

Request for Proposal (RFP) document

**Planning, Organising and Conducting of Cultural Events at
Opening & Closing Ceremonies of 2nd World Cup, Kabaddi
Punjab**

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DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of Punjab State Sports Council ("**PSSC**" or "**Client**") or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP document is not an Agreement and is not an offer or invitation to any other party. The purpose of this RFP document is to provide the Bidders with information to assist the formulation of their Proposal submission. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for PSSC and their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder. Certain Bidders may have a better knowledge of the proposed Assignment than others. Each Bidder should conduct its own investigations, studies and analysis, and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice/information from appropriate sources.

"PSSC" at all times with regard to all the references in this RFP, or any other Addendum attached thereto shall mean Punjab State Sports Council. PSSC and their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

PSSC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document at any stage.

This RFP and the information contained herein are confidential and for use only by the person to whom it is issued. It may not be copied or distributed by the recipient to third parties (other than in confidence to the recipient's professional advisor). In the event that the recipient does not continue with the involvement in the Assignment in accordance with RFP the information contained in the RFP shall not be divulged to any other party. The information contained in the RFP must be kept confidential.

INFORMATION TO BIDDERS

1 INTRODUCTION

Punjab State Sports Council (PSSC) through Member Secretary (Director Sports), henceforth referred to as Client, will select an Event Manager for “Planning, Organising and Conducting of Cultural Events at Opening (1st November 2011) & Closing (20th November 2011) Ceremonies of 2nd World Cup, Kabbadi” (**hereinafter called as “Assignment”**).

- 1.1. The Bidders are invited to submit a Proposal to provide services for the “Planning, Organising and Conducting of Cultural Events at Opening & Closing Ceremonies of 2nd World Cup, Kabbadi” for the same split in the form of Technical Proposal and Financial Proposal, in separate sealed covers.
- 1.2. The Bidders must acquaint themselves with the factors/parameters and take them into account in preparing their Proposals.
- 1.3. The costs of preparing the proposal and of negotiating the contract, including a visit to the sites & to the Client, are not reimbursable as a direct cost of the Assignment and the Client is not bound to accept any of such Proposals even if submitted.
- 1.4. The bids to be submitted shall be valid for a period of **60 days** from date of opening of bids. The Client may request for an extension in the validity of the proposal by up to 30 days.
- 1.5. During the selection and execution of the contract, the Client shall observe and also expects Event Manager to observe highest standards of ethics during the selection and execution of this contract.
- 1.6. The Client is not bound to accept any proposal/ bid; and reserves the right to annul the selection process at any time prior to contract award, without incurring any liability to the Bidders.

NOTE: The Client can reject a proposal for award if it determines that the Event Manager recommended for award and also after the signing of the Contract Agreement has engaged in corrupt or fraudulent activities in competing for the contract in question and also by suppressing or misleading while furnishing facts during the period of contract. The Client reserves the discretion to declare any Bidder/ Event Manager ineligible without assigning any reason.

2 Submission of Proposal

This Request for Proposal (RFP) document consisting of detailed Scope of Work, Eligibility Criteria and other Project details etc. will be available on the website: <http://pbsports.gov.in/>. Interested bidders may submit their proposals along with a non-refundable proposal processing fee of Rs. 2,500/- (Twenty five hundred only) in form of cash or Demand Draft to the office Director, Cultural Affairs, Punjab at the address mentioned below, on or before 23rd September 2011 not later than 1400 hrs.

2.1 Technical Proposal

2.1.1 In preparing the Technical Proposal, Bidders are expected to examine the documents comprising this RFP document in detail. Material deficiencies in providing the information requested may result in rejection of Proposal.

2.1.2 The Technical Proposal should provide the following information .

- i. A brief **description of the Bidder**, its structure, constitution, etc. and an outline of recent experience on assignments of similar nature.
- ii. Detailed Activity Schedule specifying inter alia the tasks, and duration of each component of assignment.
- iii. As part of Eligibility Criteria and further Technical Evaluation, proof of relevant experience shall be furnished.
- iv. Brand and Rating of the equipment/ instruments/ machinery to be deployed in the Opening and Closing ceremony must be specified in the Technical Bid.

2.1.3 *The Technical Bid, if reflects Financial Proposal shall be summarily rejected.*

2.2 Financial Proposal

The Bidder shall quote a lump sum amount for the assignment in the Format for Financial Proposal Submission Form (**Annexure 2**) inclusive of all taxes, duties, levies etc. payable for the assignment.

2.3 Submission

- The Proposal (Refer 1.1 above) should reach **Director, Cultural Affairs, Punjab, Department of Cultural Affairs, Punjab, Plot No 3, Sector 38-A, Chandigarh** latest by **1400 hrs, on 23rd September 2011**.
- The proposal should be signed by authorized signatory, accompanied by written Power of Attorney attested by public notary.
- Earnest money of Rs. 1,00,000/- (Rupees One Lakh only) in form of Bank Demand Draft in favour of '**Punjab State Sports Council**', payable at Chandigarh should be enclosed with the Bid. Earnest money of unsuccessful Bidders shall be refunded within 7 days from the date of signing of the Contract Agreement with the Successful Bidder.

However, if the successful bidder fails to furnish the performance Security within the stipulated time period, the Earnest Money Deposit (EMD) of the successful Bidder shall stand forfeited.

- The Bidders are required to submit only one set of Proposal (to be marked as "Original Proposal").
- The original copy of the technical proposal as mentioned shall be placed in a sealed envelope clearly marked as **Technical Proposal**, and the original copy of the financial proposal shall be placed in a separate sealed envelope clearly marked as **Financial Proposal**. Both envelopes shall be placed in outer envelope marked **Proposal for Planning, Organising and Conducting of Cultural Events at Opening & Closing Ceremonies of 2nd World Cup Kabbadi** which shall be opened by the Evaluation Committee.

- The Bidder shall use the formats appended with this document to submit the requisite information and their proposal. **(Refer Annexure 1 to 4)**
- The Technical Proposals shall be opened on **1430 hrs on 23rd September 2011 and evaluated on the same day**, i.e. the submission date in the office of Director, Department of Cultural Affairs, Punjab, Plot No. 3, Sector 38A, Chandigarh.
- Interested bidders will be required to send the authorised representative. Representative of the interested bidder who is competent to answer any query, if need be, may attend the same.

2.4 Minimum Eligibility Criteria

The interested bidder can be an Individual, registered Company or a registered partnership and shall be required to meet the following criteria:

- i. The bidder should have been in the business of providing turnkey cultural event management for at least 5 years.
- ii. The Bidder should have conducted at least 3 events in 3 different cities in India wherein a bollywood actor/ actress have made an appearance in at least 2 events, during the last 5 years.
- iii. The bidder should have an average annual turnover of at least Rs. 1 (One) Cr. in the last 3 years i.e. FY 2008-09, 2009-10, 2010-11.

Pursuant to complying with the “Minimum Eligibility Criteria”, the Technical Bid of the Bidders shall be marked/ evaluated in accordance with Clause 3.2.

3 EVALUATION OF PROPOSALS

3.1 Evaluation of Technical Proposal

Pursuant to the qualification of Bidders as per the Minimum Eligibility Criteria (laid down in Clause 2.4), the Evaluation Committee shall evaluate the technical proposals, applying the evaluation criteria as detailed in Clause 3.2 below. Each responsive proposal shall be given a technical score..

3.2 Evaluation Criteria

- The qualified (as per minimum eligibility criteria) bidder will present the Assignment to the committee in a Power Point format (ppt) for evaluation purposes. The bidder shall be required to make a detailed **Presentation on 23rd September after the opening of the technical bid (eligible bidders only)** in the office of Director, Department of Cultural Affairs, Punjab.
- The technical bid of the qualified bidders will be analyzed and evaluated and the technical bid marks (TBM) shall be assigned to each shortlisted bidders bid on the basis of following below evaluation matrix
- The technical bid will be analyzed and evaluated based on specific experience of the bidder, competence of key personnel, adequacy of the proposed approach and methodology and understanding the requirements of the Punjab State Sports Council and prior experience as per the following evaluation matrix:
-

Bid Component	Technical Bid Marks
Understanding the requirements of the proposed Event	20
Project team and experience of personnel deployed	20
Prior experience of the bidder in providing turnkey event management services	20
Proposal on all components of the cultural events which include quality of acoustics, lighting, stage, laser show, fireworks, performances and performers	40

- The Evaluation committee shall evaluate and rank the technical bid on the basis of Bid's responsiveness to the scope using the evaluation criteria and score system specified above. Each Technical bid will receive a technical score. A bid shall be rejected if it does not achieve the minimum technical mark of 65 from the maximum of 100 points.

3.3 Evaluation of Financial Proposals

Financial proposals of Technically Qualified Bidders as evaluated according to the above evaluation matrix (bidders scoring more than 65 marks) shall be opened by the Evaluation Committee publicly in the presence of Bidders' representative who may choose to attend. The quoted Lump sum Amount shall be read out and recorded.

Bidders shall be ranked L1, L2, L3 etc. in increasing order of their Financial Proposals

Financial Bid Marks (FBM) = $100 \times \text{Lowest Bid} / \text{Bid under consideration}$

The lowest evaluated financial bid will receive a maximum of 100 marks

3.4 Final Evaluation

3.4.1 The final evaluation will be made on the basis of the following:

- Weight age for the Technical Proposal: 0.7
- Weight age for the Financial Proposal: 0.3

Combined Technical and Financial score = **TBM (as per para 3.2) x 0.7 + FBM x 0.3**

3.5 Award of Work

- The Bidder with highest aggregate score of Technical and Financial Bids shall be awarded the work.
- Even if only a single Bid/ Proposal is received (and technically qualified) or a single Bid/ Proposal amongst several is technically qualified, PSSC

retains the right to open his Financial Proposal and award the Assignment.

4 TERMS OF REFERENCE

4.1 Introduction

4.1.1 About 2nd World Cup Kabaddi, Punjab – 2011

Punjab State Sports Council has decided to conduct Opening and Closing ceremonies for the 2nd World Cup Kabaddi, Punjab. Punjab State Sports Council (PSSC) invites Proposals to conduct cultural events at Opening and Closing Ceremony for the 2nd World Cup Kabaddi, Punjab.

The Punjab Government is organizing 2nd World Cup Kabaddi, Punjab – 2011 in the state of Punjab from 1st to 20th November, 2011. This mega event is being organized at 16 different venues across the state. Apart from India, teams from Argentina, Pakistan, USA, Canada, U.K., Iran, Italy, Norway, Afghanistan, Sri Lanka, Australia, Germany, Spain, New Zealand are likely to participate. 4 women teams namely U.K., USA , Iran including India have also been invited to participate in the event.

4.1.2 Location of the Assignment Site

The Opening ceremony will take place at Multipurpose Stadium, Bathinda on 1st November 2011 and Closing ceremony will take place at Guru Nanak Stadium, Ludhiana on 20th November 2011

4.1.3 Scope of Work of Event Manager

- a) Development of the creative content and production of the cultural event at Opening & Closing Ceremony
- b) Design, supply and management of any set, staging and audio equipment required
- c) Implementation of all production & stage management, artistic direction, choreography, costume design and event management as necessary
- d) The anchor should be well conversant with Punjab's culture and folklore
- e) Arranging the performers for holding the below mentioned events.

The cultural events should include the following at Opening and Closing ceremonies:

OPENING CEREMONY – 1st November 2011-6:30 PM onwards

Event Capacity – 25,000 Persons

- Choreographed Punjabi Folk Medley featuring at least 500 dancers (10 minutes duration)
- A theme song on Kabaddi by a renowned Bollywood singer (6 minutes duration),
- Live performance by at least 3 male top Punjabi singers (group performance- 15 minute duration)

Planning, Organising and Conducting of cultural events at Opening & Closing Ceremonies of 2nd World Cup, Kabbadi

- Live performance by a renowned Punjabi female singer (6 minutes duration)
- Live Performance by top bollywood actor (male) (One hour appearance including 12 minutes live performance)
- Laser Show- State- of -the- Art laser show showcasing rich cultural heritage of Punjabis accompanied with vibrant music specially composed for the show. The laser show should be designed so that the entire stadium is able to watch it with 3D (3 dimensional) effects - (6 Minutes duration)
- Fire Works (6 minutes duration)

Infrastructure required

- Stage – Complete 360 degrees multilevel, Carpeted and steps all around measuring minimum 100'x80'x5'
- Stage Lighting should be of suitable rating & reputed brand as per the requirement of the event and stage.
- Necessary lighting arrangements for live telecast of the event
- Necessary equipment/ instruments for giving suitable lighting effects.
- Suitable LED installation either at the base or the top truss of the stage, viewable from all 4 sides. LED screens – Minimum 2 Nos. LED display panel - wall size 18x12 ft
- Suitable numbers and rated projector for projection system to be provided for public viewing
- Professional sound system of reputed brand of required capacity as per event including Public address services
- The entire event would be on silent diesel generating set supply

CLOSING CEREMONY – 20th November 2011- 7:30 PM

Event Capacity – 30,000 Persons

- Choreographed Punjabi Folk Medley featuring at least 500 dancers (10 minutes duration)
- Live performance by at least 3 male top Punjabi singers (group performance- 15 minute duration)
- Live Performance by top bollywood actor (female) (One hour appearance including 12 minutes live performance)
- Martial Arts - Gatka (10 minutes duration)
- Fire Works (6 minutes duration)

Infrastructure required

- Stage Size – 60ft x 40ft at ground level should be provided.
- Stage Lighting should be of suitable rating & reputed brand as per the requirement of the event and stage.
- Necessary lighting arrangements for live telecast of the event
- Necessary equipment/ instruments for giving suitable lighting effects.

- Suitable LED installation viewable from all 4 sides. LED screens – Minimum 2 Nos. LED display panel - wall size 18x12 ft
- Suitable rating and numbers projector for projection system to be provided for public viewing
- Profession sound system of reputed brand of required capacity as per event including Public address services
- The entire event would be on silent diesel generating set supply

4.2 Obligations of Client

The Client shall be required to take all statutory clearances as required for the Assignment, from time to time.

5 Payment schedule

The agreed lump sum amount (Contract Price) shall be released as under subject to acceptance of reports/proposals by the Client:

- **Mobilization Fee:** 35% of the amount quoted at the time of signing of Agreement (bump-in). However, the Event Manager shall be required to submit a Bank Guarantee for an amount equivalent to 35% of the lumpsum amount quoted by the Event Manager, which shall be returned after the successful completion of the Opening Ceremony.
- **Opening Ceremony:** 30% on successful completion of the Opening Ceremony
- **Closing Ceremony:** 25% on successful completion of the Closing Ceremony
- **Contract Completion:** 10% on complete “bump-out” from the Assignment site and handing over the site as per its original state.

6 Other Conditions of Contract

6.1 Performance Security

The successful Event Manager shall furnish as performance security, an irrevocable and unconditional Bank Guarantee in the prescribed format issued by a Scheduled Bank at Chandigarh or a Demand Draft valid for a period of 6 months, for an amount equal to **Rs 10 Lakhs**. This shall be furnished at the time of award /signing of contract as per the format given in **Annexure-3. The performance security shall be released after successful completion of contract.**

6.2 Loss of Property and/or Life

If during this period any loss of property and/or life takes place, the loss and account of the same shall be borne entirely by the Event Manager and Punjab State Sports Council shall not be liable for any such claims. The Event Manager would be responsible for the payments arising out of any Third Party claims. The Event Manager is advised to procure insurance for meeting such liabilities at his own cost.

6.3 Modifications in cultural ceremony

The Event manager has to submit the video of the rehearsals of the cultural event before the event and the Client has the right to make any modifications in the cultural event as per its requirements, and same shall be incorporated by the Event Manager .

6.4 Settlement of Disputes

The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the agreement or its interpretation.

Any dispute between the parties, which cannot be settled amicably within 30 days after receipt, by one party of the other party's request for such amicable settlement shall be submitted to arbitration by sole Arbitrator to be appointed by the Punjab State Sports Council. The arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be held at Chandigarh and the Courts at Chandigarh shall have the jurisdiction.

ANNEXURES

Annexure 1 Site Details

Opening ceremony will take place at Multipurpose Stadium, Bathinda on 1st November 2011 - Capacity - 25,000 persons

Closing ceremony will take place at Guru Nanak Stadium, Ludhiana on 20th November 2011 - Capacity - 30,000 persons

Annexure 2 Financial Proposal Submission Format

To

Member Secretary (Director Sports)

Punjab State Sports Council

SCO: 116-117 Sector 34-A, CHANDIGARH

Subject: Planning, Organising and Conducting of Cultural Events at Opening and Closing Ceremonies of 2nd World Cup, Kabbadi

Dear Sir,

We, the undersigned, offer to provide the services for Planning, Organising and Conducting of Cultural Events at Opening and Closing Ceremonies of 2nd World Cup, Kabbadi in accordance with your Request for Proposal document.

Our Financial Proposal is as below.

Fee for Service inclusive of all taxes etc.
(in INR)

Our Financial proposal shall be binding on us upto the expiration of the validity period of the proposal unless extended by us.

We understand that you are not bound to accept any proposal you receive.

We remain,

Yours sincerely

(Authorized Signatory)

Name & title of signatory

Name & stamp of firm

Annexure 3 Format for Performance Security

UNCONDITIONAL AND IRREVOCABLE BANK GUARANTEE

Bank Guarantee No. _____

Dated _____

Issuer of Bank Guarantee:

_____ (Name of the Bank)

(Hereinafter referred to as the "Bank")

Beneficiary of Bank Guarantee:

Punjab State Sports Council,
SCO 3, Sector 38A
Chandigarh

Context of Bank Guarantee:

Performance Security in pursuance of Clause ___ of the Request for Proposal (RFP) Document dated _____ (hereinafter referred to as the "RFP"), inclusive of draft Contract Agreement to be executed between the _____ acting through _____ (hereinafter referred to as the "Client") and _____ (hereinafter referred to as the "Event Manager") for the Planning, Organising and Conducting of Cultural Events at Opening and Closing Ceremonies of 2nd World Cup, Kabbadi (hereinafter referred to as the "Assignment"), provided however, such context of the Bank Guarantee or reference to the Agreement in this Bank Guarantee shall in no manner to relied upon at any stage to adversely affect or dilute the unconditional and irrevocable nature of this Bank Guarantee. The Contract of Bank Guarantee is an independent contract between the Bank and PSSC and is not dependent upon execution or performance of any Contract between PSSC and _____ (name of the Event Manager).

Operative part of the Bank Guarantee:

At the request of the Event Manager, we _____, _____ (*name and address of the bank*), (hereinafter referred to as the "Bank"), do hereby unconditionally and irrevocably affirm and undertake that we are the Guarantor and are responsible to the Client i.e. the beneficiary on behalf of the Event Manager, upto a total sum of Rs. _____ (Rupees _____ Only), such sum being payable by us to the Client immediately upon receipt of first written demand from the Client.

We unconditionally and irrevocably undertake to pay to the Client on an immediate basis, upon receipt of first written demand from the Client and without any cavil or argument or delaying tactics or reference by us to Event Manager and without any need for the Client to convey to us any reasons for invocation of the Guarantee or to prove the failure to perform the Services as per requirements on the part of the Event Manager or to show grounds or reasons for the demand or the sum specified therein, the entire sum

or sums within the limits of Rs. _____ (Rupees
_____ Only)

We hereby waive the necessity of the Client demanding the said amount from Event Manager prior to serving the Demand Notice upon us.

We further agree and affirm that no change or addition to or other modification to the terms of the Agreement, shall in any way release us from any liability under this unconditional and irrevocable Guarantee and we hereby waive notice of any such change, addition or modification. We further agree with the Client that the Client shall be the sole and the exclusive judge to determine that whether or not any sum or sums are due and payable to him by Event Manager, which are recoverable by the Client by invocation of this Guarantee.

This Guarantee will not be discharged due to the change in constitution of the Bank or the Event Manager. We undertake not to withdraw or revoke this Guarantee during its currency/ validity period, except with the previous written consent of the Client

We unconditionally and irrevocably undertake to pay to the Client any amount so demanded not exceeding Rs. _____ (Rupees _____ Only) notwithstanding any dispute or disputes raised by Event Manager or anyone else in any suit or proceedings before any arbitrator, court, tribunal or other authority, our liability under this Guarantee being absolute, unconditional and unequivocal. The payment so made by us under this Guarantee to the Client, shall be a valid discharge of our liability for payment under this Guarantee and the Event Manager shall have no claim against us for making such payment.

This unconditional and irrevocable Guarantee shall remain in full force and effect and shall remain valid until _____

Notwithstanding any clause contained herein:

Our liability under this Bank Guarantee shall not exceed Indian Rs. _____ lakhs (Rupees _____ Lakhs Only).

This unconditional and irrevocable Bank Guarantee shall be effectively valid from _____ to _____.

We are liable to pay the guaranteed amount or any part thereof under this unconditional and irrevocable Bank Guarantee only and only if the Client serves upon us a written claim or demand on or before _____.

Authorized Signatory
For Bank

Annexure 4 Form of Contract

CONTRACT AGREEMENT

This CONTRACT (hereinafter called the “**Contract**”) is made on the _____ day of the month of _____ 2011, by and between,

Punjab State Sports Council, acting through its Member Secretary (Director Sports) (hereinafter referred to as “**PSSC**” or “**Client**” (which expression shall unless the context otherwise requires include its successors and assigns), of the **ONE PART**.

And

M/s _____, a _____ incorporated under the _____ and having its registered office at _____, (hereinafter referred to as the “**Event Manager**” which expression shall, unless the context otherwise requires, include its successors and permitted assigns) through **Mr.** _____, the duly authorized representative of the Event Manager, of the **OTHER PART**.

WHEREAS

1. Punjab State Sports Council through a transparent competitive single stage bid process, has appointed an Event Manager for “Planning, Organising and Conducting the Cultural Events at Opening and Closing Ceremonies for 2nd World Cup Kabbadi, Punjab (hereinafter referred to as “**Assignment**”);
2. The Client has requested the Event Manager to provide services as mentioned in Clause 4 of the RFP Document i.e. Appendix-I to the Contract Agreement;
3. The Event Manager, having represented to the Client that they have the required professional skills, personnel and technical resources and also, agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. All Appendices (from Appendix-I to Appendix-IV) attached hereto with this Contract Agreement shall have a legally binding effect upon the parties to this Contract Agreement.
2. The Appendices (from Appendix-I to Appendix-IV) shall be deemed to form an integral part to this Contract Agreement, having full effect of laws in force and shall be contractually binding upon the parties.
3. The details of the Appendices (from Appendix-I to Appendix-IV) are given as under:-
 - Appendix I:** Request for Proposal (“RFP”) Document
 - Appendix II:** Technical Proposal of the Event Manager
 - Appendix III:** Financial Proposal of the Event Manager

Appendix IV: Performance Security

4. The mutual rights and obligations of the Client and the Event Manager shall be as set forth in the Contract, in particular:
- a) the Event Manager shall carry out the services in accordance with the provisions of the Contract Agreement; and
 - b) the Client shall make payments to the Event Manager in accordance with the provisions of the RFP Document i.e. Appendix-I to the Contract Agreement.

IN WITNESS WHEREOF the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of PUNJAB STATE SPORTS COUNCIL [NAME] _____ [Designation] Member Secretary (Director Sports)	Signature:
For and on behalf of EVENT MANAGER [NAME] _____ [Designation] _____	Signature:
Witness 1: [NAME] _____ [Designation] _____	Signature:
Witness 2: [NAME] _____ [Designation] _____	Signature:

Place: Chandigarh