

Request For Proposal (RFP) for Run Event at ASA on 18<sup>th</sup> Dec,2022, Sunday from Reputed and Technically sound Run Event Management Vendors.

---



## **BID DOCUMENT**

**RFP for “To Provide Turnkey Services for the Event - Half Marathon of ASA Greenathon-22”.**



### **Airoli Sports Association - Airoli**

1st Level, Plot No: 107, Sector No: 8A,  
Airoli Navi Mumbai – 400 708

Email – [asa@airolisports.com](mailto:asa@airolisports.com), [airolisports@gmail.com](mailto:airolisports@gmail.com)

Web Site – [www.airolisports.com](http://www.airolisports.com)



### **Request for Proposal (RFP) for**

“Bidder will have to Provide Turnkey Services for Entire event including Registration process (online and Offline), Time management services, Bib distribution, procurement and distribution of T-shirts, Medals, all promotional activities by electronic mode like sending SMS, WhatsApp, Facebook, Tweeter and all other social media, acquiring all necessary permissions from statutory government bodies, procurement and effective use of runners data base of registered runners, design and management of run rout, providing volunteers and security services, design and management of holding area for accommodating more than 2000-2500 participants for event called as “ASA Greenathon-22”.

**Expected Participants more than -2000 Numbers**

### **Event Location:**

Airoli Sports Association, Sector-8A, Airoli, Navi Mumbai, Dist.- Thane,  
Pin Code-400708, Maharashtra

### **Airoli Sports Association**

Sector-8A, Airoli, Navi Mumbai , Dist- Thane, Pin Code-400708, Maharashtra

### **Part-I**

1.

## **BID NOTICE**

Sealed and superscripted Bid is invited by Airoli Sports Association (ASA), Airoli, Navi Mumbai Dist.- Thane, Pin Code- 400708, from the prospective Bidders having experience as per eligibility criteria set out hereunder.

The intending Bidders can collect the bid documents from office of the “Airoli Sports Association.” Or can download from web site [www.airolisports.com](http://www.airolisports.com) or by sending request by email on [airolisports@gmail.com](mailto:airolisports@gmail.com) From **3<sup>rd</sup> Sept, 2022 to 13<sup>th</sup> Sept, 2022** on working days during the office hours.

Completed Bids will be handed over in **ASA** office **on or before 13<sup>th</sup> Sept, 2022 up to 16.00 hours.**

### **Name of Assignment:**

Request for Proposal (RFP) for Run Event at ASA called as “ASA Greenathon-22” on **Sunday, 18<sup>th</sup> Dec, 2022**, from reputed and technically sound run event management vendors.

**Earnest Money: Rs. 10,000/- (Rupees Ten thousand Only)** in the form of Demand Draft drawn/Pay order/NEFT in favor of *Airoli sports Association*, payable at *Airoli, Navi Mumbai*.

**Contract period:** One week after successful completion of event.

**To qualify for the Bid the intending Bidder must satisfy the following minimum criteria.:**

Skilled and reputed registered Entity or a Corporate Group which is working in Maharashtra/India and has experience of at least 5 years of organizing Marathon run event.

**The Entity or Group experience must qualify in ALL the following conditions:**

- 1) The entity must have successfully completed at least five run events with proper functioning. The necessary completion certificates shall be attached in technical bid.
- 2) Average annual Turnover of the company must be minimum **Rs. 50 lakhs** (Rs. Fifty Lakhs only) for FY 2017-18, 2018-19 and 2019-2020. (Submit relevant supporting documents certified by Chartered Accountant)

- 3) The firm should have on his pay role the following Technical Manpower.
- a) Run event organizing expert – Min 2 No. having minimum 3 years of experience.
  - b) Fitness expert - Min. 1 No. – having minimum 3 years of experience.
  - c) Event management expert. Min. 2 No. – having minimum 3 years of experience.
  - d) Technical expert- Min.2 Nos.-having minimum 3 years of experience to handle technical facilities for run event.
  - e) Entity should have easily accessible sufficient infrastructure to provide facility for time run.
  - f) Joint venture is not allowed.

**Notes:**

- 1. Pre-Bid meeting will be held on **8<sup>th</sup> Sept, at 18.00 hrs** in the office of the ASA, Airoli, Navi Mumbai, which is open to prospective bidders who have collected the bid document.
- 2. The bidder can send their queries on Email address- **asagreenathon22@gmail.com** or can contact ASA Office on 9136346460 before pre-bid meeting.
- 3. Validity of the Bid will be 120 days from the date of receipt of the Bids.
- 4. **ASA**, reserve the Rights to reject or alter any or all the Bid without assigning any reason thereof.

## 2. BIDDING DATA

Sr. No.	ITEM	INFORMATION
1	Name of work/Project	Bidder will have to provide turnkey services for entire event including registration process (online and Offline), Time management services, Bib distribution, procurement and distribution of T-shirts, Medals, all promotional activities by electronic mode like sending SMS, WhatsApp, Facebook, Tweeter and all other social media, acquiring all necessary permissions from statutory government bodies, procurement and effective use of runners data base of registered runners, design and management of run rout, providing volunteers and security services, design and management of holding area for accommodating more than 2000-2500 participants for event called as "ASA Greenathon-22".
2	Contract Period from LOA to	Up to 25 <sup>th</sup> December, 2022, Sunday. (1 week after successful completion of event).
3	Date of Event	18 <sup>th</sup> December, 2022, Sunday
4	Experience of Similar work/Event	The bidder should have experience of Similar work / Event of at least 5 (Five) Run Event of minimum 21K and above.
5.	Turnover (FY- 2017-18, 2018-19 & 2019-20)	Average Annual Rs. 50 Lakhs
6.	Date, time and place of issue of blank Bid forms	From 04/09/2022 to 13/09/2022 on working day up to 17.00 Hours from the office of ASA, Airoli, Navi Mumbai.
7	Date, time and place of Pre-Bid Conference	On 8th Sept, 2022 at 16.00 Hrs at ASA, office at Airoli, Navi Mumbai.
8.	Date, time and place of submission of Bid	On 13 <sup>th</sup> , Sept 2022 up to 16.00 Hrs in the office of ASA, office at Airoli, Navi Mumbai.

Sr. No.	ITEM	INFORMATION
9	Earnest Money Deposit - In the form of Demand Draft/NEFT/Pay order in favor of <b><i>Airoli sports Association,</i></b> payable at <b><i>Airoli, Navi Mumbai.</i></b>	Rs. 10,000/-(Rupees Ten Thousand only) to be paid in the form of Demand Draft / Pay Order/NEFT in favor of ASA, payable at Airoli, Navi Mumbai.
10.	Amount of Performance Security and the form in which it is to be deposited	Rs. 5 % (Five percentage of Bidding cost Only) in the form of DD or Bank guarantee.
11.	Release of <b>Performance Security</b>	The release of above performance security 15 days after successfully organizing the run event.
12.	Joint Ventures / Consortium	Joint Ventures / Consortium is not allowed.
13	Location of Work	ASA Sports Complex, Sector-8A, Airoli, Navi Mumbai, Dist.- Thane, Pin Code-400708, Maharashtra.
14	Refund of Earnest Money Deposit	The refund of EMD for unsuccessful bidders (except L1 & L2) shall be done immediately, after issuing of Work order to Successful bidder.



## **CONTENTS OF BID DOCUMENT:**

The Bid document issued for the purpose of this Bid shall include

### **Part-I**

Bid notice, bidding data, comprehensive scope of work and instructions to Bidders

### **Part- II**

Detailed scope of work and General Conditions of contract.

### **Part-III**

Form of Financial Bid

The bidder is expected to examine carefully all instructions, conditions and terms of the Bid. Failure to comply with the requirements of the Bid document will be at the Bidder's risk. The Bids which are not substantially responsive to the requirements of Bid documents shall be rejected.

## **SUBMISSION OF BID**

The Bid shall be submitted in two sealed envelopes marked **envelope no.1** and **envelope no.2** and shall be put together in one common cover and sealed. This sealed cover shall be marked on the left-hand top corner ***“Proposal for Run Event “ASA Greenathon-22” at ASA Sports Complex.***

- a) The full name and address of the Bidder and the name of the authorized Agent delivering the sealed cover containing the Bid shall be written on right hand bottom corner. If submitted by post, shall be properly addressed and shall be sent by registered post acknowledgement due or by courier. The date and time of receipt of Bid shall strictly apply in all cases. The person or persons signing the Bid shall state in what capacity, he/she is or they are signing the Bid ie. As a sole proprietor of firm or as a Secretary/Manager/Director/authorized signatory etc. of a limited company. In the case of partnership firm, the names of all the partners should be disclosed and the Bid shall be signed by all the partners or in the event of absence of any partner, it will be signed on his behalf by a person holding a power of attorney authorizing him to do so and an attested copy of the Partnership Deed/Power of Attorney shall be furnished along with Bid. In the case of a limited company, the names of all the Directors should be mentioned and

the Bid shall be accompanied by a certificate certifying that the person signing the Bid is empowered by a resolution of the Board of Directors to do so on behalf of the company and certified copy of resolution along with a copy of Memorandum and Articles of Association of the Company shall be furnished.

**b) CONTENTS OF ENVELOPE NO.1 :** The envelope no.1 shall contain the following documents :

1. Earnest Money Deposit.
2. Information on Qualification in the formats prescribed.
3. Bid document i.e. Part-I and Part– II duly signed by the bidder with any other technical information if any.

**c) CONTENTS OF ENVELOPE NO. 2: -**

The second envelope clearly marked envelope no.2 shall contain only Financial Bid

i.e. Part– III of the bidding document including necessary relevant details to describe the Bid fully; including the common set of conditions and any addendum issued.

**d)** The Bidder shall quote his Bid at the appropriate place in Part- III in the Bid form. He shall not quote his Bid anywhere directly or indirectly in envelope no.1.

**e) PLACE OF SUBMISSION:**

The Bids shall be submitted at the address as stated in Bid data.

**f) DATE AND TIME OF SUBMISSION OF BID:**

The Bid shall be submitted by the Bidder at the date and time and address as stated in Bid data. The Association may at its discretion, extend the deadline for submission of Bid by issuing an addendum in which case, all rights and obligations of the Association and Bidders previously subjected to the original dead line shall be subjected to the new dead line.

**g) VALIDITY:**

The validity of bids shall be 120 days from the date of receipt of the bids.



**h) AWARD CRITERIA.**

The Trust shall award the contract to a Bidder whose Bid has been found to satisfy all the requirements of the Bid document and who has Bided on the following

- Lowest rate for registration and time chip management per participant in rupees. Details of items used for bib distribution.
- Lowest rate in rupees for T-shirts, Medals, Trophies, Refreshment Box. Quality of materials they are recommended for above list of items.
- Lowest lump sum amount quoted for facilities provided for holding area and run route.
- Lowest lump sum amount quoted and frequency for digital, print and social media promotion.
- Maximum database of runners specially in Mumbai zone with bidder.
- Guaranty for Number of participants/registration by the bidder.
- Lowest rate in Rs. per head Rate of individual volunteer and security guards.
- In case of some items are sponsored in barter form, the terms and conditions of bidder.
- Previous organized event performance and feedback of the bidder from organizer and runners, which is most beneficial to the Trust, except where the Bidder falls under the priority criteria. In case of preferred bidder, it shall be decided as per criteria given in bidding data.

i) **PERFORMANCE SECURITY DEPOSIT: -**

The successful Bidder whose Bid has been accepted shall pay, within one week of the issue of the letter of acceptance, as **Performance Security Deposit of 5 % (Five percent) of project cost** on the amount submitted in bidding data in any of the following forms:

The Performance Security shall be either in the form of a Demand Draft/NEFT/Pay order drawn in favor of the **Airoli Sports Association, Airoli, Navi Mumbai**, without any interest or in the form of a bank guarantee issued by the Nationalized Bank or State Bank of India or bank promoted by All India Financial Institution including HDFC, issued from any branch cashable at Airoli branch. The bank guarantee shall be valid till Three-month after successful completion of event.

j) **ASA's RIGHT TO REJECT:**

ASA reserves the right to reject any or all the Bids without assigning any reason thereof. The ASA will in no case shall be responsible or liable for the bidding costs regardless of the conduct or outcome of Bidding.

## **MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into on this the \_\_\_\_th day of \_\_\_\_\_ 2022.**

### **BETWEEN:**

**AIROLI SPORTS ASSOCIATION (ASA)**, being a Trust registered under the Bombay Public Act 1950 under the Certificate of Registration No. F-8665 dated 19.09.2000 & also registered as Society under the Societies Registration Act, 1860, under Registration No. MAH/331/2000/Thane dated 31.05.2000, having its registered office at Airoli Sports Association, Plot No: 107, Sector No: 8A, Airoli Navi Mumbai-400 708. (Herein after referred to as '**ASA**' which expression shall, unless the context otherwise required, include its successors and permitted assigns) being.....  
**PARTY OF The FIRST PART.**

### **AND**

**M/s. \_\_\_\_\_ having address \_\_\_\_\_**, India (hereinafter referred to as '**Event Organizer**' which expression shall, unless repugnant to the context include its Successors and permitted assigns) being..... **PARTY OF The SECOND PART.**

The above mentioned parties of the FIRST and SECOND PART are collectively referred to as the "Parties" and each is individually referred to as a "Party"

### **WHEREAS :**

- A. AIROLI SPORTS ASSOCIATION** Organizes "**ASA GREENATHON – 2022**" on **Sunday 18<sup>th</sup> December 2022**, Our mission of the organization is to "**Promote Sports and Health**" with social and cultural events. Now, we extended the area in the field of Environment as a "**GREEN RUN**" from year 2019 in Airoli node as well as in Navi-Mumbai.
- B.** To promote our vision "...Each One...!!!Plant One ...!!!"

Event Name: **ASA GREENATHON – 2022**

Date of Event: Sunday -**18<sup>th</sup> December-2022.**

**Category**

- **21 K.m. Half Marathon – Men & Women (Time Bib Run) - 21K**
- **10 K.m. Run – Men & Women (Time Bib Run) - 10K**
- **5 K.m. Run – Men & Women (Non-Time Bib Run) - 5K**
- **2 K.m. Run – Only Senior Citizen Men & Women (Non-Time Bib Run)- 2K**

**Venue**

- Airoli Node in Navi-Mumbai, Maharashtra

C. In view of the aforesaid, the Parties have agreed to enter into this Agreement to set forth their mutual agreement and understanding with respect to manage the **ASA Greenthon-2022** Event.

**NOW THEREFORE IT IS HEREBY AGREED AS FOLLOWS:**

**1.0 DEFINITIONS:**

In this Agreement following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires.

- a. **'Client'/ 'ASA'** means **"Airoli Sports Association, Airoli, Navi-Mumbai - 400 708.**
- b. **'Agency'** means **M/s\_\_\_\_\_**, means the person, firm or company to whom the Work is awarded and includes the Agency's personnel, representatives, successors and permitted assignees
- c. **'Managing Committee'** means the Committee constituted by ASA.
- d. **'Agreement'** means a form of agreement between the ASA and the Agency to execute the work as per conditions and specifications set in this document.
- e. **'The Event'** means the **"ASA GREENATHON–2022"** (Run) organized by ASA to be executed by the Agency under the agreement and shall include all duties, responsibilities and obligation to be discharged by the Agency pursuant to the Agreement.
- f. **'Virtual Completion'** means the stage of completion of all activities of work for conclusion of the Agreement.
- g. **'Completion Period'** The period of the work i.e. from the date of LOA/Agreement to one week after Successful completion of event.
- h. **'RACES'** means the Registered Participant for the event of any category

**2.0 ROLE OF THE PARTIES: -**

The Parties hereby undertake to perform the roles and responsibilities as described below.

**2.1 First Part shall be responsible for:**

- a) ASA shall be responsible for providing the Platform/place for the Bib distribution program. The day, date & time will be decided mutually.
- b) ASA shall provide the details of the strategic decisions for Runners offers from time to time.

**2.2 Second Part shall be responsible for:**

**2.2.1 Brief Scope of Services:**

The scope of services is describe as given below but not limited to, the scope listed below:

1. The Agency shall provide endeavor to offer the said RACES platform to the best of its capabilities on an as-is-where-is basis.
2. The Agency shall promptly respond & resolve to all service level issues raised by the Registered Runners, the Prospective Runners or by ASA.
3. The Agency shall take utmost care to safeguard the data and other security of **RACES**.
4. The Agency shall help promote the event to the best of its capability for the benefit of the runners and the event organizers.
5. The agency shall check payment made by the Registered Participants as per their Category in the Bank account in List A. The payment may be Online, Cheque, Cash or any other mode shall be credited to ASA account. The Agency shall submit the status weekly of Registered Participants & Payment to ASA & make proper reconciliation form time to time.
6. Agency will provide the Time Solutions, Advertising & other services as follow:
  - i. The Agency shall manage whole event by providing accurate start-finish as well as split times for runners as and when required for successful completion.
  - ii. The Agency shall provide the Registration Platform services & provide the progress of registration weekly to ASA.
  - iii. The Agency shall make Online marketing for minimum 3 months or upto event date (via unlimited E-mails, SMS, Facebook, Instagram, Google, Corporate platforms or any other media as decided.)
  - iv. The Agency shall provide Advanced timing technology also used by global races like Tata Mumbai Marathon and New York Marathon.
  - v. The Agency shall provide all Value Addition services for success of Event

- vi. The Agency shall provide instant results to all runners at the end of their race via SMS/mail etc.
  - vii. The Agency shall provide Personalized e-certificates to all runners with timing details for time run participants.
  - viii. The Agency shall provide all Cost effective solutions to ASA.
  - ix. The Agency shall provide, the Bib -Tag to the Registered Participants. This Bib number is only means of tracking of Participants.
  - x. Agency shall make all the arrangements for Bib distribution. The Agency shall make available minimum Four Expo Managers with for managing the Bib distribution program (Except Volunteers). If additional members required (above 4), the ASA agrees to pay Rs. 1000/- (Rs. One Thousands)/ additional member thereafter inclusive all.
  - xi. The Agency shall provide minimum Six photographers for taking run time photographs during the Event & tagging of runners photos to their bib numbers and uploading on our server provide link to runner so they can download there photos from link (No charges for any ASA Greenathon-22 photos).
  - xii. The Agency shall provide Non-time Bib for Joy run (5K) and Senior citizen (2Km) per participants.
  - xiii. The Agency shall be responsible for any repair/ maintenance/ replacement of Bib & make all the arrangement for necessary alternative or to make working condition.
  - xiv. The Agency shall make provision for additional Bib, if anybody loss or damage the bib. The reasonable charges for the same shall be collected from the participant.
7. The Agency shall provide the Pacers Team and Pace Calculator to ASA.
8. The Agency shall provide emergency medical professional to participants to ensure emergencies are attended timely. Also emergency contact details of runners. Smartphone based with data security features.
9. The logo of Agency \_\_\_\_\_ if need to be put for branding & advertising initiatives as a **Event Partner** only along with ASA.
- 2.2.2 The features of RACES are listed out in below. If necessary, such features may be required to upgrade from time to time to meet the needs of the situation.

### 3.0 CONSIDERATION:

The ASA agrees to pay Consideration for the services provided by the Agency are as follows-

- a) **For Registered Runner for 21Km & 10Km (Time run) - Rs \_\_\_\_\_ /- ( Rs \_\_\_\_\_ only) /Runner.**
- b) **For Registered Runner for– 5Km (Non time) - Rs. \_\_\_\_\_/- (Rs. \_\_\_\_\_only) /Runners.**
- c) **For Registered Runner for Senior Citizen – 2Km - Rs. \_\_\_\_\_/- (Rs. \_\_\_\_\_only) /Runners.**
- d) GST shall be extra & TDS shall be deducted as applicable.

### 4.0 PAYMENT SCHEDULE:

The broad payment schedule is as follow -

- a. ASA agrees to pay an **Advance** of Rs \_\_\_\_\_ /- ( Rs. \_\_\_\_\_) along with LOA. i.e. for first 250 participants of 21K or 10K Run, thereafter
- b. ASA agrees to pay for minimum every additional 100 Registered Runner (21K & 10K) @ Rs \_\_\_\_\_/- (Rs. \_\_\_\_\_ only)/Runner.
- c. ASA agrees to pay for minimum every additional 100 Registered Runner ( Sr. Citizen – 5K) @ Rs \_\_\_\_\_/- (Rs. \_\_\_\_\_only)/Runner.
- d. ASA agrees to pay for minimum every additional 100 Registered Runner ( Sr. Citizen – 2K) @ Rs \_\_\_\_\_/- (Rs. \_\_\_\_\_only)/Runner.
- e. ASA agrees to pay balance of all Registered Runners @ Rs. \_\_\_\_\_/- (Rs. \_\_\_\_\_ only) /Runner after successful completion of event and submitting all the documentations etc.

***Note - The Agency shall provide the confirmation of Registered Participants & his receipt of payments, and then only agency can raise the bill.***

### 5.0 FORCE MAJEURE:

'Force Majeure' shall mean any circumstances beyond the reasonable control of the Agency, which prevent or impede the performance of the Agency including, but not limited to, the matters listed below:-



- a. War of hostility, Riot or Civil commotion, Earthquake, flood, tempest or other natural disaster, political bundhs, etc.
- b. Accident, fire or explosion on the site not caused by the negligence of the Agency.
- c. Law or order of any Government or Government department, which impedes or delays the work.
- d. Denial of the use of any Railway, Port, Airport, Shipping services and other means of public transport.
- e. A mere shortage of labour, materials or utilities shall not constitute 'Force Majeure' unless caused by circumstances, which are themselves, 'Force Majeure '.
- f. If the either party to the Agreement is prevented or delayed from or in performing any of his obligations under the Agreement by Force Majeure', then he shall notify the other party of the circumstances constituting Force Majeure and specify the obligation, the performance of which is thereby delayed or prevented and the party giving such notice shall thereupon be excused for the performance Notice under the provision for extra time or for delay in completion can be given within 7 days of Commencement of such circumstances.

#### **6.0 ARBITRATION:**

- i. If at any time any question of dispute or difference shall arise between the ASA and the Agency, either party shall as soon as possible give to the other, notice in writing of the existence of such question of dispute or difference specifying its nature and the point at issue and the parties shall firstly amicably settle the matter. In case, amicable settlement is not reached, the aggrieved party shall refer the dispute to Arbitration, by an Arbitrator (who is an expert in the field) to be selected by the ASA of the Agency, in accordance with and subject to the provisions of the Arbitration and Conciliation Act, 1996 and any Statutory modification or re-enactment thereof.
- ii. If, however arbitration does not succeed then the jurisdiction shall be that of the Mumbai High Court.

#### **7.0 VARIATION:**

##### **ALTERATIONS, ADDITIONS AND OMISSION**

The ASA, shall make any variation of the form, quality or quantity of the Works or any part thereof that may in his opinion be necessary and for that purpose, or if for any other reason it shall in his opinion be desirable, he shall have the power to order the Agency to do so and the Agency shall do any of the following:

- a. Increase or decrease the quantity of any work included in the Agreement, Change levels, of any part of the works,
- b. Execute additional work of any kind necessary for the completion of the Work or event.
- c. And no such variations shall in any way validate or invalidate the Agreement but the value, if any, of all such variations shall be taken into account in ascertaining the amount of the Agreement sum by mutually decided rates.

## **8.0 TERMINATION:**

### **A. RIGHT OF THE ASA TO DETERMINE AND TERMINATE THE AGREEMENT:**

The ASA shall, at any time, be entitled to determine and terminate the Agreement, should in the ASA opinion, the cessation of the Works becomes necessary owing to paucity of funds or from any other cause whatsoever, in which case the cost of work done for the event and of the value of the work done to date by the Agency shall be paid for in full at the rates specified in the Agreement. Before termination of the Agreement, the ASA shall clear the entire outstanding amount to be paid the Agency as per actual work done by the Agency. If the Agency has accomplished part of particular item of work/activity at the time of termination then payment shall be made to the Agency at proportionate rate.

### **B. TERMINATION OF AGREEMENT OWING TO DEFAULT OF AGENCY :**

If the Agency shall at any time becomes bankrupt, insolvent, assigns the work to any third party without consent of the ASA or Make an arrangement with, or assignment in favor of his creditors or go into liquidation or have an auction levied on his goods or property on the event or Assign the Agreement or any part thereof, otherwise than as provided in the General Condition of the Agreement or Abandon the Agreement or persistently disregard the instructions of the ASA or contravene any provision of the Agreement or Fail to adhere to the agreed program of the Works affecting the Completion of the Works or Fail to Marketing & time management or any other reason related to this event, Then in any of the said cases, the ASA may determine and terminate the Agreement after giving due notice. The ASA shall be entitled after giving due notice in writing to remove the Agency from the whole or the any portion of the Works without thereby avoiding the Agreement or releasing the Agency from any of his obligations or liabilities under the Agreement and rescind the Agreement.

The ASA shall have no claim to compensation for any loss sustained by him by any reason of his advertising, time management & bib preparations, or entered into any commitments or made any advance on account of or with a view to the execution of the Work.

## **9.0 UNDERTAKINGS AND INDEMNITY:**

Second Party shall indemnify First Party against and from:

- a. any liabilities, costs, losses, damages, fines whatsoever and howsoever arising in relation to the Agreement; due to any reasons attributable to First Party
- b. any liabilities, costs, losses, damages, fines in relation to the Event that is not attributable to First Party;

## **10.0 CONFIDENTIALITY**

Neither of the Parties shall, at any time, before the expiry of this Agreement, without the consent of the other party, divulge or suffer or permit its officers, employees, or agents to divulge to any person (other than to any of its or their respective officers, agents or employees who require the same to enable them properly to carry out their duties) any information relating to the negotiations concerning the event management, agreement, or financial arrangements or affairs of the other party or any proprietary information of the other Party.

## **11.0 MISCELLANEOUS PROVISIONS**

### **11.1 Governing Law and Jurisdiction**

This Agreement shall be construed and interpreted in accordance with and governed by the laws of India, and the Courts of Mumbai shall have jurisdiction over all matters arising out of or relating to this Agreement.

### **11.2 Insurance Application and its proceedings**

- a) Insurance during the entire Term of this Agreement, the Agency shall effect and maintain, or cause to be affected and maintained, at its own expense from its own account and all insurance policies as may be applicable and thought appropriate by the Agency on the name of ASA unless until specified.
- b) Provided further that, the Agency shall at all times, indemnify ASA against all claims, damages or compensation under the provision of Payments of Wages Act 1948, Employees Liability Act 1938, Industrial Dispute Act 1947, Maternity Benefit Act 1961, Contract Labor (Regulation of Abolition) Act 1970 and Inter State Migrant Workman (Regulation of Employment and Condition of Services) Act 1979, or any modifications thereof or any other law relating thereto and rules made there under from time to time, or as a consequence

of any accident or injury to any member, workman or other person in or about works, whether in the employment of the Agency or not, save and except where such accident or injury has resulted from any act of the Agency, their agents or servants and also against all costs, charge and expenses or any suit action or proceedings arising out of such accident or injury and against all sum or sum which may, with the consent of ASA the Agency will pay the same to compromise or compound any such claim without limiting its rights, obligation and liabilities as above.

- c) The Parties acknowledge and agree that all tangible and intangible information obtained, developed or disclosed including all documents, data, papers, statements, any business/ customer information, trade secrets and process of the Parties relating to their respective business practices and in relation to the this Agreement shall be considered to be confidential information and shall not in any way disclose to anyone without the prior written permission of the other Party.
- d) If due to some unavoidable circumstances the Event or program may get cancelled/postpone, then the Approved Rates of Agency get reduced as follow:-
- i. Up to 18<sup>th</sup> Nov-2022 - Rs. \_\_\_\_\_ ( Rs. \_\_\_\_\_only) get reduced from the above agreed rates.
  - ii. Up to Bib Distribution program Rs. \_\_\_\_\_ ( Rs. \_\_\_\_\_only) get reduced from the above agreed rates.
  - iii. Thereafter, No reduction in the agreed above rates.
- e) The Agreement shall come into force from the date it is signed and shall remain valid till a period up to 25<sup>st</sup> Dec 2022 or till successful completion of the event whichever is later.

**IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE EXECUTED AND DELIVERED THIS AGREEMENT AS OF THE DATE ABOVE WRITTEN.**

**SIGNED, SEALED AND DELIVERED**

For and on behalf of:

**SIGNED, SEALED AND DELIVERED**

For and on behalf of:

**FIRST PART**

**For Airoli Sports Association**

**SECOND PART**

**For \_\_\_\_\_.**

Request For Proposal (RFP) for Run Event at ASA on 18<sup>th</sup> Dec,2022, Sunday from Reputed and Technically sound Run Event Management Vendors.

---

\_\_\_\_\_ ,

\_\_\_\_\_ ,

**Name**

**Designation**

In the presence of:

**Name**

**Designation**

In the presence of:

1.

2.

## **PART –II**

### **SCOPE OF THE PROJECT**

To provide all necessary knowhow along with infrastructure and entire event management to organize and execute the Event called as “**ASA Greenathon-22**” at ASA Sports Complex, within Airoli, Navi Mumbai for men and women as per Categories given below:

1. 21 KM Half Marathon with time run and Lap repeat.
2. 10 KM with time Run.
3. 5 KM Non-time Joy Run.
4. 2 KM non time run for senior citizen's.

Number of participants Expected: 2000 - 2500 Numbers.

**Bidder will have to provide turnkey services for entire event including registration process (online and Offline), Time management services, Bib distribution, procurement and distribution of T-shirts, Medals, all promotional activities by electronic mode like sending SMS, WhatsApp, Facebook, Tweeter and all other social media, acquiring all necessary permissions from statutory government bodies, procurement and effective use of runners data base of registered runners, design and management of run rout, providing volunteers and security services, design and management of holding area for accommodating more than 2000-2500 participants for event called as “ASA Greenathon-22”.**

#### **1. Requirement and terms and Conditions**

##### **A. Registration of participants for event-**

On line registration will be done through designated website of Airoli Sports Association and link created for the same. Registration for senior Citizens only will be done in the office of the Airoli Sports Association. It will be bidder's responsibility to upload the list of Offline registration done on the portal. Periodical updates will be provided by the Bidder to ASA Greenathon committee of all categories.

##### **B. Bib Distribution Process:**

It will be Bidders responsibility to schedule and arrange the bib expo in coordination with ASA Greenathon committee. ASA at its scope shall provide the following facilities for bib

expo.

1. Banquet Hall for scheduled bib expo.
2. Internet facility for handling the bib expo.
3. Required numbers of Tables and Chairs.
4. Refreshments for the manpower deployed for bib expo.
5. Electric supply as per requirement.

**C. Items required to be arranged by Bidder for Bib Expo.**

1. Required manpower to manage all stalls in bib expo as decided by ASA.
2. Bidder must display following promotional material:
  1. One number well designed wall banner of size 10feet x 3 feet in the hall.
  2. Two banners of size 6feet x 4 feet.
  3. Two numbers of standees.
  4. Two numbers route display standees.
  5. The Bib expo shall be schedule for two days.
6. In case if any participant fails to collect their bib on the date of bib expo, then it's Bidder's responsibility to provide the bib to such a participants on or before the event.
7. All undelivered balance bibs and all other materials should be handed over to ASA in due course of time.
8. Laptops required for the entire event shall be arranged by the Bidder.
9. Any promotional/advertisement activities during entire Greenathon must be with prior permission of the ASA Greenathon committee.

**D. Time management system Role and responsibility.**

1. Time management system will be Provide by the Bidder.
2. To provide the time Matts and all other related services for time management system including:-
  - a. Bib with time chip.
  - b. Timing Matts as required on all the spots.
  - c. linking of messages to all runners with time chip.
  - d. linking of messages of all data including run completion, online certificate with time and run time photo link.
  - e. To calculate study and manage the requirement of Matts at the Start and Finish gates situated at ASA Sports Complex in synchronization with number of participants and Gate size.
  - f. To calculate study and manage the requirement of Matts for run rout.



- g. Participation certificate and photo link will be provided to all participants for category of 5 KM Non-time Joy Run and 2 KM non time run for senior citizen's.
- h. To distribute the plantation certificate to all participants subject to availability. And also sending the link for the same will be in scope of Bidder.

**E. Digital Campaigning of Event**

Digital Companying of the entire event will be done by the bidder through:-

- a. **SMS/ WhatsApp promotion through available database with registration partner** and information for the same will be given to ASA Greenathan committee from time to time (Bidder should clearly specify the run event participant's data base in figure with them. (Specially in Mumbai suburban zone run participants).
- b. Bidder should post minimum 2 promotional SMS/WhatsApp and 2 email messages to all participants mention in their data base.
- c. Bidder should submit the schedule of blasting the promotional SMS, WhatsApp and email messages.
- d. Bidder should approve the message or email draft from greenathon committee before sending message or email as a promotional activities.
- e. Bidder should submit the proof about SMS, WhatsApp and email blast to greenathon committee.
- f. **Bidder should assure us some registration figure from their side. Mention the figure in their proposal.**
- g. Promotion through Facebook, Google, emails, (paid and free) etc. in consultation with ASA Greenathan committee.
- h. SMS/ WhatsApp promotion through our member's data base via ASA network.
- i. Promotion through all other means and sources by the bidder (bidders should clearly mention their sources and promotion details).
- j. Promotion through different runners group in Mumbai, Navi Mumbai and thane region (bidders should clearly mention their promotion details).
- k. Through Radio, TV channels and all other electronic mode (bidders should clearly mention the details).

**F. Print Media Campaigning**

- a. Through
  - i) **Hoardings** - (Airoli Toll plaza- full size facing lane only, both the way (Airoli-Mulund and Mulund to Airoli facing lane only does not consider opposite lane) for 10 days, period- November 1-30<sup>th</sup> and can be extend to maxi up to 10<sup>th</sup> Dec, 22 ).

- ii) **Banners** - Total 20 Banners – (10 in Airoli and 10 outside of Airoli, places and dates will be decided mutually, permission to display the banners for a period of 10 days, size of banner 10X 8 feet)
- iii) **Posters**- Size (18 X 24 inch), glossy photo paper, 170 GSM, with double side tape sticker Quantity-200 in Navi Mumbai thane and all other display suitably.
- iv) **Promotion through print media partner**. Newspapers (unpaid news through the contacts and capacity of bidder), flyers through news papers, advertisements etc. by the Bidder.
- v) **Promotion through standees** at different prime locations like corporate offices, colleges, housing societies, shops, etc.- 10 Number of standees. If any additionally required bidder should quote per quantity rate.
- vi) **Promotional Stalls for campaigning of event at different places and prime locations** with minimum 2 promotional executives- Bidder should quote per stall amount. Display promotional of stalls will be decided mutually by bidder and greenathon committee. Maximum number of stalls-10

#### **F. SMS Intimation responsibility-**

Minimum 7 SMS/WhatsApp messages will be sent to all registered participants.

- a. At the time of confirmation of Registration.
- b. At the time of Bib distribution. (Digital poster)
- c. Remainder before 1 day before of bib collection. (Digital poster)
- d. Remainder for run before 1 day of run date. (Digital poster)
- e. Run completion information with time to category having time chip.
- f. Link of participation certificate and photo (bidder should note- ASA Greenathon-22- All photos are free of cost).
- g. Plantation certificate link.
- h. Any other suggested by bidder.

#### **G. To provide T-shirts to participants.**

- a. Providing T shirts to all Participants will be at Bidders scope.
- b. T shirt will be of 110-120 GSM, dry fit, with round neck, sublimation, printing on sleeves as per requirements. Design and all details regarding T-shirts will be decided jointly by Bidder and Greenathon committee.

- c. Goody bag with digital printing for carrying T-shirt, bib and other material distributed in bib expo. Bidder submits minimum one sample goody bag with their bid document.
- d. All required number of T-shirts should be made available in ASA office at least 1 week before the bib expo. Bidder should provide at least one sample of each size with boxes for confirmation and comfortability of T shirt.
- e. ASA reserves right for selection of design and materials of T-shirt.

**H. Affiliation will at ASA Scope.**

- a. With TDAAA (Thane district amateur athletics association) and
- b. With MAA (Maharashtra Athletics association).

**I. Holding area requirement:**

- a. Holding Area will be provided by ASA near ASA complex for the event.
- b. Before submitting the quotation, bidder must visit the premises, run route and holding area ground.
- c. **Stage-**
  - 1) **Main stage** - 30x20x 6 feet height with backdrop of 30x12,
  - 2) **Side stage** for VIP's and other guest of 20 x15 x1.5 feet height.
- d. **Holding area Gates**
  - 1. **Entrance Box Gate-** 16 feet height X 20 feet width
  - 2. **Gate towards Vibgyor school-** 10 feet height X 6 feet width
- e. **Stalls**
  - 1. Sponsor branding stalls (number as per requirements) of 10 X 15 feet
  - 2. Baggage counter with rack & tables of 20 X10 feet.
  - 3. Medical assistance counter of 15X10 feet
  - 4. 2 Physiotherapy counter of 15X10 feet
  - 5. Medal and snacks distribution stalls as per requirements of 15 X10 feet.
  - 6. All stalls and holding area will be provided with adequate numbers of tables, plastic chairs and proper light arrangement.

**J. Lighting arrangement.**

1. LED lights on both the stages, all stalls, both the holding area gate, portable toilets area. Lumen level as per requirements.
2. Cushion chairs on stage and as per requirements
3. Well-equipped sound system(flying)- Top 8,4 subs, cordless mics 4, stage monitor 2 Head set mics 1, 24 channel digital mixer, CD player, 2T Truss 16 feet (Bidder may add items as per their suggestions).
4. Green ground carpeting- Entire holding area ground should be covered by green carpet.
5. 4 numbers of selfie points with sufficient amount and verity of hardboard displays.
6. Ground side masking- 3 sides (boundary) should be masking by white color cloth +1 road side.
7. ASA will provide electric supply from its own feeder however the required connection facility and Standby DG facility of 125 KVA with required quantity of fuel will be at bidder's scope. (Bidder should arrange demo of the same to Greenathon committee).
8. **Portable toilet facility** with sufficient water supply, cleaning persons for men and women toilet with sufficient light arrangement.
9. Warm up/ Zumba team with entertainment before run start.
10. Anchor to host the stage.
11. Medical Assistance: (in ASA Scope) (Bidder didn't quote)
  - Medical facilities stall at entrance location with medical and first aid box (medical assistance facilities stalls are also available on run route. Location of stalls will be decided by mutually).
  - 2 numbers standby Ambulances with cardiac and trauma facilities (1 for run route and 1 at holding area).
  - 2 number of Physiotherapy counter.
  - If any items are not covered in this, bidder mention in his proposal.

**K. Refreshment to participants, Volunteers and officials**

- a. To provide require refreshment Boxes for Number of participants plus 20 % extra.
- b. **Refreshment Boxes Content** with - 1Banana and 1 Tetra Pack + 100 gram Upma / brown bread sandwich / idli or any other suggest by bidder in Box or Container.
- c. Greenathon committee and bidder will decide details of the content in the box mutually.
- d. Final rights of selection of quality and quantity of refreshment box will be reserve with Greenathon committee.
- e. **Hydration/Energy drinks facility**- Sufficient amount of hydration/energy drink facility counters should be available in holding area and on run route.
- f. **Medals, Trophies and cash prizes**- Cash Prizes if any will be decided by ASA.
  1. **Medal specifications**-Size 2.5 inches dia, 60 gm weight, both side embossing. Ribbon - 1 inch width, multi color with digital printing.
  2. **Trophies**- Similar to ASA Greenathon -19 trophies. (May be design will be change)
    - All category Men & women- 3 Trophies- First, second and Third.
    - Total number of trophies will be 24
    - Sizes of trophies: a Trophy for 21K for both men and women should specially design and size with the concept of Greenathon. Bidder designer and Greenathon committee will jointly decide the details of the trophy for 21K category.
      - b. for First price of 16-inch size.
      - c. for Second price of 14-inch size.
      - d. for Third price of 12-inch size.
- Trophy's for 10K,5K and 2K**
  - a. for First price of 14-inch size.
  - b. for Second price of 12-inch size
  - c. for Third price of 10-inch size.
- Bidder will have to quote as per three different sizes- first, second and third winner.

3. **Gratitude Trophies** – Bidder may check Greenathon-19 gratitude trophy as a sample or may recommend other trophies - Minimum requirement 10 numbers. Bidder will have to quote on per piece basis.
2. Bidder may check the Asa greenathon -19 medals and trophies form ASA office for specifications.
3. Bidder should provide samples of medals and trophies from different run events. Greenathon committee and bidder will jointly decide design of ribbon, medal and trophies.
4. Car Parking Zone- Car parking area is approximately 100-150 meter from holding area. For participants coming from different directions sufficient guiding sign boards for four wheelers and two wheelers will be provided by the bidder.
5. *Final rights of selection of design, materials, and size of medals will be of Greenathon committee.*

**L. Run Route Requirements:**

- a. Start/Finish Gate - Entrance Box Gate- 16 feet height 30 feet width, with display of sponsors banners.
- b. 100-meter red carpet at gate area with full road width.
- c. 10X12 feet Flag OFF Stage with light arrangement, and sound system.
- d. 100X1 meter curtain covering both sides of run route in white/ red/green color.
- e. Turning gate/Stations at each category turn, with sufficient indication boards.
- f. At turns of 5K, 10K and 21K with cheering musical system like Nasik Dhol /Tutari with pheta.
- g. 21K- There will be lap repeat and runner may get confused some times. It will be bidders responsibility to provide sufficient information i.e indicators, volunteers from 500m, 200m, 100m etc., with turn indicators, banners or any other means which can be suggested by bidder.
- h. **Run route photographers** - minimum 6 numbers professional photographers (Bidder mention per head charges in their proposal).

**1. Indicators on run route**

- i) KM indicators (size 3X6 feet with wooden frame and stand KM Number should be visible from 50 meters) (at every KM).
- ii) Direction indicators, Turn indicators (size 2 X3 feet) as per requirements.
- iii) Toilet indicators (size 2 X3 feet) location 100 meter before and near toilet with arrow indicator. (On run route NMMC washroom are available) (Bidder should take care of cleaning of toilet).

**2. Timing Matts –**

Start /Finish point near ASA Sports Complex. Length of time Matts should be according to width of road. Number of Time Matts required on run route shall be provided by Bidder. (Bidder should mention tentative time matt location and number of Matts they will use. Also mention the rate of 5 feet matt, if require additionally)

**3. Pacers Kit –**

Should provide sufficient number of pacer kits (ASA will provide some pacers.)

**4. Hydration stations** with station volunteers (near every km indicators) with required items.

**5. Barricades / Rope or tape/ Cones** with minimum height of 1 meter.

- 6. Sufficient provision of safety measure from trespassers and vehicles to all runners while on the run route. Route should be controlled and blocked by barricades, cones, tapes, volunteers, security guard etc. It will be bidder's responsibility to provide required amount of facility on route.
- 7. Run route should be ready with all respect before mid-night of run day for inspection by ASA Greenathon committee.
- 8. Bidder must deploy Security guards from midnight till last runner on run route and road clearance is done.
- 9. Run route measurement and certification from authorizes person.
- 10. ASA interested to enroll our event for TMM approval. It's Bidder responsibility to provide all the require things for TMM approval.
- 11. Its Bidder responsibility to listed qualify 'ASA Greenathon-22' event for TMM.



**12. Preparation of Valid ID with dully sign by Hon. Gen Secretary** - for Photographer, security guard, route volunteers, station volunteers, stalls, event organizing team, TDAAA and MAA representatives, bike volunteers, time keeper, sponsors, etc. Bidder should handover all ID to concern authorities as suggested by greenathon committee at least one day before the run event. After completion of event it will be bidder responsibility to collect all IDs distributed and to be handed over to Greenathon committee in ASA office.

**13. Security Guards and Volunteers-**

- **Security guard** with dress code, whistle, security batten, with guard number with Valid ID. – Numbers required 20
- (8 Holding area, 10 run route, and 2 for parking zone) (Bidder should quote per head charges).
- 10 Number of guards should be present from 17<sup>th</sup> evening 6 pm. Till removal of all stalls and materials from holding area.
- 10 Number of guards should be deployed at route to taking care of all installations on run route before midnight. At midnight entire ASA managing committee will take a tour of inspection of route and holding area and suggest shortfalls or modifications. Bidder should update all suggestion at least 1 hr. before start of run.
- **Volunteers** with Valid ID, whistle and volunteer Number (1 to 20)- Number 20 ( Holding area, 10 run route and 2 on road for direction of parking zone) (Bidder should quote per head charges).
- **Station Volunteer** with Valid ID and station Volunteer number - Number 10.

*Mutually by discussion decided the location of guard and volunteers. Bidder should prepare the chart for location of guard, volunteer and station volunteer with their number and handover the copy to greenathon committee at least two days before start date of event.*

**14. Run route clearance** immediately after last runner on run route and road should be open for public.

15. Facilities provide from TDAAA & MAA. (Not in Bidders scope)

- a. Bike Volunteers from TDAAA. - with valid ID and pilot number. Pilot Number should be visible by runners.
- b. Time Keepers from TDAAA.

c. TDAAA officials.

d. MAA officials.

**Note:**

- 1. Bidder may suggest and add any additional facilities or items required and not mention in the bid list to make the event more successful.**
- 2. Once the work order allotted to successful bidder. During the preparation of the event any variation as per work order needs prior approval from greenathon committee and any variation in work order from ASA needs prior approval from bidder.**
- 3. Any changes or upgradation, which is not mentioned in work order, and has financial implications. Need to be resolved with mutual consent prior to execution.**

## **LIST A**

### **DETAILS OF THE EVENT**

Event Organiser Name:

**AIROLI SPORTS ASSOCIATION, SECTOR 8A, AIROLI, NAVI MUMBAI**

Name of Event:

**ASA GREENATHON -2022**

#### **Event Pay-out Details**

Name of Account	- <b>Airoli Sports Association</b>
Bank Account No.	72210100002114
Name of Bank	- Bank of Baroda
Bank Branch	-Airoli, Sector-10A
Bank IFSC No.	- BARB0VJAIRO (Fifth Character is Zero)

**PAN No. of ASA - AAATA4828Q**

**GST No. of ASA - 27AAATA4828Q1ZA**

## **Part- III**

### **Financial Bid**

#### **Name of Work:-**

**Bidder will have to Provide Turnkey services for Entire Event including Registration process (online and Offline), Time management services, Bib distribution, procurement and distribution of T-shirts, Medals, all promotional activities by electronic mode like sending SMS, WhatsApp, Facebook, Instagram, Tweeter and all other social media, acquiring all necessary permissions from statutory government bodies, procurement and effective use of runners data base of Registered runners, Design and management of Run Rout, providing Volunteers and Security services, design and management of Holding area for accommodating more than 2000-2500 participants for event called as “ASA Greenathon-22”.**

#### **PREAMBLE**

To provide all necessary knowhow along with infrastructure and entire event management to organize and execute the Event called as “**ASA Greenathon-22**” at ASA Sports Complex, within Airoli, Navi Mumbai for men and women as per Categories given below:

1. 21 KM Half Marathon with time run and Lap repeat.
  2. 10 KM with time Run.
  3. 5 KM Non-time Joy Run.
  4. 2 KM non time run for senior citizen's.
- 
1. as detailed in the bid document to be undertaken on a Payment in Rupees on this agreement by ***Airoli Sports Association, Airoli, Navi Mumbai.***
  2. The bidder must quote his offer at the specified space in the FORM OF BID both in words and figures.
  3. The offer quoted shall except in so far as it is otherwise provided under the contract, include all insurance, profits, taxes, royalties and duties together with all general risks, liabilities and obligations set out or implied in the contract.
  4. The bidders shall quote his offer in Indian Rupees only.

**(On Company Letter head)**

## **FORM OF BID**

### **Name of Work :-**

**Bidder will have to Provide Turnkey services for Entire Event including Registration process (online and Offline), Time management services, Bib distribution, procurement and distribution of T-shirts, Medals, all promotional activities by electronic mode like sending SMS, WhatsApp, Facebook, Instagram, Tweeter and all other social media, acquiring all necessary permissions from statutory government bodies, procurement and effective use of runners data base of Registered runners, Design and management of Run Rout, providing Volunteers and Security services, design and management of Holding area for accommodating more than 2000-2500 participants for event called as “ASA Greenathon-22”.**

**To,**

**The President,**

Airoli Sports Association,

**Airoli, Navi Mumbai.**

**Subject :- Financial Bid**

**Ref:-As per Invitation for Bid No & dated \_\_\_\_\_**

1. Having examined the bid documents and Addenda for carrying out of the above named work within the time specified, we the undersigned, offer to complete the said assignment in conformity with the Bid document, Conditions of Contract and Addenda for the sum of (*attach a separate sheet of quoted values as per facilities and item wise - Annexure-I*) on this agreement & the charges will be effective from the commencement of this agreement till expiration.
2. We acknowledge that the Part-I, Part-II and Part-III together with any addendum and common set of deviations (CSD) thereto form part of the Bid.

3. We undertake, if our bid is accepted, to commence the assignment as soon as is reasonably possible after the receipt of the Notice to commence (Work- Order), and to complete the whole of the Works comprised in the contract within the time stipulated.
4. We agree to abide by this bid for the validity period stipulated in the bidding documents and the bid shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the highest or any bid you may receive.

Dated this.....2022.

Signature.....in the capacity of.....

Duly authorized to sign bids for and on behalf of

.....

Address.....

Occupation.....

(To be filled in by the Bidder, together with his particulars and date of submission at the bottom of the form of Bid on his letter head)

## Annexure- I

### Financial Details

Sr. No	Particulars	Unit	Approx. Qty.	Rate in Rs.	Amount in Rs.	Remark
1	Rate in Rupees for Registration and time chip management per participant.	Per Participant	1000			
2	Rate in Rupees for ❖ T-shirts – Rs._____ per no ❖ Medals – Rs._____per no ❖ Trophies Rs._____per no, ❖ Refreshment Box -Rs._____per no. Quality of materials they are recommended for above list of items is given in the scope of work.	Per No	1000			
3	Amount in Rupees for Promotion - Digital, Print and Social Media Promotion as per scope of work	LS	LS			As per scope of work
4	Amount in Rupees for Facilities to be provided for holding area and run route as per scope of work	LS	LS			
5	Rate in Rupees for Individual Volunteer	Per No	20			
6	Rate in Rupees for Security guards.	Per No	20			
		Total Rs.				
7	Database of Runners specially in Mumbai zone with bidder.	Mention Numbers				
8	How much Registration provided from bidder.	Mention Numbers				

Note –

- In case of some items are sponsored in barter form, then for Barter items the quoted rate shall be get reduced to 90%, services for such type of item is in bidder scope.

**Authorized Signatory  
with Stamp & Seal**