

REQUEST FOR PROPOSAL (RFP)

Annexure to Tender No: ISF/INFRA-EVENT/2025/02

1. Project Overview

ISF seeks qualified agencies to manage infrastructure and event operations for state and national-level sports conclaves, championships, and fitness expos to be held in FY 2025-26.

2. Deliverables

A. Infrastructure Setup:

- Temporary stages, pavilions, enclosures
- Branding materials (banners, hoardings, standees, etc.)
- Sound systems, lighting, and backup generators
- Logistics setup (toilets, water stations, signage)
- Safety & medical provisions

B. Event Management:

- Pre-event marketing coordination
- Athlete/guest registration and on-ground support
- Celebrity/VIP handling
- Content creation (photography, reels, live stream)
- Coordination of competitions, emcees, volunteers

3. General Terms & Conditions

1. The selected bidder shall be responsible for end-to-end delivery.
2. The quoted price shall be inclusive of all taxes, travel, manpower, and third-party rentals.
3. The agreement will be valid for one year from the date of signing and may be extended based on performance.
4. ISF reserves the right to cancel the tender process without assigning any reason.
5. No subcontracting will be allowed without prior written approval.

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6. Payment terms:

- 30% Advance (post agreement)
- 40% Upon completion of event
- 30% After submission of all deliverables and final report

7. All disputes are subject to Bhubaneswar jurisdiction.

4. Evaluation Matrix

Criteria	Weightage
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Relevant Past Experience	25%
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Creativity & Technical Presentation	20%
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Team Expertise & Execution Plan	15%
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Financial Bid Competitiveness	30%
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Certifications, Awards & References	10%
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5. Documents Required (Annexures)

- Annexure A - Cover Letter (Company Letterhead)
- Annexure B - Company Profile and Legal Documents
- Annexure C - Work Experience Details with Work Orders
- Annexure D - Technical Proposal (Plan, Timeline, Resources)
- Annexure E - Financial Proposal (with detailed cost heads)
- Annexure F - Declaration of No Conflict of Interest
- Annexure G - GST, PAN, and Bank Details

6. Submission Instructions

- Email: official@isfindia.com (PDFs only)

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- Hard Copy: To be sent in sealed envelope marked "TENDER FOR INFRA & EVENT - ISF"
- Last date to submit proposal: June 15, 2025
- Bid opening date: June 17, 2025