



Subroto Mukerjee Sports Education Society

(ESTD. 1960)

SMC/102/2025 03 Jul 25

As per distribution list

REQUEST FOR PROPOSAL (RFP) FOR PROCUREMENT OF PUBLICITY MATERIALS FOR CONDUCT OF SUBROTO CUP INTERNATIONAL FOOTBALL TOURNAMENT 2025

RFP NO.04/SMC/102/2025

Dear Sir/Madam,

1. **Techno-Commercial Bids** in sealed cover are invited under **Two Bid System** for procurement of **Publicity materials** with respect to conduct of **Subroto Cup International Football Tournament 2025** as per the details mentioned in Part II (SOR) of this RFP from technically and financially capable prospective vendors.

2. The address and contact numbers for sending bids or seeking clarifications regarding the RFP is given below: -

- | | |
|---|--|
| 2.1. Bids/Queries to be addressed to | : Honorary Secretary General
Subroto Mukerjee Sports Education Society
C/O Air Force Sports Control Board
AF Station New Delhi, Race Course,
New Delhi - 110 003 |
| 2.2. Name / Designation of
Contact personnel | : Gp Capt Gajanand Yadava
Honorary Secretary General, SMSES |
| 2.3. Telephone number of the
Contact personnel | : 011-23014160 |
| 2.4. E-Mail ID | : infosubrotocup@gmail.com |
| 2.5. Fax Number | : 011- 23014160 |

3. This RFP is divided into five parts as follows: -

3.1. **Part I.** Contains general information and instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders etc.

Signature and stamp of the Bidder
Accepting the above terms & conditions

Address for Correspondence :

Air Force Sports Control Board, C/o AF Station New Delhi, Race Course, New Delhi-110 003

Tele : 011-23014160 Mobile: +91 8447603530

E-mail: infosubrotocup@gmail.com Website : www.subrotocup.in

3.2. **Part II.** Contains essential details of the items required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

3.3. **Part III.** Contains Standard Conditions of RFP which will form part of the Contract with the successful Bidder.

3.4. **Part IV.** Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

3.5. **Part V.** Contains Evaluation Criteria and Format for Price Bids.

4. **PLEASE SUPER-SCRIBE YOUR FIRM'S NAME, ADDRESS AND OUR REF NO. & DATE OF TENDER OPENING ON SEALED COVER, SO AS TO AVOID THE BID BEING DECLARED UNSOLICITED.**

5. This RFP is being issued with no financial commitment. The Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage without assigning any reason to the prospective suppliers.

6. One copy of this RFP duly stamped and signed in all pages, be returned to us for our reference and record along with your Most Competitive Bid. It is reiterated that the purchaser reserves the right to withdraw the RFP without assigning any reason, should it become necessary at any stage.

Thanking you,

Yours faithfully,



(Gajanan Yadava)
Group Captain
Honorary Secretary General, SMSES
For and on behalf of the President of India

Signature and stamp of the Bidder
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PART-I: GENERAL INFORMATION

1. **Last date and time for depositing the Bids:** The last date/ time of bid submission is **24 Jul 25 at 1130Hrs.** The sealed Bids (both technical and Commercial) should be deposited in the tender box by the due date and time. The responsibility to ensure this lies with the Bidder. The Bids can also be **sent by registered post/courier/speed post.** Late tender will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of bid documents

2. **Manner of submission of Bids:** - Sealed quotations addressed to **The Honorary Secretary General, Subroto Mukerjee Sports Education Society, Air Force Sports Control Board, C/O Air Force Station New Delhi Race Course-110003** and should be dropped in Tender Box marked as: -

**SMSES TENDER BOX FOR SUBROTO CUP 2025
PURCHASE OF PUBLICITY MATERIALS**

The same will kept near the main guard room at **Air Force Station New Delhi, Race Course, New Delhi – 110003** or be sent by registered post/courier/speed post. Bids sent by FAX/Email will not be considered.

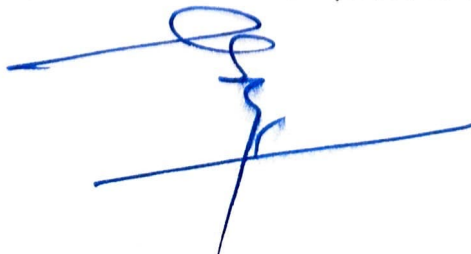
3. **Location of the Tender Box:** **Main Guard Room, Air Force Station New Delhi, Race Course New Delhi – 110003.** On the date of opening only those Bids that are found in the tender box kept in the Main Guard Room will be opened. Bids dropped in any other Tender Box will be rendered invalid. **Bids received after due date/time specified will be returned to the sender of "Freight to Pay" basis**

4. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo / letter pad giving their complete current **postal and email address, contact and Fax number of their office.** Bidders in addition to stating in their offer the correct legal **communication address** on which the supply Order / Purchase Order is to be placed and dispatched, are also to give the details of their Bankers with SWIFT code and Account Number. The Techno-Commercial bid will consist of both Technical bid (**Envelop-1**) and Commercial bid (**Envelop-2**) enclosed in **Single Envelop.**

4.1. **Technical Bid (Envelop 1):** This envelop written with '**TECHNICAL BID**' and RFP reference No and date written on top of the envelope shall contain the following information and documents: -

- 4.1.1. Proof of valid registration of firm
- 4.1.2. Copy of GST Registration
- 4.1.3. Particulars of bank account with IFSC code
- 4.1.4. Copy of PAN
- 4.1.5. IT returns for last Three years
- 4.1.6. Audit of Profit and Loss statement of last three years (2022-23 & 2023-24 & 2024-25) for indicating Financial performance.
- 4.1.7. Proof for past project experience.
- 4.1.8. EMD as per **Part-I Para12** or exemption proof of the same
- 4.1.9. Proof for payment of tender fee (Cost of Tender document).

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- 4.1.10. RFP signed on each page by authorized signatory with stamp
- 4.1.11. Technical Specification Compliance Sheet Appendix 'B' of the RFP
- 4.1.12. Techno-Commercial Bid Compliance Sheet Appendix 'C' of the RFP

4.2. **Commercial Bid (Envelop 2-).** This envelop with '**COMMERCIAL BID**' and RFP reference No, Subject and date written on the top of the envelope shall contain the following documents.

- 4.2.1. RFP signed on each page by authorized signatory.
- 4.2.2. Commercial Bid format as per Part IV, Para 2 to be filled.

5. **Pre-Bid Conference.** In order to facilitate the vendors to clarify any queries with regard to the contents of the RFP and to specify the requirement of user, a pre-bid meeting will be conducted at Buyer's premises on **16 Jul 25 at 1130 Hrs.** In the Pre-bid meeting approved sample of required item will be shown to the prospective bidder.

6. **Clarification Regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than **4 days** prior to the date of opening of the Bids or during pre-bid meeting.

7. **Modification and Withdrawal of Bids.** The Bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by FAX but it should be followed by an ink signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid should be modified after the deadline for submission of bids and expiration of the period of bids validity specified. Withdrawal of a bid during the period will result in bidder's forfeiture of bid security and /or ban on issuance of further RFP's as per the decision of Competent Authority.

8. **Clarification Regarding Contents of the Bids.** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. **No post bid clarification on the initiative of the bidder will be entertained**

9. **Time and date of opening of Technical & Commercial Bids: As per Critical Date Sheet (Part-I, Para-15 of RFP)** (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

10. **Place of Opening of the Bids: Office of Honorary Secretary General, Subroto Mukerjee Sports Education Society, C/o Air Force Sports Control Board, Air Force Station New Delhi Race Course-110003.** The Bidder may depute their accredited representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. **Details of the accredited representatives are to be forwarded to this Office by Fax** (followed by an ink signed copy) well before the due date of the tender opening, for originator to facilitated security clearance and entry to the office of Honorary Secretary General, SMSES. Rates and important commercial clauses quoted by all Bidders will be read out in the presence of the accredited representatives of

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all the Bidders. It may be noted that this event will not be postponed due to non-presence of your representative (s). Bidders are to ensure that their accredited representatives are in possession of copy of advance intimation letter sent to Honorary Secretary General SMSES, authorizing them to participate in the tender opening. Only authorized accredited Indian Agent/ Representative would be permitted to participate in the tender opening process. Prospective bidders are, therefore, advised to complete the requisite formalities as covered in the GoI / MoD instructions. (Details available in MoD official web sites, namely, <http://www.mod.nic.in> under heading new circular and notification for nomination of Indian Representative/ Agent.

11. **Bids are liable to be rejected for the following reasons:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection or ban on issuance of further RFP's. Conditional tender can be rejected.

12. **Validity of Bids.** The Bids should remain valid for 120 days from the date of opening of tenders.

13. **Cost of the Tender/Tender Fee.** The tender document/RFP will carry a Price of Rs 100/- (Rupees One Hundred only). Demand draft in favour of "Honorary Secretary General Subroto Murkerjee Sports Education Society", Race Course, New Delhi or Cash deposit receipt in the A/C No.90552010001695 (Canara Bank 19055-South block branch) is to be attached along with the Bid. This amount is non-refundable.

14. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs 24,000/- (Rupees Twenty-Four Thousand only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorised to conduct government business (viz ICICI Bank Ltd/Axis Bank Ltd/HDFC Bank Ltd only) as per Form DPM-13 (Available in MoD website and can be provide on request). Demand draft & Banker's cheque should be drawn in favour of "Honorary Secretary General Subroto Murkerjee Sports Education Society", Race Course, New Delhi. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC), DGQA or similar procurement organisations of Ministries of the Government of India for the same item/ range of products, goods or services for which the tenders have been issued. Firms registered with units/Establishments of Army, Air Force, Navy or DRDO Labs which do not qualify to be part of Central Purchase Organisations will not be exempted from EMD. The bidder is required to attach the copy of proof for exemption of EMD with their technical offer.

14. **Unsolicited bids:** Will be considered on case to case basis on the order of the competent financial authority.

15. **Critical Dates:** The critical dates with respect to the Tender Ref SMC/102/2025 dated 03 Jul 25 are as tabulated; -

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CRITICAL DATE SHEET			
SI NO	Item	Date	Time
(a)	RFP issued date	03 Jul 25	1530 Hrs
(b)	Bid submission Start	03 Jul 25	1630 Hrs
(c)	Pre-Bid Meeting	16 Jul 25	1530 Hrs
(d)	Bid submission End	24 Jul 25	1130 Hrs
(e)	Techno-Commercial Bid opening	24 Jul 25	1530 Hrs
(f)	Financial Bid opening	On due course of time	

PART II

Essential Details of Items/Services required

- Schedule of Requirements** – As attached in **Appendix-A**
- Technical Details/Specification of items/service to be purchased/hired.** Technical detail/specifications required by the user is mentioned in **Appendix-A**.
- Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format along with Technical Bid: -

Para of RFP specifications (item-wise)	Specification of item offered	Compliance to RFP specification whether Yes / No	In case of non-compliance, deviation from RFP to be specified in unambiguous terms

- Delivery Period** - Delivery period for supply of items would be **SOR (Appendix A)** from the effective date of contract. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.
- INCOTERMS for Delivery and Transportation.** To consignee location or specifically agreed to by the Buyer and the Seller.

PART III - STANDARDS CONDITIONS OF RFP

- The Bidder is also required to give confirmation of their acceptance of the under mentioned Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract), as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.
- Law:** The contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of Republic of India.

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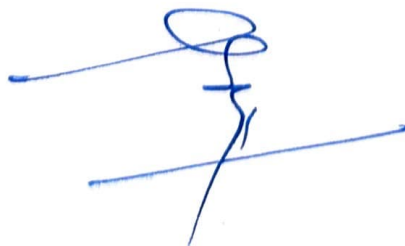
3. **Effective Date of the Contract:** The contract shall come into effect on the date of issue of acceptance of Bid/ Tender by the buyer and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries, supplies and performance of the service shall commence from the effective date of the contract.

4. **Arbitration:** All disputed or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the contract or relating to construction or performance, which cannot be settled amicable, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website: <http://www.mod.nic.in>).

5. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contract or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the Contract and all or any other Contract with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer / employee of the Buyer or to any other person in a position to influence any officer / employee of the Buyer for showing any favor in relation to this or any other Contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the Contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

6. **Agents / Agency Commission:** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries whether officially or unofficially, to the award of the Contract to the Seller, nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this Contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the contract along with interest at rate of 2% per annum above LIBOR rate.

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7. **Access to Books of Accounts:** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the Contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

8. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the Contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

9. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and installation of items, etc. as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The **BUYER** may also deduct from the **SELLER** as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

10. **Termination of Contract:** The Buyer shall have the right to terminate this Supply Order in part or in full in any of the following cases: -

10.1.1. The services are delayed for causes not attributable to Force majeure for more than 4 Hours after the scheduled date of delivery.

10.1.2. The Supplier is declared bankrupt or insolvent.

10.1.3. If the supplier, in the judgment of the Buyer, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

10.1.4. "Corrupt practice" means the offering, giving, receiving or soliciting if anything of value to influence the action of a public official in the procurement process or in contract execution. "Fraudulent Practice" means misrepresentation of facts in order to influence the procurement process or the execution of a contract to the detriment of the Buyer, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Buyer of the benefits of free and open competition.

10.1.5. The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

10.1.6. As per decision of the Organizing Committee.

11. **Notices:** Any notice required or permitted by the Supply Order shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

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12. Transfer and Subletting: The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Supply Order or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Supply Order or any part thereof.

13. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

14. Taxes and Duties:

14.1. General/GST

14.1.1. Bidders must indicate separately the relevant Taxes/Duties likely to be paid in connection with delivery of completed goods specified in RFP. In absence of this, the total cost quoted by them in their bids will be taken into account in the ranking of bids.

14.1.2. If a Bidder is exempted from payment of any duty/tax will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. In such cases, relevant certificate will be issued by the Buyer later to enable the Seller to obtain exemptions from taxation authorities.

14.1.3. Any changes in GST/levies, taxes and duties levied by Central/State/Local governments such as excise duty, VAT, Service tax, Octroi/entry tax, etc. on final product upward as a result of any statutory variation taking place within contract allowed reimbursement by the Buyer, to the extent of actual quantum of such duty/tax paid by the Seller. Similarly, in case of downward revision in any such duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc., if any, obtained by the Seller. Section 64-A of Sales of Goods Act will be relevant in this situation.

14.1.4. GST/Levies, taxes and duties levied by Central/State/Local governments such as excise duty, VAT Service tax, Octroi/entry tax, etc. on final product will be paid by the Buyer on actuals based on relevant documentary evidence. Taxes and duties on input items will not be paid by Buyer and they may not be indicted separately in the bids. Bidders are required to include the same in the pricing of their product.

14.2. Custom Duty. N/A

14.3. Excise Duty. N/A

14.4. Sales Tax / GST

14.4.1. If it is desired by the Bidder to **ask for GST extra**, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be

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presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of any tax will be developed upon the Buyer.

14.1.2. On the Bids quoting GST/sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to taxes and the same is payable as per the terms of the Contract.

14.5. Octroi Duty & Local taxes. N/A

PART IV – SPECIAL CONDITIONS OF RFP

1. **Performance Security/Warranty Bank Guarantee:** - Performance security is payable by the supplier at the rate **10%** of the Supply Order value and will be taken from every successful bidder irrespective of the registration status of the firm. Performance Security Deposit payable to the purchaser is to be furnished by the supplier in the form of a Performance Bank Guarantee (PBG) issued by a public sector bank or a private sector bank authorized to conduct government business, in the prescribed format within **15 days** from the date of contract or **before the commencement of Tournament** (whichever is coming early). At present, ICICI bank limited, Axis Bank Limited and HDFC bank Limited are the three private sector bank authorize to carry out government transactions. *The Performance Security deposit is meant to compensate the purchaser for any loss suffered due to failure of the supplier to complete his obligations as per the contract. The PBG/WBG will remain valid throughout the duration of the contract up to completion of supplies and continue thereafter as a Warranty Bank Guarantee up to 60 (sixty) days beyond the date of completion of all contractual obligations, including Warranty. This is to obviate the need to obtain a fresh Warranty Bank Guarantee from the supplier on commencement of the warranty period, with corresponding return of the Performance Guarantee.* In case the execution of the contract is delayed beyond the contracted period and the purchaser reserves the right to grant extension of delivery period, with or without LD, the supplier must get the BG revalidated, if not already valid before seeking extension. The format of PBG cum WBG is given in form "DPM-15".
2. **Option Clause:** Applicable /Not Applicable
3. **Repeat Order Clause:** Applicable /Not Applicable
4. **Tolerance Clause:** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to 25% plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & condition and prices quoted by the seller. While awarding the contract, the quantity ordered can be increased or decreased by the Buyer within this tolerance limit.
5. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form

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DPM-11 (Available in MoD website and can be given on request). The payment will be made as per the following terms, on production of the requisite documents.

6. Advance Payment: **No advance payment(s) will be made.** 100% payment will be made within 4-8 week on delivery and the acceptance by the user. The Vendor (firm) will have to specify the name of their appointed bank in their RFP while submitting the quote. The same would be mentioned in the contracts forwarded by this Board to successful bidder (s), who will be termed as Sellers in the contract.

7. **Paying Authority:** **Honorary Secretary General, Subroto Mukerjee Sports Education Society C/o Air Force Sports Control Board, AF Station, Race Course, New Delhi-110003 Phone: 011-23013974/ 2301460.** The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the bill.

- 7.1. Ink-signed copy of contingent bill / Seller's bill.
- 7.2. Ink-signed copy of Commercial invoice / Seller's bill along with **TIN/TAN/GST** number on invoice / bills.
- 7.3. Details for electronic payment viz Account holder's name, Bank Name, Branch name and address, Account type, Account number, IFSC Code, MICR Code (if these details are not incorporated in Supply order/ contract).
- 7.4. Performance Bank Guarantee.
- 7.5. DP extension if applicable.
- 7.6. Any other document /certificate that may be provided for in the Supply Order / Contract.
- 7.7. User Acceptance

8. **Inspection Authority:** Organizing Committee, Subroto Cup International Football Tournament 2025.

9. **Risk & Expense clause –**

9.1. Should the stores or any installment thereof not be delivered with the time or time specified in the contract documents, or it defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 07 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

9.2. In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he things fit other stores of the same or similar description to make good: - i. Such default. ii. In the event of the contract being wholly determined the balance of the stores remaining to be delivered thereunder.

9.3. Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the **SELLER**.

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10. Force Majeure clause.

10.1. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

10.2. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

10.3. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

10.4. Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

10.5. If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

11. **Specification:** The following Specification clause will form part of the contract placed on successful Bidder –

11.1. The Seller guarantees to meet the specifications as per Part-II of RFP and to incorporate the modifications to the existing design configuration to meet the specific requirement of the Buyer Services as per modifications/requirements recommended after the Evaluation. This will, however, not in any way, adversely affect the end specifications of the equipment. Changes in technical details if any, as a result of upgradation/alterations will be provided to the Buyer free of cost within (07) days of affecting such upgradation/alterations.

12. **Quality:** The quality of the stores delivered according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores for in Seller's country or specifications enumerated as per RFP and shall also include therein modification to the stores suggested by the Buyer. Such modifications will be mutually agreed to. The Seller confirms that the stores to be supplied under this Contract shall be new i.e. not manufactured before (2025).

13. **Joint Receipt Inspection:** The following Joint Receipt Inspection clause will form part of the contract placed on successful Bidder – 13.1. The Parties agree that the Joint Receipt Inspection (JRI) of delivered goods shall be conducted on arrival at Buyer Location. JRI shall be completed within 07 days of arrival of good

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13.2. **JRI consists** of rep of vendor and buyer will be carry out:

13.2.1. **Quantitative checking** to verify that the quantities of the delivered goods correspond to the quantities defined in this contract and the invoices.

13.2.2. **Qualitative checking** of the stores/equipment as per specifications in the contract and approved samples.

14. **Claims:** The following Claims clause will form part of the contract placed on successful Bidder –

14.1. The claims may be presented either: (a) on quantity of the stores, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in packing, or (b) on quality of the stores, where quality does not correspond to the quality mentioned in the contract.

14.2. The quantity claims for deficiency of quantity shall be presented within 02 days of completion of JRI and acceptance of goods.

15. **Warranty Clause.** The following Warranty will form part of the contract placed on successful Bidder –

15.1. The Seller warrants that the goods supplied under the contract conform to technical specifications prescribed and shall perform according to the said technical specifications.

16 The Bidder is further required to give clause by clause confirmation of their acceptance of all Conditions of the RFP as per the format placed at **Appendix-C** which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Supply Order) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES.

1. **Evaluation Criteria:** - The broad guidelines for evaluation of Bids will be as follows: -

1.1. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

1.2. Techno-Commercial Bid forwarded by Bidders will be evaluated by the Buyer with reference to the requirement as mentioned in the RFP. The compliance of Technical Bid would be determined on the basis of the parameters specified in the RFP. The price Bids of only those Bidders will be opened whose Technical Bids are qualified in the technical evaluation. In case of application of Sample clause, Commercial bid submitted by the vendor whose samples was rejected by TEC will not be considered for commercial evaluation.

1.3. The lowest Bid will be decided upon by the lowest price quoted in the commercial bid as per the Prize Bid Format given at Para 2 (a) below of those bidders who have qualify in

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the technical bid. The consideration of taxes and duties in evaluation process will be as follows: -

1.3.1. For determination of L-1. L-1 Bidders will be determined by excluding taxes levied by Central / State / Local Governments such as GST and Local Taxes, excise duty, VAT, Service Tax, Octroi / entry tax, etc. on each services, as quoted by bidders.

1.4. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

1.5. The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

2. **Price Bid Format:** Vendor are requested to forward the commercial bid as per the format given below: -

SI No	Item/Services	Qty	Price	GST	Total

Note: Line wise required items are given SOR attached as Appendix A to this RFP.

3. This communication is being issued without prejudice and with NIL financial commitments, whatsoever.

4. One copy of this RFP duly stamped and signed in all pages, be returned to us for our reference and records along with your technical bid. It is reiterated that the purchaser reserves the right to withdraw the RFP without assigning any reasons, should it become necessary at any stage.

Thanking you,

Yours faithfully,



(Gajanand Yadava)
Group Captain
Honorary Secretary General
Subroto Mukerjee Sports Education Society
For and on behalf of the President of India

Annexure: Appendix 'A': SOR
Appendix 'B': Technical Specification compliance sheet
Appendix 'C': PFP/Bid Compliance Sheet

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Appendix A

(Refers to Part II Para 1 of RFP vide SMC/102/2025 dtd 03 Jul 25)

**SCHEDULE OF REQUIREMENT
PUBLICITY MATERIALS****1. Publicity materials as per the details tabulated below are to be supplied: -**

SI No	Descriptions	Size	Quantity
1.	Designing and printing of Jute bags	13"x10"	300 Ea
2	Coffee Mug with printing		500 Ea
3	Caps (embossed with Subroto Logo)		2000 Ea
4	Medallion		200 Ea
5	Tumbler		1000 Ea
6	Pencil Box		10000 Ea
7	Water Bottle		10000 Ea
8	Back pack		5000 Ea
9	Goodie bag		5000 Ea
10	Key Chain		10000 Ea
11	Pen		10000 Ea
12	Calendar (12 Pages/ Single Page)		500/2000 Ea
13	Dairy		500 Ea
14	Tie with Subroto logo		500 Ea
15	Lapel Pin		500 Ea
16	Fridge Magnet		5000 Ea

2. Specification: As per the approved Sample.

Sample clause. Approved Samples of all the items specified above are available at buyer's premises (SMSES Office). Prospective bidder can analyze samples during Pre-Bid meeting and can quote the price for similar or better item. Subroto Cup logo is to be printed on above each items (as applicable). Prospective vendor needs to submit their own samples of each items during the technical evaluation of bids. Procurement committee will examine/verify the samples submitted by the vendor during the evaluation of bids. Samples (submitted by vendor) which is not matching with the approved samples will be rejected by procurement committee. Commercial bid submitted by the vendor whose samples was rejected by PC will not be considered for commercial evaluation and CSQ. Further, the L1 vendor is to produce pre-production samples and get the approval of buyer before final production. Any variation in the final product and pre- production samples will not be accepted and the contract would be unilaterally cancelled by Buyer.

3. Delivery Period: Within one week of receiving SO and finalisation of design**4. Past Experience.** Past experience (50% of Contract value) will be a prerequisite for eligibility for participation in the bidding. The firm is to clarify and enclose past experience details for provisioning of similar services/goods to any Govt of India/State Govt Departments or any reputed

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private firm. The proof of contract/service completion certificate may be attached to accept experience details.

5. **Bidder turn over.** Minimum average turnover of the bidder participating in this bid should be **Rs 25 Lakhs** for OEM and **10 Lakhs** for reseller in the last three Years.

6. **Documents.** Copies of the following documents are to be submitted along with the bids: -

Proof of valid registration of firm

Copy of GST Registration

Particulars of bank account with IFSC code

Copy of PAN

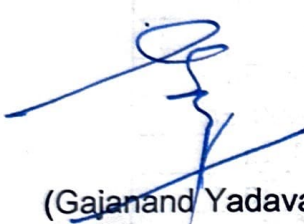
IT returns for last Three years

Audit of Profit and Loss statement of last three years (2022-23 & 2023-24 & 2024-25) for indicating Financial performance.

Proof for past project experience.

EMD as per **Part-I Para12** or exemption proof of the same.

Proof for payment of tender fee (Cost of Tender document).



(Gajanand Yadava)
Gp Capt

Hony Secretary General, SMSES

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Appendix 'B'

(Refers to Part II Para-1 of RFP vide SMC/102/2025 dtd 03 Jul 25)

TECHNICAL COMPLIANCE OF TO BE SUBMITTED ALONG WITH TECHNICAL BIDS**1. Technical Specification Compliance Sheet: -**

Name of items/ Appendix of Bid/ Para of sl No. of specifications (item- wise)	Specification of item offered	Compliance to RFP specification whether Yes / No	In case of non- compliance, deviation from RFP to be specified in unambiguous terms

2. Compliance to other Terms and conditions2.1. Sample Clause: **Yes/No**2.2. Past Experience clause: **Yes/No**2.3. Bidder turn over clause; **Yes/No**2.3. Certificates and Documents. Copies of the following documents are to be submitted along with the bids: **Yes/No****3. Delivery Period: Two days prior to commencement of events: Yes/No**


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Appendix 'C'

(Refers to Part II Para-1 of RFP vide SMC/102/2025 dtd 03 Jul 25)

**TECHNO- COMMERCIAL BID COMPLIANCE SHEET TO BE SUBMITTED
ALONG WITH TECHNICAL BIDS**

SI No	Applicable Clause of		Clause	Acceptance	Remarks
	RFP	DPM 2009			
1	Part I, Para 12	Page No.43 Para 13	Validity of Quotes/Bids (120 days from TOD)	Please Specify	
2	Part 1, Para 13	Page No.170	Earnest Money Deposit	YES/NO	
3	Part II, Para 3	Page No.172 Para 4	Delivery Period	YES/NO	
4	Part III Para 9	Page No.177, Para 8	LD Clause	YES/NO	
5	Part IV Para 5	Page No.263 Para 6	Terms of Payment	YES/NO	
6	Part IV Para 9	Page No.190 Para 11	Risk & Expense Clause	YES/NO	
7	Part V Para 01	Page No.275 Para 28 & 29	Evaluation Criteria	YES/NO	
8	All the other T&C's as mentioned in all parts of RFP are also accepted (Yes/No) (In case any deviation, please specify)				
Company Seal Date: Signature of Authorised Representative/Designation					

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