranging from ₹1.00 lakh to ₹75 lakh is given to award winning outstanding sportspersons for their achievements in various international sports events.

National Sports Awards

Major Dhyanchand Khel Ratna Award was launched in the year 1991-92. Under this scheme, a medallion along with a cash award of ₹25 lakh is given to a sportsperson for his/her spectacular and most outstanding performance in the field of sports over a period of four years immediately preceding the year during which the award is to be given. 43 sportspersons have been given this award since the inception of the scheme.

Arjuna Award was instituted in 1961 and is given to players who have exhibited good performance consistently for the previous four years at the international level and have shown qualities of leadership, sportsmanship and a sense of discipline. The awardees are given a statuette, a scroll of honour, ceremonial dress and award money ₹15 lakh. 897 outstanding sportspersons from various disciplines have been conferred Arjuna Awards so far.

Dhyan Chand Award for Life Time Achievements in Sports and Games was instituted in the year 2002. This award is given to honour those sportspersons who have contributed to sports by their performance and continue to contribute to promotion of sports even after their retirement from active sporting career. The awardees are given a statuette, a certificate, ceremonial dress and award money of ₹10 lakh. 75 sportspersons have been given this award since inception.

Dronacharya Award was instituted in 1985. This award honours eminent coaches who have assisted national athletes and teams in achieving outstanding results in international competitions. The awardees are given a statuette, certificate, ceremonial dress and a cash prize of ₹5 lakh.

Maulana Abul Kalam Azad (MAKA) Trophy: With a view to promoting competitive sports in colleges and universities, MAKA Trophy with a cash award of ₹15 lakh is given to

the University standing first in inter-university sports tournaments. The Universities standing second and third are given cash award of ₹7.50 lakh and ₹4.50 lakh each, respectively.

RASHTRIYA KHEL PROTSAHAN PURUSKAR: With a view to recognizing the contribution made to sports development by entities other than Sportspersons and coaches, Government has instituted in 2009 the award, which recognizes excellence under four categories, namely, community sports development, Promotion of sports academies of excellence, support to elite sportspersons and employment to Sportspersons.

Pension to Meritorious Sports Persons: This scheme was launched in the year 1994. Under this scheme, those sportspersons, who are Indian citizens and have won gold, silver and bronze medals in Olympic Games, World Cup/World Championships, Asian Games, Commonwealth Games and Paralympic games; have attained the age of 30 years; and have retired from active sports career are eligible for pension. The present rates of pension ranges from ₹12,000/- to ₹20,000/- per month.

Pandit Deendayal Upadhyay National Sports Welfare Fund: The scheme was set up in March, 1982 with a view to assisting outstanding sportspersons of the past, living in indigent circumstances. Quantum of assistance from the fund ranges from ₹ 2 lakhs to ₹10 lakhs for various types of support including medical treatment.

Human Resource Development in Sports: The Scheme of Human Resource Development in Sports, a Central Sector Scheme was launched by the Department of Sports in the financial year 2013-14 after revision of an earlier scheme namely “Scheme of Talent Search and Training”. The main focus of the Scheme is to give emphasis on the academic and intellectual side of sports management by providing suitable grants for pursuit of academic and related courses in sports management and sports sciences.

National Sports Development Fund: The National Sports Development Fund (NSDF) was established in 1998 under Charitable Endowment Act 1890 with a view to mobilizing resources from non-governmental sources, including the private/corporate sector and non-resident Indians with Government providing matching grant.

Khelo India: As a major policy initiative, the Ministry launched Khelo India Scheme in 2016 with a further revamping in 2017. This scheme aims at broad basing of sports and promotion of excellence in sports. Khelo India Scheme, which has 12 verticals, will give a boost to the government’s efforts for overall promotion and development of sports in the country.

Schemes under Department of Youth Affairs

1. Rashtriya Yuva Sashaktikaran Karyakram

i) Nehru Yuva Kendra Sangathan:

Nehru Yuva Kendra Sangathan (NYKS), **launched in 1972**, is one of the largest youth organisations in the world. NYKS has presence in 623 Districts through Nehru Yuva Kendras (NYKs). The Objective of the Programme is *to develop the personality and leadership qualities of the youth and to engage them in nation-building activities.*

The areas of focus of the NYKS activities include literacy and education, health and family welfare, sanitation and cleanliness, environment conservation, awareness on social issues, women empowerment, rural development, skill development and self-employment, entrepreneurship development, civic education, disaster relief and rehabilitation, etc. The youth associated with Nehru Yuva Kendras are not only socially aware and motivated but are also inclined towards social development work through voluntary efforts

ii) National Youth Corps:

The Scheme of National Youth Corps (NYC) was **launched in the country during the year 2010-11** and the same is being implemented through NYKS. The main objectives of the Scheme are as follows:

- To setup a group of disciplined and dedicated youth who have the inclination and spirit to engage in the task of nation-building.
- To facilitate the realization of inclusive growth (both social and economic).
- To act as points for dissemination of information, basic knowledge in the community.
- To act as group modulators and peer group educators.
- To act as role models for the younger cohort, especially towards enhancement of public ethics, probity and dignity of labour.

Under the Scheme, youth in the age-group of 18-25 years are engaged as volunteers to serve upto maximum 2 years in nation-building activities.

iii) National Programme for Youth and Adolescent Development

National Programme for Youth and Adolescent Development (NPYAD) is an “Umbrella Scheme” of the Ministry under which financial assistance is provided to Government/ non-Government organisations for taking up activities for youth and adolescent development. **The Scheme is operational since 1st April, 2008.** The assistance under NPYAD is provided under 5 major components, namely,

-
- a) Youth Leadership and Personality Development Training
 - b) Promotion of National Integration (National Integration Camps, Inter-State Youth Exchange Programmes, Youth Festivals, multi-cultural activities, etc.)
 - c) Promotion of Adventure; Tenzing Norgay National Adventure Awards
 - d) Development and Empowerment of Adolescents (Life Skills Education, Counselling, Career Guidance, etc.)
 - e) Technical and Resource Development (Research and Studies on Youth issues, Documentation, Seminars/ Workshops)

iv) International Cooperation

The Department endeavours to create an international perspective among youth in collaboration with other countries and international agencies/ organizations on various youth issues. The Department also collaborates with UN Agencies like United Nations Volunteers (UNV)/ United National Development Fund (UNDP) and the Commonwealth Youth Programme (CYP) on various youth related issues.

Commonwealth Youth Programme (CYP) was established by the Commonwealth Governments in **1974** to promote the well being and development of young men and women in the Commonwealth countries. The International Youth Exchange Programme was started in the **year 2006**.

v) Youth Hostels

The Indian Chapter of the Youth Hostel Scheme was initiated in 1949 when Youth Hostel Association of India (YHAI), an NGO, was formed at Mysore. The Association built its own Youth Hostel at New Delhi in December 1977. **Government of India extended its support to the movement in 1966 when it decided to provide one model Youth Hostel for each State with its own funds during the Fourth (1969–1974) and Fifth Five Year Plans (1974–1978).** Later, a provision for 60 Youth Hostels was made in the Seventh Five Year Plan (1985–1990).

Youth Hostels are built to promote youth travel and to enable the young people to experience the rich cultural heritage of the country. The construction of the Youth Hostels is a joint venture of the Central and State Governments. While the Central Government bears the cost of construction, the State Governments provide fully developed land free-of-cost, with water supply, electricity connection and approach roads. Youth Hostels are located in areas of historical and cultural value, in educational centres, in tourist destinations, etc. Youth Hostels provide good accommodation for the youth at reasonable rates.

vi) Assistance to Scouting and Guiding Organisations:

The Department provides assistance to the Scouting and Guiding Organisations, with a view to promote the Scouts and Guides movement in the country. The Scheme of Assistance to the Scouting and Guiding Organisations, a Central Scheme, was **launched in the early 1980s**, to promote the Scouts and Guides movement in the country. Scouts and Guides movement is an international movement aimed at building character, confidence, idealism and spirit of patriotism and service among young boys and girls. Scouting and Guiding also seeks to promote balanced physical and mental development among the boys and girls. The financial assistance is provided to scouting and guiding organisations for various programmes such as organization of training camps, skill development programmes, holding of jamborees, activities related to adult literacy, environment conservation, community service, health awareness and promotion of hygiene and sanitation.

vii) National Young Leaders Programme:

A new Central Sector Scheme, namely, ‘National Young Leaders Programme (NYLP)’ was formulated with a view to develop leadership qualities among the youth to enable them to realise their full potential and in the process, to contribute to the nation-building process. **The Scheme was launched in December, 2014.**

Objective of the Programme:

National Young Leaders Programme (NYLP) aims at developing leadership qualities among the youth to enable them to realise their full potential and in the process, to contribute to the nation-building process. The Programme aims at motivating the youth to strive for excellence in their respective fields and to bring them to the forefront of the development process. It seeks to harness the immense youth energy for national-building.

2. National Service Scheme:

National Service Scheme (NSS) was **introduced in 1969** with the primary objective of developing the personality and character of the student youth through voluntary community service. ‘Education through Service’ is the purpose of the NSS. The ideological orientation of the NSS is inspired by the ideals of Mahatma Gandhi. Very appropriately, the motto of NSS is “NOT ME, BUT YOU”. An NSS volunteer places the ‘community’ before ‘self’.

Objectives of NSS: NSS aims at developing the following qualities/ competencies among the volunteers:

- a) To understand the community in which the NSS volunteers work and to understand themselves in relation to their community;

- b) To identify the needs and problems of the community and involve themselves in problem-solving exercise;
- c) To develop among themselves a sense of social and civic responsibility;
- d) To utilize their knowledge in finding practical solutions to individual and community problems;
- e) To gain skills in mobilizing community participation;
- f) To acquire leadership qualities and democratic values;
- g) To develop capacity to meet emergencies and natural disasters; and
- h) To practice national integration and social harmony.

NSS attempts to establish meaningful linkages between ‘Campus and Community’, ‘College and Village’ and ‘Knowledge and Action’.

3. Rajiv Gandhi National Institute of Youth Development:

Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur, Tamil Nadu, is an ‘Institute of National Importance’ under the Ministry of Youth Affairs and Sports, Government of India, by virtue of enactment of RGNIYD Act, 2012. The RGNIYD has been conferred the status of ‘Deemed to be University’ under ‘De-novo’ category in 2008, by the Ministry of Human Resources Development. **The institute was set up in 1993** under the Societies Registration Act, XXVII of 1975.

RGNIYD functions as a vital resource centre with its multi-faceted functions of offering academic programmes at Post Graduate level encompassing various dimensions of youth development, engaging in seminal research in the vital areas of youth development and conducting Training/ Capacity Building Programmes in the area of youth development, besides the extension and outreach initiatives across the country.

The Institute functions as a think-tank of the Ministry and premier organization of youth-related activities in the country. As the apex institute at the national level, it works in close cooperation with the NSS, NYKS and other youth organizations in the country. It has a wide network with various organizations working for the welfare and development of young people and also serves as a mentor.

2. Proposed PMU Structure

Proposed PMU Structure:

Table A: Requirement for Department of Sports

	<i>Positions</i>	<i>Duration</i>
1	Project Lead (Planning, Strategy & Policy) (1) – (Full Time)	

2	Project Co-Lead (Events & Operations Expert) (1) – (Full Time)	For the entire period of 36 months
3	Communication Expert (2) – (Full Time)	
4	ICT Consultant (2) – (Full Time)	
5	Social Media Consultant (2) – (Full Time)	
6	Monitoring & Evaluation Expert (2) – (Full Time)	
7	Strategy and Planning Consultant (2) – (Full Time)	
8	Business Process Re-engineering Consultant (2) – (Full Time)	
9	Legal Professional (3) – (Full Time)	

Table B: Requirement of Department of Youth Affairs

	<i>Positions</i>	<i>Duration</i>
1	Project Lead (Planning, Strategy & Policy) (1) – (Full Time)	For the entire period of 36 months
2	Strategy and Planning Consultant (3) – (Full Time)	

- The PMU will be hired in the Department for a period of 3 years and would play a critical role in Program implementation. The details of PMU structure, designation wise required qualification and experience and key roles of personnel have been provided in Section 3.4 of the RFP.
- Upon successful completion of the term (3 years) or depending upon the project requirement, the contract may be extended for further duration without any further escalation on the basis of the man month rates of the 3rd year and other entitlements as mentioned in the contract, subject to approval by the competent authority at Department of Sports.
- The PMU team (members) will have full time engagement with this assignment. During their period of engagement with Department of Sports, any similar engagement or assignment with any other organization/Department by any of the individual PMU team members will not be allowed.
- Department may decide to conduct formal interview/s of any of the proposed team members before setting of the PMU.
- Anytime during the 3 years period of engagement, if any of the PMU team members to be replaced, the Department may ask the consultant (agency) to propose the replacement, with minimum a 3 CVs matching the same level of qualification as described in the table under

3.4.1 of Section 3: Instruction to the Applicants of this RFP

- In case of non-satisfactory performance of resources deployed under any of the above mentioned positions, the client will seek the replacement of these resources without any additional cost and within a defined timeframe of 30 days. Personnel

being proposed as replacement should be either equivalent or better than the ones being replaced. Mandatory reduction in man month cost will be effected if a person other than promised is deputed.

3. Reporting Mechanism of PMU

For all purposes the Project/Programme Management Unit will be reporting to the Joint Secretary or the representative appointed by the Department of Sports, Government of India or his/her designee. The Team Lead will directly report to Department on day to day basis about the Project/Programme development and progress. The PMU will generate Quarterly Progress Reports highlighting the accomplishment against the agreed operational plan.

4. PMU Performance Review Meeting (bi-annually)

A bi-annual PMU performance review meeting will be conducted in every six months to be attended by the CEO/Partner of the consultant, JS and any other official as may be required.

The consultants will be assessed by the Team Lead for their performance. Monthly reports will be submitted to the Department and if any specific consultant is found to be underperforming she/he will be replaced after giving one month's notice time with an equivalent replacement. The Department will interview the candidate prior to the replacement. The candidate replaced shall meet all the requirements as per the RFP for the post.

Assess and recommend the time period and man power efforts for the project assignment to the consultants.

Supervise the project progress as per the timelines & suggest improvements.

Assess the quality of deliverables and to accept or reject any part of the assignment or work assigned.

Decide on levying appropriate liquidated damages or penalty if the assignment is not carried out as per the assigned work order and/or if the quality of services is found inferior.

For any time slippages or to avoid delay, the agency can provide additional resources at their own cost to meet the time schedules.

5.1 Penalty

Project or process delays or any delay within the scope of work will attract a penalty of 1% per week of the total project value up to six weeks. Thereafter work order will be treated as cancelled and cancellation charges of 10% of work order value will be levied. In addition, security money/BG will be forfeited and the Department will be free to get the job done from an alternate source at the risk and cost of the defaulting agency.

5. Review Meeting and Capacity Building Trainings

Review: Based on Program outputs, feedback received and monthly data, review meetings will be conducted every month with the PMU.

Training: PMU will be responsible for conducting Quarterly Capacity Building & Hand Holding meetings/workshops with the stakeholders, wherever required.

PMU Team lead will ensure timely submission of the findings/report of such meetings/trainings to the JS within 5 days from the date of the meeting/training.

6. Deliverables and Timelines

The Project/Programme management agency will be hired initially for a period of 3 years. Upon successful completion of the term or depending upon the Project/Programme requirement the contract may be extended for further duration subject to approval by competent authority. Following the award of contract, the timelines expected are as follows:

All the key experts should be on board within 30 days of the signing of the Contract.

7. Facilities provided by Department of Sports

- Make available all program documents including scheme documents, program appraisal reports, program implementation plan, etc.
- Facilitate the availability of key staff/project team for discussions whenever needed
- Department will also provide seating space to the PMU. However, agency will have to make its own arrangement for providing computer/laptop, printers & other IT support etc. to the experts deployed.

8. Payment Terms

The payment shall be made to the consultant by Department of Sports subject to the receipt of quarterly invoices of resource persons deployed during the period, deliverables achieved and fulfillment of terms and conditions and the **payment of consultants will be linked to the attendance which will be monitored by bio-metric monitoring system.**

Reimbursable expenses will be paid as per actual and entitlements (whichever is applicable)

The consultants deployed are entitled for 15 (fifteen) days annual leave with maximum three (three) days at a time and 15 (fifteen) days of training similarly. The leave will be calculated on pro-rata (1.25 per calendar month) basis for period less than a year. The leave shall be sanctioned only with by prior approval of JS/AS.

9. Field trips & other expenses

A quarterly travel plan of the all PMU team members will be submitted to the reporting officer, subject to approval by the competent authority.

Field trips/Air Ticket/Train Tickets: The tickets will be paid on actual following GoI norms. The consultants will be entitled for the Grade pay level 10 of GoI, for the travel and stay for official outstation field trips.

Local Travel: No separate payment shall be made for local travel request to be undertaken within the municipal limits of NCR. The HQ's of the staff would be deemed to be Delhi for the purpose of this project.

Annexure – I: INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The Bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

2. REGISTRATION

- (i). Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- (ii). As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- (iii). Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv). Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- (v). Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- (vi). Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3. SEARCHING FOR TENDER DOCUMENTS

- (i). Various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- (ii). Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii). The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

4. PREPARATION OF BIDS

- (i) Bidder should take into account corrigendum/amendment/modification published on

the tender document before submitting their bids.

- (ii) Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5. SUBMISSION OF BIDS

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- (iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be posted/couriered/given in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The Bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using

buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6. ASSISTANCE TO BIDDERS

- (i) Any query relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any query relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Contact number for the helpdesk is 1800 3072 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.

ANNEXURE 'II' | BANK GUARANTEE FORM FOR BID SECURITY

Whereas _____ (hereinafter called the "Bidder") has submitted its quotation dated _____ for the supply of _____ (hereinafter called the "Bid") against the purchaser's Bid Reference No. _____ Know all persons by these presents that we _____ of _____ (Hereinafter called the "Bank") having our registered office at _____ are bound unto Sports Authority of India, New Delhi 110003 (hereinafter called the "Purchaser) in the sum of _____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____. The conditions of this obligation are:

(1) If the Bidder withdraws or amends, breaches the terms and conditions of the tender document, impairs or derogates from the Bid in any respect within the period of validity of this Bid.

(2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of its validity: -

- a) Fails or refuses to furnish the performance security for the due Performance of the contract.
- or
- b) Fails or refuses to accept/execute the Rate Contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of Bid validity of _____ days i.e., for _____ days (_____ days + 45 days) from the date of Bid Opening and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

ANNEXURE 'III' | ANNUAL TURNOVER

S. NO.	FINANCIAL YEAR	ANNUAL TURNOVER (INR)
Select any three out of four previous financial years mentioned below.		
1.	2016-17	
2.	2017-18	
3.	2018-19	
4.	2019-20	
5.	2020-2021	
Certificate from the Statutory Auditor		
This is to certify that the average turnover of the bidder from in the last three years is Rs. _____ . (In words)		
Name of the audit firm:		
Seal of the audit firm		
Date:		

(Signature, name and designation of the authorized signatory)

Note:

- In case the Bidder does not have a statutory auditor, it shall provide the certificate from its chartered accountant (CA) that ordinarily audits the annual accounts of the Bidder.

ANNEXURE 'IV' |- BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

_____,
_____.

WHEREAS _____ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no _____ dated _____ for (description of services) (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee from a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to ----- days beyond the date of expiry of contract period as per RFP.

(Signature with date of the authorized officer of the Bank)

.....
.....
Name and designation of the officer
.....
.....

Seal, name & address of the Bank and address of the Branch
