

**“REQUEST FOR PROPOSAL”
(RFP)**

**FOR
DEPLOYMENT OF ACCREDITATION SYSTEM
FOR THE 12th SOUTH ASIAN GAMES-2016**

**ORGANISING COMMITTEE – 12TH SOUTH ASIAN GAMES
GUWAHATI & SHILLONG**

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1. The South Asian Games

The South Asian Games are a biennial multinational multi-sport event held amongst the athletes from South Asia. The governing body of these games is South Asia Olympic Council (SAOC), formed in 1983. At present, SAOC is joined by eight members namely Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan & Sri Lanka.

The first South Asian Games were hosted by Kathmandu, Nepal in 1983 and have since been held every two years except for some occasions. In 2004, it was decided in the 32nd meeting of South Asia Olympic Council to rename the Games from South Asian Federation Games to South Asian Games (SAG) as the officials believed the word Federation was diminishing the emphasis on event and acting as a barrier in attracting crowd. These Games are often hyped as the South Asian version of the Olympic Games.

2. The 12th South Asian Games

The 12th South Asian Games will be held in Guwahati, Assam and Shillong, Meghalaya, India from 5th to 16th February 2016. The Organising Committee - 12th South Asian Games (OC-SAG) has stated its vision to be the best South Asian Games to date with impeccable standards of services to be provided to athletes, officials and the general public. In delivering the best ever South Asian Games, OC-SAG will:

- Build state-of-the-art sporting and city infrastructure for the facilitation of the Games
- Create suitable environment and opportunities for the involvement of the citizens in the Games
- Showcase the culture and heritage of India and in particular, the North-East India.
- Project India as a Global Sporting destination and leave behind a lasting legacy.

Sports

There will be 23 sport disciplines for the 12th South Asian Games of which 16 will be held in Guwahati, Assam and the rest in Shillong, Meghalaya. They are as follows:

Guwahati, Assam

Athletics	Basketball	Cycling	Football (M)	Handball	Hockey
Kabaddi	Kho-Kho	Lawn Tennis	Shooting	Squash	Swimming

Triathlon Volleyball Weightlifting Wrestling

Shillong, Meghalaya

Archery Badminton Boxing Judo Table Tennis
Taekwondo Wushu Football (W)

3. SUMMARY OF THE BID

This Request for Proposal (RFP) is issued by OC-SAG to obtain Bids for, **DEPLOYMENT OF ACCREDITATION SYSTEM** for conduct for **12th South Asian Games** to be held in February 2016.

In the 12th South Asian Games there will be approximately 4500 athletes and 1400 Technical official, 4000 volunteers, 23sports disciplines, International media, VIP's, Dignitaries, Other Officials and suppliers.

This is the RFP of the 12th South Asian Games for '**DEPLOYMENT OF ACCREDITATION SYSTEM** that comprises of the bidding guidelines, instructions to the bidders, evaluation criteria, formats for bid response etc.

OC-SAG seeks proposals from experienced and qualified **ACCREDITATION SYSTEM** software company to deploy ACCREDITATION SYSTEM and provide Accreditation Material for all 23 Sports (Athletics, Basketball, Cycling, Football, Handball, Hockey, Kabaddi, Kho-Kho, Shooting, Squash, Swimming, Triathlon, Volleyball, Weightlifting, Wrestling, Archery, Badminton, Boxing, Judo, Table Tennis, Taekwondo, Tennis, Wushu) for the conduct of the 12th South Asian Games.

The price would be inclusive of all taxes, duties, charges and levies as applicable. However rates should be indicated separately.

4. INSTRUCTIONS TO BIDDERS

4.1 The Bidders can download the details of this tender and its supporting documents from the website: <http://assamtenders.gov.in>. The tender documents have to be purchased online only.

4.2 The bidders participating for the first time for e-Tenders on e-Tendering portal will have to complete Online Registration Process for the e-Tendering portal.

4.3 All Bidders interested in participating in the online e-Tendering process are required to obtain Class II or Class III Digital Certificates. The Tender should be prepared and submitted online using individual's digital signature certificate.

4.4 The Bidders Tool Kit Link (detailed help documents designed for bidders) has been provided on e-Tendering website in order to guide them through different steps involved during e-Tendering such as online procedure for tender document purchase, bid preparation and bid submission. If any assistance is required regarding e-Tendering (registration/upload/download) please contact the Govt. of Assam e-Tendering **Help Desk at number: 0361-2260254, 2261964**

5. PURCHASE AND DOWNLOADING OF TENDER DOCUMENTS:

5.1 The Tender document is uploaded at the e-tendering website <http://assamtenders.gov.in>. The Tender document and its supporting documents can be downloaded from the same site. Subsequently, Bid has to be prepared and submitted ONLINE ONLY as per the schedule.

5.2 Tender forms will not be sold/ issued manually.

5.3 Only those Tender offers shall be accepted for evaluation for which non-refundable Tender Document Fee and Tender Processing Fee as mentioned in the Tender items list, in the form of Demand Draft/Pay Order from any Nationalized Bank drawn in favour of "Organising Committee South Asian Games" Payable at Guwahati, Assam are deposited in the office of Organising Committee, South Asian Games, C/o 2nd Floor, Assam Tea Employee PF Organization, Nidhi Bhawan, Lalmati, NH-37, Basistha, Guwahati – 781029 on or before scheduled date given in this RFP.

6. ELIGIBILITY CRITERIA

The agencies intending to bid for appointment as '**DEPLOYMENT OF ACCREDITATION SYSTEM**' shall fulfill the following pre-qualification criteria:

6.1 PAN No. of the company/firm, TIN No. (As applicable), Proof of Income Tax, Sales Tax, Service Tax and VAT Registration number (As applicable): Self attested copies to be attached.

- 6.2 The product profile of the company along with last 3 years' average turnover, not less than Rs. 75 Lacs duly certified must be attached. Audited Balance Sheet and Profit and Loss account (amount in Rupees) for last three years should be submitted.
- 6.3 The vendor should have a presence with minimum 5 qualified staff, details of the staff needs to be enclosed.
- 6.4 Vendors should have executed at least one order of successfully of value 20 lacs deploying ACCREDITATION MODULE for sports event on deployment in the last 5 years. Successful completion certificate to be produce.
- 6.5 The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Affidavit duly notarized to be submitted).

7. SCOPE OF WORK

7.1 SCOPE ELEMENTS

There will be around 8 Accreditation Centers including Main Accreditation Centre (MAC). This module will enable the South Asian Games Officials to issue Accreditation Passes for Athletes, Team Officials, Technical Officials, Media, Broadcasters, NSFs, Guests, Sponsors, Staff, Volunteers and Contractors. The approximate number of Passes required to be issued will be approximately 35,000 therefore the material needs to be provided for that i.e. Lamination pouches, lanyards, papers etc

Each Accreditation Pass will display card holder's photograph, name, responsible organisation, function, category of accreditation, accreditation number, identity card number, active barcode and privileges in the form of icons pertaining to venue access, transportation and seating wherever applicable. Dining entitlements will also be depicted. Accreditation privileges are granted by the Indian Olympic Association (IOA) and Organising Committee, South Asian Games 2016 (OC-SAG) to constituents to perform their tasks efficiently, effectively and safely. Default privileges for Games Family (International Games Athletes, Officials and Press) categories are listed in the SAOC Constitution.

Functional Requirements of the Accreditation Software

Accreditation Manager will create User Accounts for the Accreditation Coordinators for

registering and processing the online/offline applications received for Accreditation.

Accreditation Coordinators will process the applications by assigning different accreditation categories; entitlements etc. along with their color codes and make necessary entries in the module. Thereafter, Accreditation Pass will be printed and issued. The Accreditation data would be needed to be exchanged with the Venue Access Control System for security checks at each venue.

Registration

The module must facilitate the following:

- Capture data from the prescribed forms/documents with respect to individuals/groups.
- Store and load the data as per requirement/user - role.
- Customize data entry/display forms as per the requirement/ specific to the different client groupings.
- Assign a unique registration number to each record.
- Include a comment section that records every unique information.
- Support web-based remote registration over secure connections.
- Identify and handle duplicate entries.
- Produce quality control reports (error/check lists).
- Validate and verify input data.
- Review of input data with stakeholders.
- Set a maximum limit for each accreditation category including a warning mechanism.
- Wherever possible, allow the use of the passport photo to be used as the accreditation photo (via scanning and/or digital capturing) as this will eliminate the burden of sending passport photos through mail and will prevent delays due to loss.
- Upload of electronic input data from other sources
- Differentiate offline and online entries.
- Support a hierarchy of client groupings with differing data attributes.
- Record the correct participant status throughout each stage including, but not limited to:
 - Registered – when data is first entered (input).
 - Sent to Security- Data is registered and then sent to Security for police verification.
 - Able to be Accredited – when correct approvals have been sought and pass is printed.
 - Accredited – when the pass is validated to become “live”.
 - Cancelled – when eligibility ceases (module should not allow records in cancelled status to be updated).

- Duplicated – merged into identical duplicate records.

Capture images electronically via appropriate hardware such as scanners and webcams of appropriate or defined standards. Captured image should be as per the defined quality standards.

- Store captured images with suitable indexing tags.
- Import batches of image files from external systems or e-mail.
- Allow users to view images over Internet/Intranet.
- Image Processing allows user to crop, resize, contrast.

International Games Athletes, Officials and Press (Games Family) will require a visa to enter India.

Specific information to process visas and background security checks will be collected as part of the accreditation process. Once received and processed, the module will transfer the required data in an electronic form for background security check/visa processing. The Bidder will work together with OC-SAG to develop the appropriate interface and processes.

Accreditation Management

Privilege Planning and Zone Management

Access privileges are determined by the Games Federation. They are detailed in the SAOC Constitution. The Privilege Matrix sets out the accreditation rights of the Games Family constituents for:

- Venue and Zone Access
- Dining
- Transportation

Zones

During event planning, the Accreditation Coordinator will work with the relevant functional areas to define the appropriate locations, zones and categories to be implemented as part of the overall accreditation and security plan. These elements will be entered into the module as part of the setup process.

Within all venues (competition, non-competition and training venues) there will be a number of “zones”. These zones represent areas recognised by venue users during the Games as having their own specific function and purpose.

Some examples of zones that may be adopted within each competition venue are:

- General non accredited / front of house circulation areas (including precinct and venue general circulation areas).
- Operational areas (back of house operational areas such as competition administration areas).
- Field of play / athlete preparation / training areas.
- Games Family areas.
- Press areas (e.g. venue press center).
- Rights holding media areas (e.g. broadcast compound).

The data structures must also be able to:

- Support the rules, quotas and constitutional obligations of the Games
- Provide substitution rules
- Allocation of zone rights
- Support allocation of dining rights
- Allocation of transport rights should support allocation of events rights
- Support allocation of Games rights
- Support processing of data for background security checks and issuing of Visas
- Support assignment of physical security entitlements

Accreditation Assignment

Once individuals have been registered, the module must be able to assign privilege entitlements to them. Generally, this is based on default rights defined for a pre-defined Games Function, but mechanisms must also exist to vary rights for specific individuals where necessary. The module shall be able to:

- Verify the eligibility of a registered person.
- Rank and determine privilege entitlements of a registered person based on one or more Games function.
- Allocate privileges to a registered person.
- Monitor and control accreditations against numbers rules and quotas.
- Perform accreditation in batches.
- Perform accreditation in real-time.
- Process substitutions.
- Process upgrade requests.
- Process day pass requests.
- Process visitor's pass requests for low security non-sport venues if deemed necessary.
- Warning messages must be added to the System to warn of accreditation

approvals in excess of the maximum.

- For the avoidance of doubt, the module will treat visitor passes in a similar fashion as day passes.

Accreditation Pass Production

The module shall be able to design and produce various types of physical passes required for the Games. These include Non-Validated Accreditation passes, day passes and visitor's passes. The module shall have the following functionality:

- Allow the user to preview the appearance of a pass on screen and share this with the accretee.
- Ability to produce Non-Validated Accreditation passes (NVP).
- Ability to produce a day pass.
- Ability to produce replacement cards and flag accounts on which such cards have been issued.
- Ability to invalidate reported lost cards and flag their subsequent use.
- Ability to produce each physical card with unique Pass ID Number and Sequence Number so that replacement and lost badges can be controlled.
- Support printing of near photo quality pictures on a pass (subject to printer).
- Support printing of a barcode or QR code on a pass.
- Support printing of standard statements and disclaimers on badges.
- Support production of different forms of pass for different client groups.
- Support pass printing in batches.
- Provide a method of building a pass production batch based on user-selectable criteria.
- Support batch production that can be undertaken unattended.
- Support production of a pass on demand.
- Produce on-demand pass production, (the time between sending data to the pass production hardware and production of the actual badge) in less than 60 seconds.
- Create cancellation and approvals of passes with the ability to act on different statuses such as badge status, and security status.
- Support personalized, public service and time specific (single day pass or multi-day) accreditation passes.

Support personalised passes with the following information:

- OC-SAG logo
- Name, nationality, organization and organization country, designation, Job- title.
- Photograph
- Zone access including all zone access identifier

- Venue/location access including all venues access identifier
- Color coded and printed categories with adequate category; description and representation (e.g. a minimum of six characters)
- Definition of categories and subcategories
- Category indicator
- Electronically readable security identifier (for example, a bar code)
- Anti-counterfeiting mechanism (such as a hologram), to be inserted prior to lamination.
- Document ID type and Number.
- Terms and conditions of use in English

Accreditation Card Distribution

Once Passes have been produced, they will be distributed by OC-SAG to the designated individuals.

Accordingly, the module must be able to:

- Support distribution of batches of Non-Validated Accreditation Passes and other passes to responsible organizations.
- Allow the user to verify identity of pass holder against previously acquired information (for example: a passport number).
- Allow the user to verify the appearance of badge holder against a previously acquired digital image (or photograph).
- Support verification and correction of personal details at the point of distribution.
- Validate and record the issue of a badge to an accredee.

Accreditation Reporting

The module shall support, as a minimum, the following reports:

- Accreditation pass count by category - summary report.
- Accreditation pass count by organization - summary report.
- Accreditation pass count by accreditation centre - summary report.
- Accreditation summary report - summary information on all accretees who satisfy the search criteria (such as but not limited to: category, organisation, and pass status).
- Accreditation detailed report - detailed information on all accretees who satisfy the search criteria (such as but not limited to: category, organisation, and pass status).
- Summary report of day passes.
- Detailed report of day passes.
- Detailed report on Organization, Location and Category.

- Accreditations re-print details - lists detail on all passes that have been reprinted
- Accreditation re-print details - lists detail on all passes that have been reported as lost and/or replaced.
- Provide other standard reports not yet specified.

OPERATIONAL REQUIREMENTS OF THE ACCREDITATION SYSTEM

The Bidder shall ensure the following requirements in respect of Accreditation System:

- Assist in defining the processes required to support the operation of the Accreditation System.
- Manage high volume batches of data input easily.
- Provide a comprehensive, modular, streamlined, flexible and scalable solution.
- Provide training to facilitate the understanding of Accreditation System, its data, and associated working practices.
- Provide maintenance support, both locally and remotely, when required.
- Provide a configurable batch data export facility.
- Enforce data entity workflow rules (e.g. a person is not "registered" until they have been "verified").
- Create and/or capture a unique identifier that should be able to cross reference any physical material (e.g. paper forms, photographs) relating to a record.
- Ensure provision for acting on data in "mass" for functions such as organization updates, approval/denial, category assignment, privilege maintenance and printing.
- Provide access to reporting via the OC-SAG network.
- Satisfy the functional requirements generally identified in this Scope of Works.
- Allocate responsibilities and accountability for business processes.
- Meet OC-SAG's quality requirements, which focus on error reduction, and making cost savings through process improvement.
- Develop to a standard suitable for a volunteer workforce to use with minimal training.
- Develop and document to allow other suitably knowledgeable people to support or further develop it.
- Ensure the solution and supporting technology has scalable capacity and processing power necessary to exceed anticipated demands.
- Ensure accuracy so that all information is maintained correctly and is real time.
- Provide failover capabilities to a redundant service.
- Once the System is Live no major changes can be done in software which impacts previous functionalities.

- Meet OC-SAG's quality requirements, which focus on error reduction, and making cost savings through process improvement.
- Develop to a standard suitable for a volunteer workforce to use with minimal training.
- Develop and document to allow other suitably knowledgeable people to support or further develop it.
- Ensure the solution and supporting technology has scalable capacity and processing power necessary to exceed anticipated demands.
- Ensure accuracy so that all information is maintained correctly and is real time.
- Provide failover capabilities to a redundant service.

Bidder has to ensure that all necessary software (e.g. Web-Server, Database Server etc) that may be required to support the System is identified appropriately and provided. OC-SAG will provide two mid-range servers (Windows OS) in data-centre with necessary network connectivity. Also necessary hardware items (Laptops/Desktops/Printers/UPSs etc) will be provided by OC-SAG in all Accreditation Centres. Bidders should arrange necessary consumables.

REPORTING REQUIREMENTS

Facilitate wide range of dynamic reporting requirements.

SECURITY REQUIREMENT

- Provide data security via user log-on profiles.
- Implement a robust security model to ensure access control to the system and content.
- Maintain audit trails of data changes and related user IDs.
- Manage user groups and security, including creating new users and resetting passwords

System Software and Licenses

System software shall include Database Systems, Antivirus and any other relevant Software licenses on which the Accreditation System will be dependent.

The Agency shall be responsible for the following operations, on a non-exhaustive basis:

- Identify System Software requirements for fulfilling the services under this Assignment and procure the same along with necessary licenses.

ACCREDITATION MATERIAL REQUIRED

The vendor has to supply the Paper, Lamination Pouch, High Security Hologram & Lanyard etc. as per specifications mentioned at Annexure-IV for the 35000 cards.

Hardware Components

Servers for SAGMS including Games Portal, Desktop/Laptop Computers, Switches, Firewall, Printers, Scanners, Lamination Equipment, Digital Cameras / Web Camera, UPS etc for Accreditation Centers.

The Agency shall be responsible for the following operations, on a non-exhaustive basis:

- Supply, physical installation, configuration, operation and maintenance of identified hardware equipments, at the designated locations.
- Ensure that all hardware components furnished by the Agency for the purpose of the Assignment possess one year warranty as offered by the OEM.
- Identify Server requirements for co-hosting the envisaged the solution in State Data Center and delineate detailed specifications for the required Servers.
- Configuration and co-hosting of Servers in the NOC/Data Center.
- Sourcing, configuration, installation, commissioning, testing and certification of the necessary software and hardware required for deploying the solution at the SDC.
- Administration and performance management of Servers co-located in SDC.
- Coordinate with the SDC in isolating the issues between solution stack and common infrastructure provided by SDC and in ensuring that they are reported to concerned parties in timely manner.
- Perform Data Space Management (Management of Server Disks), Database Administration and Data Back-up and Recovery operations in SDC.
- If any of the Hardware or Peripherals, supplied by the Agency, is to be removed or repaired, the Agency shall replace the old one with equipment of the same Make/Model/Configuration or of higher Configuration, instantaneously without any delay and without incurring additional payment.

INDICATIVE LIST OF DELIVERABLES

The bidder shall provide the following.

1. Detailed Project Plan
2. System Requirement Document
3. Updated/vetted FRS
4. System Design Document
5. Test cases details
6. User Acceptance Test Certificate
7. User Manuals
8. System Manual in terms of hardware, networking etc.

8. COST OF BID

8.1 The Tender Document Fee of INR 2,000/-(non-refundable) and a non-refundable Tender Processing Fee of INR 500/-is to be submitted in the form of a Demand Draft/ Pay Order from a Nationalized Bank drawn in favour of “Organising Committee South Asian Games” Payable at Guwahati, Assam at the office of Organising Committee, South Asian Games, C/o 2nd Floor, Assam Tea Employee PF Organization, Nidhi Bhawan, Lalmati, NH-37, Basistha, Guwahati – 781029.

8.2 As part of the Bid, the bidder shall enclose the above Demand Drafts/ Bankers Cheque in an envelope i.e. Envelope#1 and send along with the Bid documents .at the given address on or before the date specified in this RFP.

8.3 A scanned copy of the Demand Drafts/ Bankers Cheque mentioned above will have to be uploaded on the e-tendering site while submitting the bid online.

9. EARNEST MONEY DEPOSIT

9.1 Bidders shall submit, along with their Bids, an EMD of Rs 105000/- in the form of a Demand Draft/Pay Order/Bankers Cheque from any nationalized bank or Scheduled bank in favour of the Organising Committee, South Asian Games 2016. EMD in any other form will not be accepted. This may be submitted in the same envelope marked as “Envelope#1 containing Tender Document Fee, Tender Processing Fee & EMD”.

9.2 A scanned copy of the Demand Drafts/ Bankers Cheque mentioned above will have to be uploaded on the e-tendering site while submitting the bid online.

9.3 The EMDs of all unsuccessful bidders will be refunded by the, Organising Committee, South Asian Games 2016 after the award of contract. The bid security, for the amount mentioned above, of successful bidder will be returned upon submission of Performance Guarantee.

9.4 The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

9.5 The bid submitted without EMD, mentioned above, will be summarily rejected.

9.6 The Earnest Money will be forfeited on account of one or more of the following reasons:

- The bidder withdraws its Bid during the validity period specified in RFP.
- The bidder does not respond to requests for clarification of its Bid.
- The bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- In case of a successful bidder, the said bidder fails to sign the Agreement in time; or does not furnish the mandatory Performance Security.
- The bidder materially alters his bid during the bid processing period.

10. BID SCHEDULE

The RFP time table is given below. OC-SAG retains the right to vary or discontinue the process or any part thereof at its absolute discretion.

Sr. No	INFORMATION	DETAILS
1	Non- Refundable Tender Cost and Tender Processing Fee	INR 2000/-and INR 500/-
2	Publishing of RFP through e-tender	Date24-12-2015and Time:1800hrs
3	Earnest Money Deposit (EMD)	INR 105000/-
4	Last date for submission of written queries for clarifications.	Date 27-12-15 and Time 15:00
5	Release of response to clarifications (by email only)	Date 28-12-2015and Time15:00
6	Last date (deadline) for receipt of proposals in response to RFP notice (online only)	Date 31-12-2015Time 11:00
7	Place, Time and Date of opening of Pre Bid proposals received in response to the RFP notice	Date 31-12-2015 Time 15:00 Venue Organising Committee, South Asian Games, C/o 2nd Floor, Assam Tea Employee PF Organization, Nidhi Bhawan, Lalmati, NH-37, Basistha, Guwahati – 781029.

8	Place, Time and Date of opening of Commercial proposals received in response to the RFP notice	Shall be intimated to the technically qualified bidders at a later stage.
9	Contact Person for queries	Deepak Goswami, Technology FA, asm-deepak@nic.in
10	Addressee and Address at which proposal in response to RFP notice is to be submitted	Venue Organising Committee, South Asian Games, C/o 2nd Floor, Assam Tea Employee PF Organization, Nidhi Bhawan, Lalmati, NH-37, Basistha, Guwahati – 781029.

Note: All the Pre Bid Queries would be accepted in written format i.e. via e-mail only sent at asm-deepak@nic.in .

11. RESPONSE TO BIDDER'S QUERIES

11.1 All enquiries from the bidders relating to this RFP must be submitted exclusively to the contact person at the given email address. The queries should necessarily be submitted in the following format:

<<Name & Address>>			
BIDDER'S REQUEST FOR CLARIFICATION			
Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone, fax and email points of contact & contact details of local office as well
			Tel:
			Fax:
			Email:
Sl. No.	Bidding Document Reference(s) (section number/page)	Content of RFP Requiring clarification	Points of Clarification required.

11.2 All enquiries should be sent to OC-SAG only through email only. The OC-SAG shall not be responsible for ensuring that bidders' enquiries have been received by them. OC-SAG will provide a complete, accurate, and timely response to all questions to all the bidders. However, OC-SAG makes no representation or warranty as to the completeness or accuracy of any response, nor does OC-SAG undertake to answer all the queries that have been posed by the bidders. All responses given by OC-SAG will be distributed to all the bidders.

12.SUBMISSION OF PROPOSAL

12.1 All documents are to be uploaded in PDF or scanned copies online.

12.2 The Applicant is required to upload :

- a) Scanned copy of D.D. / Pay Order drawn against the Tender cost and processing fees.
- b) E.M.D of Rs 105000/- should be paid as per paragraph 09
- c) Bid Eligibility Criteria documents should be submitted as mentioned in Paragraph 6
- d) Commercial Bid as per prescribed in Paragraph 19.2 only to be submitted in the online mode.
- e) The Proposal should be filled by the bidder in English language only.

12.3 The Bids documents submitted must be without any overwriting, interlineations, corrections, double typing, etc. Any overwriting/corrections etc. shall be initiated by the Bidder.

12.4 The Bids shall be valid for a period of six (6) months from the date of opening of the Bids. A Bid valid for a shorter period may be rejected as nonresponsive. On completion of the validity period, unless the bidder withdraws the Bid/ proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws the same.

12.5 In exceptional circumstances, at its discretion, OC-SAG may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by fax or email.

12.6 The sealed envelope containing the Bids (Envelope #1, #2, #3) should be received in the office of the Organising Committee, South Asian Games, C/o 2nd Floor, Assam Tea Employee PF Organization, Nidhi Bhawan, Lalmati, NH-37, Basistha, Guwahati – 781029. between 10 am to 5 pm on any working day and from 10 AM to 11:00 AM on the last day of bid submission. Envelopes/documents received after the stated time and date will be rejected and returned unopened.

12.7 The Bids should be delivered in a plain sealed package clearly endorsed with the follow Label :

“CONFIDENTIAL RFP DOCUMENTATIONS- DO NOT OPEN: DEPLOYMENT OF ACCREDITATION SYSTEM FOR THE 12th SOUTH ASIAN GAMES-2016”.

12.8 The bid should be unconditional. In case of any condition, the bid shall be treated as non-responsive and be disqualified.

12.9 The bid should be only in the prescribed format. It should also be accompanied by all the requisite documents.

12.10 The Bid Cover should carry the complete name and address of the bidder, along with the telephone, fax and e-mail address.

12.11 In the event of receipt of the Bid, after the due date and time, the Bid Cover shall be returned “Unopened” to the bidder.

13. REJECTION CRITERIA

Besides other conditions and terms highlighted in the Tender document, bids may be rejected under any of following circumstances:

13.1 Commercial Bids:

- Commercial Bids made through Tele fax/Telegraphic/Fax/E-mail.
- Bids which do not conform unconditional validity of the bid for 180 days from date of opening of bid.

- Bids which do not conform to OC-SAG bid format.
- Bids in respect to which the bidder does not accept OC-SAG rectification of clerical/arithmetical discrepancies in the commercial bid, if any.
- Any Commercial Bid that does not comply with the conditions laid down by OC-SAG.

13.2 Other

- Bids that do not conform to unconditional acceptance of full responsibility of executing the “Scope of Work” or the amended scope of work, as deemed appropriate by OC-SAG of this tender.
- Bids in which the bidder seeks to influence the OC-SAG bid evaluation, bid comparison or contract award decisions.
- Bids that are submitted late will be rejected.

15 CORRECTION OF ERROR

15.1 Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the commercial proposals are received by OC-SAG.

15.2 Arithmetic errors in proposals will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

16 PRICES AND PRICE INFORMATION

16.1 No adjustment of the price quoted in the Commercial Proposal shall be made on account of any variations in costs of labor and materials, currency exchange fluctuations with international currency or any other cost component affecting the total cost in fulfilling the obligations under the contract.

16.2 The price quoted in the Commercial Proposal shall be the only payment, payable by

OC-SAG to the successful Bidder for completion of the contractual obligations by the successful Bidder under the Contract, subject to the terms of payment specified as in the proposed commercial bid or the ones agreed between OC-SAG and the Bidder after negotiations. The price would be inclusive of all taxes, duties, charges and levies as applicable.

16.3 The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of the validity of the proposal and the contract. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.

16.4 It is mandatory to provide break-up of all taxes, duties and levies wherever applicable and/or payable. All the taxes of any nature whatsoever shall be borne by the Bidder including any additional taxes/levies due to change in tax rates.

16.5 All costs incurred due to delay of any sort, shall be borne by the Bidder.

16.6 OC-SAG reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated within specified time frames.

17 CONFIDENTIALITY OF RFP DOCUMENT

This Document is confidential and the bidder is required to furnish an Undertaking that anything contained in this RFP shall not be disclosed in any manner, what so ever. The undue use by any bidder of confidential information related to the process may result in rejection of its Bid.

18 BIDDING FORMAT

18.1 Applicant will submit their Bid in hard copy in three parts. Envelope #1 will contain the Tender Document Fee, Tender Processing Fees and the Earnest Money Deposit (EMD). The Envelope #2 will be for the Eligibility Criteria and the Envelope #3 will contain the Technical Bid.

18.2 The Pre-Qualification Bid should be submitted in a sealed envelope marked as “Pre-Qualification Bid”.

18.3 The Technical Bid should be submitted in a sealed envelope marked as “Technical Bid”.

18.4 The “Commercial Bid” is NOT to be submitted in hard copy.

18.5 The three sealed envelopes should then be submitted in one sealed envelope bearing the address information as outlined in paragraph and should reach the address before the bid closing date.

19 DOCUMENTS TO BE SUBMITTED WITH THE BID

19.1 COMMERCIAL BID

This part is for ACCREDITATION MODULE where lump-sum cost for each item needs to be mention and total cost needed to be mentioned in the format provided at the end.

Price Sheet for Commercial Quote

Item No	Description	Total Amount including all applicable taxes (INR)	Total Amount in Words (INR)
1	Accreditation System to be deployed as per the detail scope of work mention in Point no. 7.		
2	Accreditation Material Note: Rate should be quoted for 35000(Thirty Five Thousand)cards including ICT Infrastructure, Manpower, Lanyards and other material mentioned in Annexure IV.		

19.2 Commercial Bid Terms and Conditions:-

Rates mentioned should be inclusive of all taxes, deployment of software to all locations all charges towards execution of all activities as per mentioned scope of work

1. The bidders must use only the format provided in the e-procurement website for submitting the commercial bid. Any other formats/ forms will not be accepted and such tenders will be rejected.
2. The bidder must provide the Commercial Proposal in e- procurement mode only. Hard copies of the Commercial proposals are not entertained.
3. The rates should be quoted in figures as well as in words, on the form attached at Commercial Bid` and duly signed and stamped by the authorized person.

20 EVALUATION OF BIDS

- a. A tiered evaluation procedure will be adopted for evaluation of proposals, with the technical evaluation being completed before the commercial proposals are opened and compared.
- b. OC-SAG will review the technical bids of the short-listed bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified. OC-SAG may seek inputs from their professional, external experts in the technical and commercial evaluation process.
- c. South Asian Games shall assign technical score to the bidders based on the technical evaluation criteria. The bidders with a technical score above the threshold as specified in the technical evaluation criteria shall technically qualify for the commercial evaluation stage.
- d. The commercial bids for the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive.
- e. The bid will be evaluated on the basis of lowest offer received from amongst the technically qualified bidders.

20.1 PHASE I: TECHNICAL BID

The Bids will be evaluated on the basis of score of Technical and Commercial Bid. The technical Bid will carry total of 70 marks out of which 35 marks will be the minimum qualifying marks

20.1.1 Analysis of Technical bid:

In this part, the technical phase of the bid will be analyzed and evaluated. The technical bid marks shall be assigned to each bid on the total of the marks received in under Technical bid components on the basis of evaluation matrix described below:

	EVALUATION OF TECHNICAL BID	WEIGHTAGE (MARKS)	MINIMUM QUALIFICATION
A	The Bidder should have a fully functional office with minimum 5 qualified support staff to provide quality service support Below 5 Support Staff 5 to 7 Support Staff 8 to 10 Support Staff More than 10 Staff	10 Marks	05Marks 0 5 7 10
B	The Bidder should have an average annual turnover of at least Rs. 75 Lac during the last 3 years, Below 75 Lac More than 75 Lac to 1.25 Cr More than 1.25 Cr to 1.75 Cr More than 1.75 Cr	30 Marks	15 Marks 0 15 20 30
C	Years of Experience in Deployment of Accreditation Software Upto 5 years More than 5-7 Years 7+ Years	30 Marks	15 Marks 15 20 30
	Total Score:	70 Marks	35 Marks

20.1.2 The Minimum Qualification Score required in the Technical Bid Evaluation to be eligible for the COMMERCIAL BID Evaluation Is 35 Marks of the total 70 Marks

Each bid component will have Minimum Qualification Score as mentioned above. Bids receiving marks greater than or equal to the Minimum Qualification Score in the Technical Bid will be eligible for the opening of the Commercial Bid. If required, the OC-SAG may seek specific clarifications from any or all bidder(s) at this stage. The OC-SAG shall determine the bidders (s) that qualify for the next phase after reviewing the clarifications provided by the bidder.

21 DECLARATION OF SUCCESSFUL BIDDER

The Bid of the bidder, who has been declared “Best Bid (LOWEST COMMERCIAL BID)” will be awarded the work if the Commercial Bid of the bidder is found to be in place as per the RFP requirement (and overall Bid of the bidder is determined to be qualified to perform the work satisfactorily.)

22 RIGHT TO VARY SCOPE OF WORK

OC-SAG may at any time and at the time of RFP process or even after award of the contract, by a written order given to the bidder, make changes within the general scope of the Work. The Bid shall accordingly be amended.

23 RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

OC-SAG reserves the right to accept and/or reject any bid, and to annul the Tender process and reject any or all bids at any time prior to the award of work, without there by incurring any liability to the affected bidder or any obligation to inform the affected bidder or bidders of the grounds for OC-SAG’s action.

24 PENALTY

If the selected bidder fails to execute the project as per the Terms and Conditions of the agreement executed, a penalty at the rate of maximum 10% of total contract value shall be levied on the contractor, which shall be recovered from the security deposit or from the payment to be made to the contractor and the contract may be terminated at the risk and cost of the contractor. However, the decision regarding the quantum of penalty shall vest with the Accreditation Functional Area.

25 Delivery Schedule

Milestone	Period (in months)
Award of Contract	T
Hosting of Accreditation Module	T+5days
Implementation and Handholding Support and consolidation of Results	T+2months

26 NOTIFICATION OF AWARD

- Prior to the expiration of the period of bid validity, OC-SAG will notify the successful bidder in writing by registered letter or by fax or Email that its bid has been accepted.
- Upon the successful Bidder's furnishing of performance security (10 % of the contractual amount) in the form of Bank Guarantee (irrevocable) from any nationalized bank valid for 180 days from closing of Games, OC-SAG will promptly notify the name of the winning bidder to each unsuccessful Bidder and will discharge their Bid Security.
- If, after notification of award, a Bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to OC-SAG. OC-SAG will promptly respond in writing to the unsuccessful Bidder.

27 SIGNING OF CONTRACT

At the time OC-SAG notifies the successful bidder that its bid has been accepted OC-SAG will send the Work Order, incorporating all requirements of OC-SAG. Within Seven working days of receipt of the Work Order, the successful bidder shall sign and date the Work Order or the subsequent amended work order, and return the copy to OC-SAG.

28 FAILURE TO AGREE WITH THE TERMS AND CONDITIONS OF THE RFP

Failure of the successful bidder to agree with the Terms & Conditions of this RFP shall constitute sufficient grounds for the annulment of the award, in which event OC-SAG may call for new proposals.

29 REVELATION OF COMMERCIALS

Commercials in any form or by any reason before opening the Bid should not be revealed, failing which the offer shall be liable to be rejected.

30 PERFORMANCE SECURITY

- To ensure due performance of the Contract, Performance Security is to be obtained from the bidder, which has been selected. Performance Security is required to be in accordance with Annexure II.
- The Bidder, to whom the letter of Intent is issued, shall have to furnish a “Performance Security” of 10% of the accepted value of the contract in the form of Bank Guarantee (irrevocable) from any Nationalized Bank in an acceptable form to be submitted within 7 days of the receipt of the Letter of Acceptance.
- In case the Bidder fails to submit the Performance Security, a penalty of INR 5000/-per day will be charged from the applicant safeguarding the interest of OC-SAG in all respect. The validity of the “Performance Security” should be valid up to the period of 180 days post- closing of the games or 30 days after submission of all documentation and reports (whichever applies first) and may be extended by a further period, as deemed appropriate by OC-SAG.
- All incidental charges whatsoever such as premium, commission etc. with respect to the Performance security shall be borne by the Bidder
- Failure to comply with the requirements of Scope of Work specified in this RFP, as per the judgment of OC-SAG, shall constitute sufficient grounds for the forfeiture of the Performance Security.
- The “Performance Security” shall be released after completion of the contract in all respects and provided further that there is no breach of the contract on the part of the bidder..
- No interest or cost will be paid on the Performance Security by OC-SAG.

31 AWARD OF CONTRACT

31.1 Award Criteria

OC-SAG will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

31.2 OC-SAG’s Right to vary Quantities at Time of Award

OC-SAG reserves the right at the time of contract award to increase or decrease by up to 25% of the quantity of goods and services originally specified in the scope of work without any change in unit price or other terms and conditions

32 TERMS OF PAYMENT

The payment will be made in the following manner:

The payment will be released as per below schedule ;

1. 10% of the quoted amount at the award of contract as advance against Bank Guarantee(110% of advance amount) payment will be made in 7 days after the award of contract .
2. 30% of the quoted amount at the time of accreditation system is live and functioning. Payment will be made in 7 days after the accreditation software is live and functional.
3. The balance 60% of the amount will be paid within 30 days of implementation, handholding support and consolidation of Reports after the completion of games.

33 TERMS AND CONDITIONS

- a. All the information/ details to be supported by authentic documents duly certified by the authorized signatory.
- b. OC-SAG reserves the right to re-call or cancel the process of appointment of bidder under this RFP at any time and to invite fresh bids in respect of the mandate herein proposed.
- c. OC-SAG reserves the right to extend the time for submission of bids at its sole discretion at any time prior to the Due Date.
- d. Save as expressly authorized by OC-SAG in writing the service provider shall not without OC-SAG's prior express approval incur any liabilities on behalf of OC-SAG pledge the credit of OC-SAG , make any representations or give any warranty on behalf of OC-SAG.
- e. The mere submission of bids in response to this RFP by a bidder, or the rejection thereof by OC-SAG in its absolute discretion, shall not itself constitute any

relationship, legal or otherwise between OC-SAG and the bidder or be deemed to give rise to any cause or grievance to the bidder against OC-SAG and further, shall not, for any reason and in any manner confer on the bidder any right or entitlement to raise any disputes regarding any term or condition contained herein nor in respect to any act or omission nor decision taken by OC-SAG.

- f. In the event of any misstatement or misrepresentation being discovered or detected in the information furnished/documents submitted by the bidder in response to this advertisement /RFP or at any later stage or in the event any contravention by the bidder of the conditions and criteria stipulated by OC-SAG, the appointment/ engagement of the bidder shall stand terminated /cancelled and no further fee shall be payable or be paid by OS-SAG to the bidder and the Earnest Money Deposit/performance guarantee, as applicable , submitted by the bidder shall be forfeited forthwith by OC-SAG , without any further notice.
- g. The bidder must strictly comply with all terms and conditions herein.
- h. OC-SAG reserves the right to call upon any or all the bidders to satisfy OC-SAG regarding the correctness and genuineness of any Document submitted or information furnished by the bidder or may call for any additional Documents/ information from the bidders to verify the information provided by the bidder or may further seek any clarification or elaboration from the bidder at any time prior to the finalizing the Bid; however, this shall not be construed to confer any kind of right or entitlement to the bidder to submit any additional Document/ Information after the submission of its Bid. Further, OC-SAG may call upon any or all the bidders to make a presentation to OC-SAG in respect of its capabilities represented by the bidder at any time prior to the finalization of the Bid; any bidder who refuses to or otherwise neglects to make such presentation to OC-SAG shall not be considered for any further evaluation and shall stand disqualified;
- i. OC-SAG is not bound to accept the lowest Commercial Bid as the technical competence, legal standing of the Bidder and the quality of services anticipated to be provided by the Bidder (to be determined primarily on the basis of the documents /information provided by the bidder or presentation made by the bidder) shall be material criteria for awarding the Bid;
- j. Any and all information contained in the Bid document has been furnished by OC-SAG in good faith and with the sole objective to assist the bidder to assess and respond to

the RFP. The Bid Document does not constitute an offer or solicitation; while reasonable effort has been made to provide such information which is necessary for the bidder to evaluate the essential scope of the engagement and opportunity under the Bid Document, however, the information contained in the Bid Document is only indicative and is not intended to exhaustively cover every element of the proposed opportunity. OC-SAG does not warrant the accuracy or completeness of the information contained in the Bid document.

- k. The bidder shall maintain and provide at its own expense and to the reasonable satisfaction of OC-SAG such offices and other premises administration facilities and marketing organization as may be necessary for the efficient and effective performance of its obligations under this Agreement.
- l. While due care has been taken by OC-SAG to provide information as is reasonably necessary for the bidder to evaluate the opportunity contained in the Bid Document, OC-SAG shall not be responsible or in any way be held liable for any inaccuracy or errors or omission or fact contained herein, nor for the consequences of any reliance by the bidder upon any information or representation contained herein in the event of any loss and/ or damage suffered by the bidder on account of such reliance upon information or representation contained in the Bid Document. This Bid Document is OC-SAG privileged and is given for the benefit of OC-SAG solely in relation to the above invitation for RFP. It is not to be transmitted to any other person nor is it to be relied upon by any other person or for any other purpose or quoted or referred to.
- m. The selected bidder shall undertake not to divulge any information, document, etc., of OC-SAG to any third party, except when permitted in writing by OC-SAG/ designated authority. The empanelled bidder for itself and for every employee/professional engaged by the bidder for the work of OC-SAG, shall undertake to maintain the highest degree of confidentiality and secrecy with regard to all matters of OC-SAG.

34 CONFLICT OF INTEREST

The bidder shall not have financial interest in any vendor which is in conflict with the interest of OC-SAG, directly or indirectly. In case there is any other conflict of interest then the bidder has to withdraw from the matter assigned with prior approval of OC-SAG.

35 GOVERNING LAW

This RFP is to be interpreted in accordance with the laws of India and with the ethical requirements of that jurisdiction. Only Assam Courts shall have exclusive jurisdiction in case any dispute arises between the OC-SAG and the Bidder with regard to this RFP. The relations between the parties shall be governed by the applicable laws of India.

36 NO RIGHTS GRANTED

The parties recognize and agree that nothing in this RFP will be construed as granting any property rights, by license or otherwise, to any Confidential Information of OC-SAG, or to any invention or any patent, copyright trademark or other intellectual property right that has issued or that may be issued based on such Confidential Information. Other than as expressly permitted by a separate written agreement between the parties, neither party will make, have made, use, distribute or disseminate for any purpose any product or other item using, incorporating or derived from any Confidential Information of OC-SAG.

37 LOCAL CONDITIONS

- i. It will be incumbent upon each Bidder to fully acquaint himself with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost.
- ii. It will be imperative for each Bidder to fully inform himself/herself of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. OC-SAG shall not entertain any request for clarification from the Bidder regarding such legal conditions.
- iii. It is the responsibility of the Bidder that all factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by OC -SAG and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by OC-SAG on account of failure of the Bidder to apprise themselves of local laws/conditions.

38 CANCELLATION OF GAMES

38.1 If the Games are not held for any reason:

- a) This Agreement will terminate with effect from the date on which OC-SAG officially announces that the Games will not be held or will not continue.
- b) Each party will be relieved of its obligations under this Agreement; and
- c) Save as expressly stated in this Agreement, OC-SAG will not be liable in any way to the 'ACCREDITATION MODULE supplier' by reason of the termination or cancellation.

38.2 From the effective date of termination of this Agreement under clause 38.1, the '**ACCREDITATION System supplier**' shall, unless OC-SAG requires otherwise.

38.3 The Following facilities will be extended to the service provider:

- d) The Agency can use the Phrase 'ACCREDITATION SYSTEM supplier of OC-SAG'.
- e) Permission to the Agency to use the photographs of the work done for the Ceremonies only after the games.
- f) Performance Certificate will be issued to the Agency after satisfactory completion of works as per the contract.
- g) The OC-SAG LOGO would however not to be used.

39 GENERAL CONDITIONS OF CONTRACT (GC)

A. General Provisions

39.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

1. "Applicable Law" means the laws and any other instruments having the force of law in India for the time being.
2. "Applicant or bidder" means a party that submits, or intends to submit, a Bid;
3. "Bid" means a Bid submitted in response to this RFP;
4. "Bidder" means any private or public entity that will provide the Services to the "OC-SAG" under the Contract.
5. 'Business day' means any day on which OC-SAG is open for business in Guwahati, not being a Saturday or Sunday.

6. "Technology Team" means the key personnel as required by the Applicant to deliver the Services.
7. "Contract" means the Contract/ Agreement including this agreement and all the schedule, annexures and attachments to it and any amendment made to it accordance with the terms of the Agreement.
8. "Confidential Information" means the terms and conditions of this Agreement and all other documents , information, know-how and data, in any form and in any media relating to or concerning OC-SAG or connected with the staging of the Games in any media which is marked 'Confidential' or would reasonably be regarded as confidential , including but not limited to:
 - i. Strategies, projects, policies and business plans;
 - ii. Financial information;
 - iii. Marketing and advertising concepts, plans and materials;
 - iv. Advice; and
 - v. Drawings, specifications, software, designs, models, plans, trademarks and logos.
9. "Day" means calendar day.
10. "Desirable" means a requirement having a significant degree of importance to the objective of the RFP
11. "Effective Date" means the date on which this Contract comes into force and effect pursuant to Clause GC 11.
12. "Events" means all competitions, presentations, ceremonies and other events included in the Games including:
 - vi. The opening and closing ceremonies.
 - vii. all the preliminary rounds , qualifying rounds, heats , semi-finals and finals of all competition (including demonstration sports, if any) held as part of the Games; and
 - viii. All medal presentations.
13. "ACCREDITATION SYSTEM supplier" means the successful applicant to this RFP who is awarded the work order;
14. "Games" means the 12th South Asian Games to be held in Guwahati, Assam and Shillong, Meghalaya.
15. "GC" mean these General Conditions of Contract.
16. "Government" means the Government of Assam
17. "Member" means any of the entities that make up the joint venture/ Association; and "Members" means all these entities.
18. "Party" means "OC-SAG" or the bidder, as the case may be, and "Parties" means both of them.
19. "Services" means the work to be performed by the bidder pursuant to this Contract outlined in the scope of work.
20. "Third Party" means any person or entity other than the "OC-SAG", or the bidder.

21. "In writing" means communicated in written form with proof of receipt.
22. "Intellectual Property Rights" means all intellectual and industrial property rights throughout the world in any media now in existence or developed in the future including without limitation, rights in the nature of any patent, trademark or service mark, copyright, visual image right, performance, recording or broadcast right, design, business name or trade secret or confidential information whether or not registered whether created by legislation or common law.
23. "OC-SAG" means the Organising Committee- 12th South Asian Games
24. "Scope of Work" means the scope of work required to be carried out by the successful Applicant.
25. "Must" or "mandatory" or "should" means a requirement that must be met in order for the Bid to receive consideration;
26. "RFP" means this Request for Proposal;
27. "Services" means the services required to be performed by the Bidder as outlined in the scope of work.

Application: These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of OC-SAG shall be final and binding on the bidders.

39.2 Relationship between the parties

Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the "OC-SAG, and the bidder. The bidder, subject to this Contract, has complete charge of Personnel, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

39.3 Headings

The headings shall not limit, alter or affect the meaning of this contract

39.4 Notices

1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized

representative of the Party to whom the communication is addressed, or when sent by registered post to such Party at the address specified.

2. A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified.

39.5 Location

The Services shall be performed at such locations as are specified by OC-SAG, and where the location of a particular task is not so specified, at such locations, as the “OC-SAG” may approve.

39.6 Authorized representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by “OC-SAG” or the bidder may be taken or executed by the officials specified.

39.7 Taxes and duties

The bidder and its Personnel shall be liable to pay such direct and indirect taxes, duties, fees, cess, surcharge, levies and other impositions levied under the applicable laws of India at present or in future as may be applicable.

39.8 N.A

39.9 Fraud and corruption

1. **Definitions:** It is OC-SAG’s policy to require that OC-SAG as well as the bidders and all its members observe the highest standard of ethics during the execution of the Contract. In pursuance of this policy, OC-SAG, defines, for the purpose of this provision, the terms set forth below as follows:
2. “Corrupt practice” means the offering, receiving or soliciting, directly or indirectly, of anything of value to influence the action of OC-SAG, official in the selection process or in contract execution;
3. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
4. “Collusive practices” means a scheme or arrangement between two or more bidders, with or without the knowledge of OC-SAG, designed to establish prices at artificial, non-competitive levels;
5. “Coercive practices” means harming or threatening to harm, directly or indirectly,

persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

6. "Unfair Trade Practices" means supply of services different from what is ordered on, or change in the Scope of Work which was given by OC-SAG.

39.10 Measures to be taken by the Organising Committee -12th South Asian Games

1. The OC-SAG may terminate the contract if it determines at any time that representatives of the bidders were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract.
2. OC-SAG may also sanction against the bidder, including declaring the bidder ineligible, to be awarded a contract if it at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, an OC-SAG - financed contract.

B. Commencement, Completion, Modification and termination of Contract

39.11 Effectiveness of contract

This Contract shall come into force and effect on the date (the "Effective Date") of "OC-SAG's" notice to the bidder instructing the bidder to begin carrying out the Services. This notice shall confirm that the conditions precedent and effectiveness conditions.

39.12 Commencement of services

The bidder shall begin carrying out the Services not later than the number of days after the Effective Date.

39.13 Expiration of contract

Unless terminated earlier pursuant to Clause GC 18 hereof, this Contract shall expire at the end of such time period after the Effective Date.

39.14 Entire Agreement

This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be

bound by or be liable for, any other statement, representation, promise or agreement not set forth herein.

39.15 Modification or Variations

1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, procurement, hiring/purchase and quality of technical equipment and resources may only be made by written communication by OC-SAG. Pursuant to Clause GC 43 here of, however, each Party shall give due consideration to any Bids for modification or variation made by the other Party.
2. In cases of substantial modifications or variations, the prior written consent of the OC-SAG is required.

39.16 Force Majeure

1. Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of OC-SAG, is not foreseeable, is unavoidable and not brought about by or at the instance of OC-SAG claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes OC-SAG's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, quarantine or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of OC-SAG invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

2. Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of the Bidder or Bidder's agents or employees, nor (ii) any event which a diligent Bidder could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.
3. Subject to Clause 16.1.2 Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

39.17 Measures to be taken

1. Bidder affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
2. OC-SAG affected by an event of Force Majeure shall notify the Bidder of such event as soon as possible, and in any case not later than three (3) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
3. Any period within which an Bidder shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Bidder was unable to perform such action as a result of Force Majeure.
4. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder, upon instructions by "OC-SAG," shall either: demobilize; or continue with the Services to the extent possible, in which case the Bidder shall continue to be paid proportionately and on pro rata basis, under the terms of the Contract.
5. In the case of dispute in agreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clause 40 & 41.

39.18 Suspensions

The "OC-SAG" may, by written notice of suspension to the bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall allow the bidder to remedy such failure, if capable of being remedied, within a period not exceeding thirty (30) days after receipt by the bidder of such notice of suspension.

39.19 Terminations

1. By the "OC-SAG"

1. The "OC-SAG, 2016" may terminate this Contract in case of the occurrence of any of the events specified below of this Clause GC 18.1.

2. If the Bidder fails to remedy a failure or breach in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GC 17 hereinabove, within five (5) days of receipt of such notice of suspension or within such further period as the "OC-SAG" may have subsequently approved in writing.
3. If the Bidder commits multiple or recurring breaches of this Agreement whether or not remedied.
4. If the Bidder becomes (or, if the bidder consists of more than one entity, if any of its Members becomes and which has substantial bearing on providing Services under this contract) insolvent or go into liquidation or receivership whether compulsory or voluntary.
5. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 40 & 41 hereof.
6. If the Bidder in the judgment of the "OC-SAG", has engaged in this Agreement have a corresponding meaning;
7. If the Bidder submits to the "OC-SAG" a false statement which has a material effect on the rights, obligations or interests of the "OC-SAG".
8. If the Bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to OC-SAG.
9. If a crime is committed by the Bidder's Personnel which OC-SAG reasonable considers may have the potential to adversely affect the OC-SAG's reputation.
10. If the Bidder fails to provide the quality services as envisaged under this Contract, The Director (Accreditation) or any other designated official of OC-SAG is Authorized to monitor the progress of the assignment may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The Director (Accreditation) or any other designated official may decide to give one chance to the bidder to improve the quality of the services.
11. if the Games are cancelled.
12. if "OC-SAG", in its sole discretion and for any reason whatsoever,

decides to terminate this Contract.

2. Cessation of Rights and Obligations

Upon termination of this Contract pursuant to Clause GC 18 hereof, or upon expiration of this Contract pursuant to Clause GC 13 hereof, all rights and obligations of the Parties hereunder shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in Clause GC 21 hereof, (iii) the bidder's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GC 23 hereof, and (iv) any right which a Party may have under the Law.

3. Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GC 18.1 hereof, the bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the bidder and equipment and materials furnished by the "OC-SAG", the bidder shall proceed as provided, respectively, by Clauses GC 25 or GC 26 hereof.

4. Payment upon Termination

1. 18.4.1 Upon termination of this Contract pursuant to Clauses GC 18.1 here of, the "OC-SAG" shall make the following payments to the bidder.
2. If the Contract is terminated pursuant to Clause 18.1.8, 18.1.10, 18.1.11, 18.1.9 remuneration pursuant to Clause GC 37 (i) hereof for Services satisfactorily performed prior to the effective date of termination;
3. If the agreement is terminated pursuant of Clause 18.1.1 to 18.1.7, the bidder shall not be entitled to receive any agreed payments upon termination of the contract. However, the "OC-SAG" may consider to make payment for the part satisfactorily performed on the basis of Quantum Merit as assessed by it, if such part is of economic utility to OC-SAG. Under such circumstances, upon termination, OC-SAG may also impose liquidated damages as per the provisions of GC 44 of this agreement. The bidder will be required to pay any such liquidated damages to client within 30 days of termination date. The claim

of liquidated damages shall not prejudice other rights of OC-SAG, , which it may have against the successful Agency.

5. Disputes about Events of Termination

If either Party disputes whether an event specified in Clause 18.1.1 through 18.1.7 of Clause GC 18.1 hereof has occurred, such Party may, within five (5) days after receipt of notice of termination from the other Party, refer the matter to Clause GC 40 and 41 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

c. Obligations of the bidder

39.20 General

6. Standard of Performance

The bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The bidder shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the "OC-SAG", and shall at all times support and safeguard the "OC-SAG;s" legitimate interests in any dealings.

7. Conflict of interests

1. The bidder shall hold "OC-SAG's" interests paramount, without any consideration for future work, and strictly avoid conflict of interest with other assignments or their own corporate interests. If during the period of this contract, a conflict of interest arises for any reasons, the bidder shall promptly disclose the same to OC-SAG and seek its instructions.
2. Bidder not to benefit from commission discounts, etc.
 - a. The payment of the bidder pursuant to Section (F) hereof shall constitute the bidder's only payment in connection with this Contract and, subject to Clause GC 20.1.2 hereof, the bidder shall not accept for its own benefit any

trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the bidder shall use its best efforts to ensure that any Sub-Contractors, as well as the Personnel and agents of either of them, similarly shall not receive any such additional payment.

- b. Furthermore, if the bidder, as part of the Services, has the responsibility of advising the "OC-SAG" on the procurement of goods, works or services, the bidder shall comply with OC-SAG's applicable procurement guidelines, and shall at all times exercise such responsibility in the best interest of "OC-SAG". Any discounts or commissions obtained by the bidder in the exercise of such procurement responsibility shall be for the account of "OC-SAG".

8. Bidder and affiliates not to engage in certain activities

The bidder agrees that, during the term of this Contract and after its termination, the bidder, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the bidder's services for the preparation or implementation of the project.

9. Prohibition of conflicting activities

The bidder shall not engage and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

39.21 Confidentiality

Except with the prior written consent of the "OC-SAG", the bidder and its Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the bidder and its Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

39.22 Liability of the bidder

Subject to additional provisions, if any, the bidders' liability under this contract shall be provided by the Applicable Law

39.23 Accounting, Inspection and Auditing

The bidder (i) shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof, and (ii) shall periodically permit the "OC-SAG" or its designated representative and/or OC-SAG, and up to two years from expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the "OC-SAG".

39.24 Reporting obligations

The bidder shall submit to the "OC-SAG" the reports and documents specified during the signing of Job contract, in the form, in the numbers and within the time periods set forth thereof. Final reports shall be delivered in CD ROM in addition to the hard copies specified thereof.

39.25 Documents prepared by the bidder to be the property of the "OC-SAG"

All plans, drawings, specifications, designs, reports, other documents and software prepared by the bidder for the "OC-SAG" under this Contract shall become and remain the property of the "OC-SAG", and the bidder shall, not later than upon termination or expiration of this Contract, deliver all such documents to the "OC-SAG", together with a detailed inventory thereof. The bidder shall not use any such document or program anywhere, without taking permission, in writing, from OC-SAG, and OC-SAG reserves right to grant or deny any such request. If license agreements are necessary or appropriate between the bidder and third parties for purposes of development of any such computer programs, the bidder shall obtain the "OC-SAG,s" prior written approval to such agreements, and the "OC-SAG" shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned..

39.26 Insurance to be taken out by the bidder

The bidder (i) shall take out and maintain insurance, at their own cost but on terms and conditions approved by the "OC-SAG", insurance against the risks including monetary losses suffered by OC-SAG arising out of the professional advice rendered by the bidder, and for the coverage specified in the SC, and (ii) at the "OC-SAG"s" request, shall provide

evidence to the "OC-SAG"s" showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.

D. Bidder's Personnel

39.27 General

The bidder shall employ and provide such qualified and experienced Personnel as are required to carry out the Services as per the mutually agreed norms.

39.28 Description of Personnel

1. The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the bidder's Key Personnel are as per the bidder's Bid. If any of the Key Personnel has already been approved by the "OC-SAG", his/her name is listed as well.

2. If required to comply with the provision of clause GC 19.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth may be made by the bidder by written notice to the "OC-SAG", provided (i) that such adjustments shall not alter the originally estimated period of engagement of any individual by more than 10% or one week, whichever is larger, and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in clause GC37 of this contract. Any other such adjustments shall only be made with the 'OC-SAG's" written approval

3. If additional work is required beyond the scope of the Services specified, the estimated periods of engagement of Key Personnel set forth may be increased by agreement in writing between the "OC-SAG" and the bidder. In case where payments under this Contract exceed the ceilings set forth in Clause GC 37 of this Contract, this will be explicitly mentioned in the agreement.

39.29 Approval of personnel

The Key Personnel listed by title as well as by names are required to be approved by the "OC-SAG". In respect of other Personnel which the bidder proposes to use in the carrying

out of the Services, the bidder shall submit to the "OC-SAG" for review and approval a copy of their Curricula Vitae (CVs). If the "OC-SAG" does not object in writing (stating the reasons for the objection) within twenty-one (21) days from the date of receipt of such CVs, such Personnel shall be deemed to have been approved by the "OC-SAG,".

Removal and/or replacement of personnel

1. Except as the "OC-SAG" may otherwise agree, no changes shall be made in the Personnel. If, for any reason beyond the reasonable control of the bidder, such as death, medical incapacity, among others, it becomes necessary to replace any of the Personnel, the bidder shall forthwith provide as a replacement a person of equivalent or better qualifications.
2. If the "OC-SAG" (i) finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action, or (ii) has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the bidder shall, at the "OC-SAG, 2016's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the "OC-SAG".
3. Any of the Personnel provided as a replacement under Clauses 31.1 and 31.2 above, shall be subject to the prior written approval by the "OC-SAG,". Also the bidder shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement

39.30 Resident Project Manager

If required by OC-SAG, the bidder shall ensure that at all times during the bidder's performance of the Services a resident project manager, acceptable to "OC-SAG", shall take charge of the performance of such Services.

E. Obligations of the "OC-SAG"

39.31 Assistance and exemptions

Unless otherwise specified in the GC, the "OC-SAG" shall use its best efforts to ensure that the Organizing Committee shall:

Provide the bidder and Personnel with work permits and such other documents as shall be necessary to enable the bidder or Personnel to perform the Services.

1. Support for the Foreign Personnel/Artist to be provided promptly for all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in India.
2. Issue to officials, agents and representatives of the Organizing Committee all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

39.32 Provide to the bidder and Personnel any such other assistance as when required.

39.33 NA

39.34 Payment

In consideration of the Services performed by the bidder under this Contract, the "OC-SAG" shall make to the bidder such payments and in such manner as is provided by GC (F) of this Contract.

F. Payment to the bidder

39.35 Currency of Payment

All payments shall be made in Indian Rupees.

39.36 Term of Payment

In consideration of the Services performed by the bidder under this Contract , "OC-SAG" shall make to the bidder such payments and in such manner as is provided by GC (F) of this Contract.

G. Fairness and Good Faith

39.37 Good faith

The Parties under take to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

39.38 Operation of the Contract

The Parties recognize that it is impractical in this Contract to provide for every contingency which may arise during the life of the Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them, but no interpretation of failure on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with Clause GC (H) hereof.

H. Settlement of Disputes

39.39 Amicable Settlement

Performance of the contract is governed by the terms & conditions of the contract, in case of dispute arises between the parties regarding any matter under the contract, either Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 72 hours after receipt. If that party fails to respond within 72 hours, or the dispute cannot be amicably settled within 5 days following the response of that party, clause GC 41 shall become applicable.

During a Dispute, each party must continue to perform its obligations under this Agreement.

39.40 Arbitration

- 1 In the case of dispute arising upon or in relation to or in connection with the contract between OC-SAG and the bidder, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to an Arbitral Tribunal consisting of 3 (three) arbitrators, one each to be appointed by OC-SAG and the bidder, the third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as Presiding Arbitrator. In case of failure of the two arbitrators, appointed by the parties to reach a consensus regarding the appointment of the third arbitrator within a period of 30 days from the date of appointment of the two arbitrators, the

Presiding arbitrator shall be appointed by the Chairman of the Organizing Committee. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

- 2 Arbitration proceedings shall be held in India at the place indicated in SC and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- 3 The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by OC-SAG and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.
- 4 This clause 41 will not affect OC-SAG's rights to seek interlocutory relief in a court of competent jurisdiction.

39.41 Intellectual Property Rights

3. Definition:

The term "Subject Ideas or Inventions" includes any and all ideas, processes, trademarks, service marks, inventions, designs, technologies, computer hardware or software, original works of authorship, formulas, discoveries, patents, copyrights, copyrightable work products, marketing and business ideas, and all improvements, know-how, data, rights and claims related to the foregoing that, whether or not patentable, which are conceived, developed or created and which:

- i. relate to OC-SAG's current or contemplated business or activities;
- ii. relate to OC-SAG's actual or demonstrably anticipated research or development;
- iii. result from any concept or idea suggested to OC-SAG by bidder;
- iv. involve the use of OC-SAG's equipment, supplies, facilities or trade secrets;
- v. result from or are suggested by any work done by OC-SAG or at OC-SAG's request, or any projects specifically assigned to bidder; or
- vi. (vi) result from OC-SAG's access to any of OC-SAG's memoranda, notes, records, drawings, sketches, models, maps, customer lists, research results, data, formulae, specifications, inventions, processes, equipment or other materials (collectively, "OC-SAG Materials").

- a) OC-SAG Ownership- All right, title and interest in and to all Subject Ideas and Inventions, whether or not registered or registrable, patented or patentable shall be held and owned solely by OC-SAG. bidder shall mark all Subject Ideas and Inventions with OC-SAG's copyright or other proprietary notice as directed by OC-SAG and shall take all actions deemed necessary by OC-SAG, 2016 to protect OC-SAG's rights therein. In the event that bidder should otherwise, by operation of law, be deemed to retain any rights (whether moral rights or otherwise) to any Subject Ideas and Inventions, bidder hereby assigns and otherwise transfers and agrees to assign and otherwise transfer to OC-SAG, without further consideration, OC-SAG's entire right, title and interest in and to each and every such Subject Idea and Invention. OC-SAG, 2016 hereby waives any so-called "droit moral" rights, "moral rights of authors" and all other similar rights bidder may have in any Subject Ideas and Inventions, however denominated, throughout the world.
- b) No Use of Name - Bidder shall not at any time use OC-SAG, 2016's name or any OC-SAG trademark(s) or trade name(s) in any advertising or publicity without the prior written consent of OC-SAG.

39.42 Non-collusive bidding certification

BY SUBMISSION OF THIS BID, BIDDER AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:

1. The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FOREGOING, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

39.43 Liquidated Damages

The Bidder hereby agrees that due to negligence of act of the bidder, if OC-SAG suffer losses, damages, quantification of which may be difficult, and hence the amount specified hereunder shall be construed as reasonable estimate of the damages and the Bidder agrees to pay such liquidated damages, as defined hereunder as per the provisions of this Contract.

Liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered service for every week of delay or part of a week, subject to the maximum value of the liquidated damages being not more than 10% of the value of the contract.

The liquidated damages shall be applicable under following circumstances:

- a) If the deliverables are not submitted as per schedule mentioned/ prescribed/laid down, the Bidder shall be liable to pay double the cost of the deliverables.
- b) If the deliverables are not acceptable to OC-SAG, and defects are not rectified to the satisfaction of OC-SAG within 5 days of the receipt of the notice, the Event Management Firm shall be liable for Liquidated Damages for an amount equal

to double the cost of the deliverables and is also not entitled to the Event Agency charges thereon.

39.44 Miscellaneous provisions

1. Nothing contained in this Contract shall be construed as establishing or creating between the Parties, a relationship of master and servant or principal and agent.
2. Any failure or delay on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
3. The stadium surface must be protected and any damages rectified within 12 hours of the conclusion of the Opening Ceremony.
4. The bidder shall notify OC-SAG of any material change in their status, in particular, where such change would impact on performance of obligations under this Contract.
5. The bidder shall at all times indemnify and keep indemnified OC-SAG, against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Project.
6. The bidder shall at all times indemnify and keep indemnified OC-SAG, against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the bidder's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the bidder.
7. The bidder shall at all times indemnify and keep indemnified OC-SAG, 2016 against any and all claims by Employees, Workman, Contractors, sub- contractors, suppliers, agent(s), employed engaged or otherwise working for the bidder's, in respect of wages, salaries, remuneration, compensation or the like.
8. All claims regarding indemnity shall survive the termination or expiry of the Contract.
9. It is acknowledged and agreed by all Parties that there is no representation of any type, implied or otherwise, of any absorption, regularization, continued engagement or concession or preference for employment of persons engaged by the (bidder) for any engagement, service or employment in any capacity in any office or establishment of OC-SAG.

ANNEXURE-I

UNDERTAKING

To: The South Asian Games Organizing Committee,
I/WE

Of (insert business address)

Hereby submit our Bid in response to the Request for Proposal (RFP) for appointment of the SUPPLY OF ACCREDITATION MODULE for the South Asian Games and undertake to execute and complete the services as we will be reasonably required to perform in accordance with our Bid, the RFP requirements and final work order to be issued by OC-SAG,

This RFP shall remain valid to be accepted by OC-SAG, and shall not be withdrawn for a period of 180 days from

I/We understand that OC-SAG, reserves the right to accept/reject any application and the selection is at their sole discretion.

Authorized Signature

Name In full

Organization Name _____

Title _____

Date _____

Annexure-II

BANK GUARANTEE FORMAT

1. In consideration of the Organising Committee – 12th South Asian Games (herein after called “OC-SAG”) having agreed to exempt _____(hereinafter called the said Contractor (s) from the demand, under the terms and conditions of an agreement dated _____made between _____ and _____ for (herein after called “the said Agreement”), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of a bank Guarantee for INR _____(Rupees _____ only).
2. We (here in after referred to as “the Bank”, Indicate Bank’s name at the request of contractor(s) do hereby undertake to pay to the Organising Committee – 12th South Asian Games an amount not exceeding INR _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Organising Committee - 12th South Asian Games by reason of any breach by the said Contractor (s) of any terms or conditions contained in the said Agreement.
3. We _____(Indicate the name of the bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Organising Committee - 12th South Asian Games stating that the amount claimed is due by way of loan or damage caused to or would be caused to or suffered by the Govt. by reason of breach by the said Contractor (s) of any of the terms or conditions contained in the said Agreement or by reason of the Contractor (s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by this Guarantee shall be restricted to an amount not exceeding INR _____
4. We undertake to pay to the Organising Committee - 12th South Asian Games, any money so demanded notwithstanding any dispute or disputes raised by the Contractor (s) / Supplier (s) in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.
The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) / Supplier (s) shall have no claim against us for making such payment.

5. We, _____ (Indicate the name of the bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the Organising Committee – 12th South Asian Games certifies that the terms and conditions of the said Contractor (s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the, we shall be discharged from liability under this Guarantee thereafter.
6. We, _____ (Indicate the name of the bank) further agree with the Organising Committee - 12th South Asian Games, that the Organising Committee - 12th South Asian Games shall have the fullest liability without our consent and without effecting in any manner our obligations here under to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Organising Committee - 12th South Asian Games against the said Contractor (s) and to forebear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act or omission on the part of the Organising Committee - 12th South Asian Games or any indulgence by the Organising Committee - 12th South Asian Games to the said Contractor (s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor (s) / Supplier (s).
8. We, _____ (Indicate the name of the bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing.
9. This Guarantee is governed by Indian law, place of jurisdiction and performance is India.

Date: the _____ day of _____ 2015
for _____ (Indicate the name of the bank)

Annexure-III

AUTHORIZATION FORM

No. ----- dated -----

To

OC-SAG

12th South Asian Games Secretariat,
_____, Guwahati-Assam,

Dear Sir:

E-Tender No.

We who are established and reputable firm/company (name and description of goods / Services offered) having office at (address of Bidder) do hereby authorize M/s (Name and address) to submit a bid, and sign the contract with you for the goods/Services against the above requirement.

No company or firm or individual other than M/s are authorized to bid, and conclude the contract for the above goods manufactured by us, against this specific E-Tender.

We hereby extend our full guarantee and warranty Terms & Conditions of Contract for the goods and services offered for supply by the above firm against this E-Tender.

Yours faithfully,

(Name)

(Name of Bidder)

Note: This letter of authority should be on the letterhead of the Bidder and should be signed by a person competent and having the power of attorney to legally bind the Bidder. It should be included by the Bidder in its bid.

Annexure-IV

Minimum Specifications and Requirement

Scope of Work

1. Technical Specification of Lanyards

High quality Lanyards

1. 20 mm wide thickness.
2. Rotating metal C. Hook.
3. Printed lanyard (Dye Sub Printing).
4. Custom printing logo, event details.
5. Lanyard Fabric (Satin)

Low quality Lanyards

1. 20 mm wide thickness.
2. Rotating metal C. Hook.
3. Printed lanyard (Screen Printing).
4. Custom printing logo, event details.
5. Lanyard Fabric (Polyester)

2. Technical Specification of Lamination Pouch

1. Material: PET+EVA
2. Thickness: 225 microns
3. Melting Point: 110 degree Celsius
4. Lamination Temperature: 110-140 degree Celsius
5. Size: 180mmX114mm with rounder corners.
6. UV resistant

1. Technical Specification of High Security Hologram

1. Tamper evident type 30 composition
2. Microns 36 thickness
3. Low haze polyester film of consistent optical density for brighter Hologram.
4. Affixed with 90 GSM release paper with superior high tack pressure sensitive adhesive for better grip and higher release property to ensure easy peel off hologram from release paper, made with Laser technique
5. The design provided shall be embossed on the each Hologram.

4. Technical Specification of Accreditation Cards/Passes Paper.

1. 120 gsm
2. Watermark with South Asian Games Logo
3. Size: 175 mmX110 mm / A5 (Approx.)
4. Design and logo will be provided once tender is awarded