


**Department of Sports & Youth Affairs (DSYA),  
Government of Haryana**


**Tau Devi Lal Sports Complex, Sector 3,  
Panchkula, Haryana – 134109**

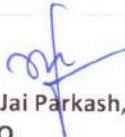
REPLIES TO THE QUERIES

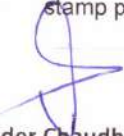
Following are the replies to the queries sent by intending bidders by email & attended the Pre-Bid Conference on 10.11.2021 at Tau Devi Lal Sports Complex at 3:30 pm for the Request for Proposal (RFP) for 'Engagement of an Event Management Agency for Khelo India Youth Games Haryana RFP Ref No. KIYG-2021/32265':

S.No	Clause Ref. & Page No.	RFP Text	Query	Response
1.	Evaluation Criteria- Clause No.2 Page No.11	Physical sample accreditation card, medals souvenirs, Branding Material, Print quality etc. may be presented.	Kindly mention the specific Branding materials physical to be provided & minimum size required	Invitations, collaterals, sports presentation related samples should be sent with the Technical Proposal.
2.	Evaluation Criteria- Clause no.5, Page No.-11	Sample from Previous events Medals, Lapel Pins, Trophy, Display Shield, Branding Elements, Coffee table book	Can we submit the sample which we are proposing for particular event	At the Bidder's discretion.
3.	Scope of Service- Clause No. XII Page No.-20	Workforce of 14 personnel's to be provided to SAI/DSYA within 7 days of issue of work order till end of event to facilitate the following	What will be the tentative period team should be deployed & location they will be working from. If there is change in date of the event on what basis team will be deployed.	The team will be deployed until the end of the Games at location(s) to be communicated later. Any change in dates of the event will be intimated well in advance.
4.	Page No 31	Power of Attorney	Company letterhead or ₹100 notarised stamp paper	Power of Attorney must be on ₹100 notarised stamp paper.

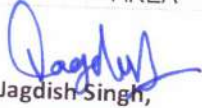
  
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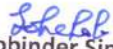
  
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5.	Page No-5 And Page No 24 Checklist	EMD to be deposited online	Amount mentioned in Clause A Sr. No. 1 is INR Rs. 24,00,000 and as per clause H Sr. No. 10 is INR 40,00,000. Clarification requested on the amount.	EMD amount to be deposited online is ₹24,00,000.
6.	Page No 35	Section 2: Core Team's Qualifications and Experience CURRICULUM VITAE (CV)	How Many No Of CV Minimum?	CVs to be provided for resources mentioned in Clause 3 of Section E: Evaluation Criteria.
7.	BOQ for Accreditation Functional Area	Accreditation	Requirement of Accreditation software is not mentioned BOQ. Any specific requirements from the software	No specific requirement. Provision for on-the-spot printing at the venue should be made.
8.	BOQ for Sports Presentation Functional Area	Souvenirs Category (of value upto INR 1000/-	Is Requirement of 1000nos for souvenirs split over the mentioned 5-6 items in RFP or the requirement is per item 1000nos	Each souvenir hamper may include the items specified and any additional item at the Bidder's discretion. Detailed breakup to be provided in Financial Proposal.
9.	BOQ for Sports Presentation Functional Area	Medal Ceremonies – Cost to include Presentation trays, hostess, costumes, confetti blasts, stage setup, Dais, Backdrop, etc.	All these items are already included in venue branding and overlays, do we quote it separately again in sports presentation	Please refer to the revised BOQ.
10.	BOQ for Sports Presentation Functional Area	Medal Ceremonies	Do we require on the spot printing of certificates?	Yes.
11.	BOQ for Sports Presentation Functional Area	Medal Ceremonies	Requirement of Bouquets for winners is not mentioned in the BOQ	Please refer to the revised BOQ.
12.	BOQ FOR SPECTATOR ENGAGEMENT FUNCTIONAL AREA	Point No.9 Financial Bid BOQ – On the Spot Games	Any specifications of these games? Setup/ Emcee based/ Prizes to be given	May be presented during the Technical Presentation for which detailed breakup to be provided in the BOQ.


  
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13.	BOQ FOR SPECTATOR ENGAGEMENT FUNCTIONAL AREA	Point No.9 Financial Bid BOQ – Cultural Activities – Evening	Is this activity required on single venue every day or multiple venues? What scale & budget of event to do we consider? Also, do we account for Infrastructure like stage, sound and light separately for this activity or use the existing ones as per BOQ.	Cultural Activities will happen at Tau Devi Lal Sports Complex, Panchkula. Any other venue will be intimated to the successful Bidder. Detailed breakup for the same must be provided in the Financial Proposal. Please refer to the revised BOQ.
14.	BOQ FOR ICT & HARDWARE SUPPORT FUNCTIONAL AREA	Point No.3 Financial Bid BOQ – HARDWARE SUPPORT (ICT EQUIPMENT)	Quantity of LCD Projectors required not mentioned in BOQ	Refer to the revised BOQ.
15.	BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA	Tentage - Point No.1,2 & 3 Financial Bid BOQ German Hanger	Only the width of required hanger is mentioned in BOQ, what is the required length of the expected hanger	Assume the length to be the same as the width of the hanger.
16.	BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA	Tentage - Point No.1,2 & 3 Financial Bid BOQ German Hanger	Can we adjust required sqmtrs of German hangers with different width sixes, if said width size hanger is not available	Minimum width specified. Bigger size may be allowed. Additionally, Google Earth images with all the tentage mapped on-site will be provided to all the empanelled Agencies via email.
17.	BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA	Furniture, Fixtures & Equipment's - Financial Bid BOQ - Point No.19 – Buffet Table	Table dimensions required are 6'x 9'6" or do we provide 6'x24" (Standard Size)	No change.

  
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18.	BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA	Furniture, Fixtures & Equipment's - Financial Bid BOQ - Point No.23. Bar Chair	Is the requirement of 300 nos split over 13 days or is a per day requirement?	Hire of FFE for 13 days.
19.	BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA	Furniture, Fixtures & Equipment's - Financial Bid BOQ - Point No.31 - Massage Table	Is the requirement of 100 nos split over 13 days or is a per day requirement?	Hire of FFE for 13 days.
20.	BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA	Barricading - Financial Bid BOQ - Point No.51 - Bamboo Barricading with Cloth Masking	What is the height of the bamboo barricading required?	Please refer to the revised BOQ.
21.	BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA	Lights - Financial Bid BOQ Point No.58 - Follow Focus	Is the requirement of 50 nos split over 13 days or it is per day requirement?	Hire of FFE for 13 days.
22.	BOQ FOR VENUE OVERLAYS FUNCTIONAL AREA	Lights - Financial Bid BOQ Point No.59 - Sharpy	Is the requirement of 50 nos split over 13 days or it is per day requirement?	Hire of FFE for 13 days.
23.	CLAUSE C: Instruction to Bidders, Point 3, Page No. 6	All bidders are required to pay Bid Security Fee as per the details mentioned in data sheet.	Data sheet does not mention Bid Security Fee, Clarification requested on what is bid security fee. Is this the same as Performance Security as mentioned in clause C point 17, Page no. 9	May be read as: All bidders are required to pay Bid Security Fee EMD as per the details mentioned in data sheet. All submissions must be made in the prescribed format. Technical Presentation is not to be uploaded with the Technical Proposal. It will be presented on the day of the Technical Presentation.
24.	CLAUSE H: Checklist for Technical Proposal, Sr.No.6, Page No.24	Relevant Experience & Approach and Methodology	Does Annexure VI have to be submitted only in the provided format and does this mean that presentation does not need to be uploaded directly, but presented on the day of the technical presentation?	


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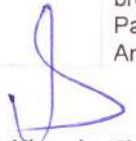
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25.	ANNEXURE VI: Relevant Experience & Approach and Methodology, Section 1, Pg. 35	Supporting documents such as copies of documents as stipulated in the Eligibility Criteria to be attached.	There is no mention of any documents in the ELIGIBILITY CRITERIA (Clause D, Pg. No 10) section, is there any additional information that we should be aware of?	May be read as: Supporting documents such as copies of documents as stipulated in the Evaluation Criteria to be attached.
26.	ANNEXURE VI: Relevant Experience & Approach and Methodology, Section 3, Pg. 36	The bidder is expected to provide a detailed Approach and Methodology clearly encapsulating its understanding of the RFP, objectives and tasks expected. This should not exceed a maximum of 20 pages.	Does this have to be submitted in the form of a word doc/PDF and is this a separate document from the presentation?	Only one (1) PDF for Technical Proposal with a Table of Contents. Refer Page 24 for 'H. Checklist for Technical Proposal.'
27.	Clause E, S. No 2. Page 11	Deployment Plan (as per Annexure - VI) to clearly indicate the quality, quantity, and timelines of engagement of Workforce with KIYG	Annexure VI does not have the provision for deployment timelines, the quantity of workforce	Annexure VI must be filled in accordance with Clause 3 of Section E: Evaluation Criteria. Annexure E must be aligned with Annexure VI.
28.	Clause F, Terms of Reference, Point 3 (Scope of Services), Page No.12	To assess and deploy adequate workforce for all FAs (Refer Annexure - D) like ACT, Spectator Engagement, Sports Presentation, Accreditation, Venue Branding, Venue Overlays, ICT & Hardware Support, Venue Operations etc.	Functional Areas in the scope of services are different than the functional areas in Annexure D. Scope of services for State Coordination, Volunteer Management are not part of this clause, Will these FAs and Manpower fall under the scope of EMA or DSYA?	Scope of Services is in line with the BOQ whereas Annexure D pertains to the verticals of KIYG-2021. The Bidder must consider Functional Area Heads for those verticals.
29.	CLAUSE B: Data Sheet	Table: Sr. No 11	After Sr. No 11 it seems that there are 4 Sr. Nos missing as the table directly is showing Sr. No 16. Is this an error in Sr. Numbering or is there any missing set of data?	No missing data.
30.	BOQ for Hardware	-	How many venues/sports will be broadcasted?	Tentative venues for broadcast are Panchkula, Delhi and Ambala.

  
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31.	BOQ for Sports Presentation Functional Area	-	Confetti blast is only for closing ceremony or for all medal ceremonies?	Confetti blasts are for all medal ceremonies as well. Any change will be intimated to the successful Bidder.
32.	Section A	Last date and time for submission of proposals through e-Tender	Post the pre-bid meeting and venue recce today, we would like to request for an extension of submission date for RFP No.: KIYG-2021/32264. This request is made keeping in mind the experience we want to create for your esteemed event – and considering time it would take to design, plan, source, and cost for such a scale of event we request if we can reconsider the submission date and allow us additional 7-10 days for the same.	No change.
33.	-	-	Share jpeg/3d file of Games Mascot – DHAKAD and any other related assets.	Will be shared with the successful Bidder.

**Note:** The clarifications have been provided during the meeting and as responses for written queries. No change to the RFP. Only the **BOQ** has been revised as specified in the responses.

  
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