



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

# **“Selection of Agency for Designing, Developing, Hosting & Maintenance of the Web & Mobile application for digitization of Jharkhand Sports” under Sports Authority of Jharkhand.**

**Ref. No. :- 02/PR/SAJHA/2021-22**

**Ranchi/Dated:- .....2021**



### **Sports Authority of Jharkhand**

Birsa Munda Football Stadium,

Morabadi, Ranchi- 834008

E-MAIL: [sajha9@gmail.com](mailto:sajha9@gmail.com)

Visit us on [www.sajha.in](http://www.sajha.in)

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**Government of Jharkhand**  
**Sports Authority of Jharkhand**  
 (Dept. of Tourism, Art-Culture, Sports & Youth Affairs)  
 Gate No. 29, Birsa Munda Football Stadium Morabadi, Ranchi, Jharkhand 834008  
 Email : - [sajha9@gmail.com](mailto:sajha9@gmail.com), Website :- [www.sajha.in](http://www.sajha.in)

**RFP Tender Notice No.: 02/PR/SAJHA/2021-22, dated: 23/12/2021**

RFP Tender invited on two bid system part –I (Technical Bid) and Part –II (Price Bid) from the qualified software Bidders for “Selection of Agency for Designing, Developing, Hosting & Maintenance of the Web & Mobile application for digitization of Jharkhand Sports” Under Sports Authority of Jharkhand.”

Description of work	Location	Bid Document Cost (Non-Refundable)	Earnest Money Deposit (Rs.) (Refundable)	Period of Contract
“Selection of Agency for Designing, Developing, Hosting & Maintenance of the Web & Mobile application for digitization of Jharkhand Sports” Under Sports Authority of Jharkhand	SAJHA Office, Birsa Munda Football Stadium, Morabadi, Ranchi.	2,500/- [Two Thousand Five Hundred Only] BOQ cost in the form of Demand Draft in favour of Sports Authority of Jharkhand, Morabadi Payable at Ranchi.	Rs.80,000/- [Eighty Thousand ] only EMD in the form of Demand Draft in favour of Sports Authority of Jharkhand, Morabadi Payable at Ranchi.	As per developing work.

**1. Time Schedule of Tender**

Sl.No.	Particulars	Date
1.	Availability of RFP Documents	From 24.12.2021 to 12.01.2022 till 11:00 AM
2.	Downloading of RFP Bidding Documents	From 24.12.2021 to 12.01.2022 till 11:00 AM
3.	Bid Submission Start date	From 24.12.2021 to 12.01.2022 till 05:00 PM
4.	Bid Submission end date	12.01.2022 Time - 05.00 PM
5.	Venue & Date of opening of Technical Bid	20.01.2022 Time - 11.30 AM at Office of the Executive Director, Sports Authority of Jharkhand Gate No.- 29, Conference hall of Birsa Munda Football Stadium, Morabadi, Ranchi.
6.	Presentation on web developing	25.01.2022 Time - 11.30 AM
7.	Date of opening Price Bid	The Price Bids of only those firms/agencies who qualify in both eligibility and Technical evaluation will be opened. The date for opening of the Price Bid would be communicated separately to the technically eligible firms/agencies.
8.	Contact Person (for any clarification)	Executive Director, Sports Authority of Jharkhand, Ranchi E-mail Id - <a href="mailto:sajha9@gmail.com">sajha9@gmail.com</a>

Note: The bid documents and further details will be available on the website [www.sajha.in](http://www.sajha.in) Corrigendum /Amendments to tender also shall be uploaded on this website and Published in the Leading Newspapers only.

Eligible and interested bidders may submit their bid at the office of Sports Authority of Jharkhand, Ranchi Situated at Birsa Munda Football Stadium, Morabadi, Ranchi.

The technical and price bid should be as per format mentioned in the tender document, and should be addressed to “To The Executive Director, Sports Authority of Jharkhand, Gate No. 29, Birsa Munda Football Stadium, Morabadi, Ranchi, Jharkhand 834008”.

The Executive Director, Sports Authority of Jharkhand, Ranchi reserves the right to accept or reject any tender or a part of it without assigning any reason thereof.

Sd./-  
Executive Director,2  
Sports Authority of Jharkhand, Ranchi.

## 2. INTRODUCTION

### **About Sports Authority of Jharkhand**

Sports Authority of Jharkhand, (A Unit of Jharkhand Government) was incorporated on 07.06.2006 by Department of Sports to promote Sports in the State of Jharkhand. SAJHA has played a greater role for development of sports in Jharkhand State. This is important that the SAJHA is supported by the government in the form of share capital and grants. The main objective of the SAJHA is:

- A. To promote and develop the sports activities and to prepare the concerned policies in the light of sports policy of Jharkhand Government, and to implement them in Jharkhand for the sake of improving sports level.
- B. To instill a sense of health consciousness and physical well being in the minds of public and to provide opportunities to and create awareness among all the age group to attain physical fitness through sports, yoga, and other such techniques.
- C. To give advice to the State Government for the growth of sports and thereby implement them with the help of state government.
- D. To implement the policies proposed by Jharkhand Government. Government of India, or other such organization for the development of sports with the passage of time.
- E. To prepare proposal for providing sports facilities and structure, land sports field, and accommodation for the players, coach, and authorities and to develop, build up, procure, and take under the its purview , manage , conserve and make the optimal use of the aforesaid entities.
- F. To organize competition, sports exhibition, training camps and other such sports activities that encourage sports, sportsperson and physical well-being and also make them easily accessible to public on single point responsibility basis or with the help of other organizations.
- G. Inception of sports organization, management of new as well as existing organization and to give direction for accomplishment of objectives.
- H. To establish coordination and cooperation with the Indian Olympic association, national sports association and other such organization on the state and district basis for the development of sports and betterment of sportsperson.
- I. To encourage, promote and conduct research for the sports, techniques of sports, physiotherapy, biochemistry, psychology, sports diet, and manufacturing of equipment for sports.
- J. To provide training and the required facilities for physical education, sports punch, sports medicine and other such techniques which are a part of sports and physical education.

### **3. TERMS AND CONDITION**

#### **Due Diligence**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this Tender Document. The bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. Sports Authority of Jharkhand (SAJHA) shall at its sole discretion be entitled to determine the adequacy/ sufficiency of the information provided by the Bidder.

#### **Cost of Bidding**

The Bidder will bear all costs associated with the preparation and submission of its bid and Sports Authority of Jharkhand (SAJHA) will in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### **Bid Submission**

- Separate Sealed envelope offers prepared in accordance with the procedure enumerated in the RFP document should be submitted to Executive Director, Sports Authority of Jharkhand, Birsa munda football stadium Morabadi, Ranchi not later than the date and time laid down, at the address given in the schedule for invitation for BID.
- All bids must be accompanied by a non-refundable Bid fee/Tender Cost INR Rs. 2,500/- (Two thousand five hundred only) in form of Bank Draft and Earnest Money Deposit (EMD) of INR 80,000 /- (Eighty thousand only) in the form of Demand Draft valid for period of 3 months.
- The tenders will be opened on the date and time indicated in the presence of Bidders if any present on the occasion. If the date of opening is declared to be a holiday the tenders will be opened on the next working day or as decided by authority.
- This tender document is not transferable.

### **4. INSTRUCTIONS TO BIDDERS**

#### **Detailed instruction & documents to be furnished for bidding**

- a) Interested bidders can download the bid documents from the website [www.Sajha.in](http://www.Sajha.in)
- b) The bidders are required to submit the hardcopy (seal and signed) of the technical bid documents latest by the last date and time of submission of bids. Sports Authority of Jharkhand will accept the hard copy of bid documents as authentic and final. This shall be binding to all parties.
- c) Bids will be opened as per time schedule mentioned.
- d) Bidders have to submit original Demand Draft towards Tender Fee & Bids Security/EMD

- e) as mentioned in the RFP during the period & time as mentioned in the RFP failing which bid will not be accepted.
- f) Provided documents of successful bidder will be verified with the original before signing the agreement. The successful bidder has to provide the originals to the concerned authority.
- g) Sports Authority of Jharkhand will not be responsible for delay in submission of bids due to any reason, what so ever.
- h) All required information for bid must be filled and submitted.

### **Submission of Proposals**

The Agency shall be required to submit a Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelopes super scribed as “*RFP for – Selection of Agency for Designing, Developing, Hosting & Maintenance of the Web & Mobile application for digitization of Jharkhand Sports*”.

Bidder should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Sports Authority of Jharkhand office upto 20/10/2021 05:00 Pm on the Proposal Due Date as indicated. The documents accompanying the Proposal(s) submission shall include:

#### **A. “Technical Proposal”, consisting of the following: (Envelope-1)**

- a. Technical Bid Letter in the prescribed format at **Annexure - I**;
- b. Bidder company profile in the prescribed format at **Annexure – II**;
- c. Bidder project profile in the prescribed format **Annexure – III**;
- d. Power of Attorney for signing of Proposal in the prescribed format at **Annexure – IV**;
- e. Self-declaration in the prescribed format at **Annexure –V** for not being block listed
- f. Particulars of Key Personnel - **Annexure - VI**
- g. In case of a company, copy of the Certificate of Incorporation, Copy of Memorandum and Articles of Association of the Bidder.
- h. In case of a Limited Liability Partnership firm, it should furnish copy of registration certificate as a proof of identity.
- i. In case of a registered partnership firm, it should furnish a copy of the IT returns/ copy of the registration certificate under the registrar of firms .

#### **B. “Financial Proposal:- (Envelope-2)**

- a. The Financial Proposal in the prescribed format at **Annexure – VII** on the letter head of the Bidder and signed by the authorized signatory.

The Financial Proposal should specify the amount of service fee (the “Service Fee” exclusive of all applicable taxes of work required by the Agency for undertaking the Services. The Financial Proposal clearly indicating the total Service Fee of work in both figures and words, and signed by the Agency’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

Bidders may note that Sports Authority of Jharkhand will not entertain any deviations to the RFP at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders should have to be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

Executive Director, Sports Authority of Jharkhand reserves the right to seek original documents for verification of any of the documents or any other additional documents upon opening of the Bidding Documents.

### **Format and Signing of Proposal**

Bidders would provide all the information as per this RFP in the specified format(s). Executive Director, Sports Authority of Jharkhand would evaluate only those Proposals that are received in the required format and complete in all respects. Incomplete and/or conditional Proposals shall be liable to rejection.

All the documents of the Proposal under this RFP shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The person signing the Proposal shall initial all the alterations, omissions, additions, or any other amendments made to the Proposal.

### **Number of Proposals**

A bidder can submit one proposal at a time. Bidder submitting more than one proposal shall be rejected

### **Language of Bid**

All proposals and various documents related to these proposals should be in English language. All correspondence between Sports Authority of Jharkhand and the Bidders would also be in English Language. Supporting Documents and Printed Literature furnished by the Bidders may be in another Language provided they are accompanied by an accurate translation in English Language.

### **Conflict of Interest**

Sports Authority of Jharkhand (SAJHA) requires that bidder must provide professional, objective and impartial advice and at all times hold Sports authority of Jharkhand (SAJHA) interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work. In case the Bidders have any subsisting interest, either by themselves or through their partners, that is likely to conflict the work specified in the Scope of Work, they shall declare such interests as part of their proposal.

## **Validity of Proposals (RFP)**

- The bid shall be valid for a period of 180 days from the closing date for submission of the bid.
- In exceptional circumstances, prior to the expiration of the RFP (Tender) validity, the RFP inviting authority may request the bidders to extend the RFP validity for further period as deemed fit/appropriate. The request and the responses there to shall be made in writing. A bidder may refuse the request without forfeiting its EMD. A bidder agreeing to the request will not be required or permitted to modify its RFP.

## **Right to accept Proposal**

Sports Authority of Jharkhand reserves the right to accept or reject any Proposal, and to annul the Proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for such decision.

## **Bid Opening**

Sports Authority of Jharkhand will open all proposals, in the presence of bidders or their authorized representatives who choose to attend, at the date and time mentioned in the RFP.

The bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday, the RFPs shall be opened at the appointed time and location on the next working day.

## **Fraud & Corruption**

Sports Authority of Jharkhand requires that bidder is bidding for this RFP must observe the highest standards of ethics during the performance and execution of such contract.

- ✓ “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of Sports Authority of Jharkhand official by any personnel of bidder in procurement process or in contract execution.
- ✓ “Fraudulent practice” means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to the detriment of Sports Authority of Jharkhand and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the Sports Authority of Jharkhand of the benefits of free and open competition;
- ✓ “Unfair trade practices” means supply of services different from what is ordered on, or change in the Scope of Work which was given by the Sports Authority of Jharkhand.
- ✓ “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- ✓ Sports Authority of Jharkhand will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.



- ✓ Sports Authority of Jharkhand will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, unfair trade and coercive practices in competing for, or in executing, the contract.

### **Amendments**

At any time prior to deadline for submission of proposal, Sports Authority of Jharkhand may for any reason, modify the RFP. The prospective bidders having received the RFP shall be notified of the amendments through e-mail/website and such amendments shall be binding on them.

### **Clarifications**

During evaluation of the Proposals, Sports Authority of Jharkhand may, at its discretion, ask the bidder for clarifications on their proposal.

### **Rejection of Bid**

Executive Director, Sports Authority of Jharkhand reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive or conditional proposals. In the event any or all proposals are rejected, in whole or in part, thereafter Sports Authority of Jharkhand in its sole discretion may initiate a new RFP process including all or part of the components of this Request for Proposals.

### **Authentication of Bid**

The original and all copies of the bid document shall be type written in indelible ink and shall be signed by a person or persons duly authorized to bind the bidder to the contract. A duly stamped Power-of-Attorney accompanying the bid document shall support the letter of authorization. The person or persons signing the bid document shall initial all pages of the Bid document, including pages where entries or amendments have been made. All the pages of the proposal should be serially numbered. All parts of the bid shall be properly spiral bind together. There shall be no loose sheets. Documents submitted in clip file shall be rejected.

### **Acknowledgement by the Bidder**

It shall be deemed that by submitting the Proposal, the bidder has:

- ✓ Made a complete and careful examination of the RFP
- ✓ Received all relevant information requested from Sports Authority of Jharkhand
- ✓ Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of Sports Authority of Jharkhand or relating to any of the matters Stated in the RFP Document
- ✓ Acknowledged that it does not have a conflict of Interest; and
- ✓ Agreed to be bound by the undertaking provided by it under and in terms hereof.

Sports Authority of Jharkhand shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given.

### **Earnest Money Deposit (EMD)**

- a) The bidder is required to submit Earnest money (EMD) of Rs.- 80,000/-. The EMD should be in the form of Demand Draft in favor of Sports Authority of Jharkhand, Morabadi, Ranchi, Payable at Ranchi.
- b) The MSME'S will be exempted from submission of the EMD's as per the Jharkhand Procurement policy. The MSME's must have to submit Certificate of Registrations as a MSME's
- c) The Tender Found without EMD as above shall be summarily rejected.

### **Forfeited of EMD**

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

- ✓ If the vendor withdraws the tender before the expiry of the validity period
- ✓ If the vendor violates any of the provisions of the terms and conditions of the tender
- ✓ In the case of a successful vendor fails to (a) accept award of work, (b) sign the contract agreement with Sports Authority of Jharkhand, after acceptance of communication on placement of award, (c) furnish performance security, or the vendor violates any of such important conditions of this tender document or indulges in any such activities as would jeopardize the interest of Sports Authority of Jharkhand in timely finalization of this tender. The decision of Sports Authority of Jharkhand regarding forfeited of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the vendor by Sports Authority of Jharkhand.

### **Extension of Period of Validity**

In exceptional circumstances, Sports Authority of Jharkhand may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting the request will not be permitted to modify its bid.

### **Validation of Interlineations in Bid**

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

### **Announcement of Bids**

The name of Bidder, bid prices, total amount of each Bid, EMD, discount, etc. shall be announced at the Commercial Bid opening.

## **Clarification of Bids**

To assist in the evaluation, comparison and an examination of bids, Sports Authority of Jharkhand may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, Sports Authority of Jharkhand reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder.

## **Completeness of Bids**

Sports Authority of Jharkhand will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bid Documents are substantially responsive to the requirements of the RFP

## **Rectification of Errors**

Arithmetical errors will be rectified on the following basis: -

- ✓ 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 shall prevail and the total price shall be corrected.
- ✓ If there is a discrepancy between the rates in words and figures, the rate in words will govern.
- ✓ If the supplier does not accept the correction of errors, his bid will be rejected & EMD may be forfeited.

## **Notification to Bidder**

The Bidder whose Bid has been accepted shall be notified of the award prior to the expiration of the period of validity of the proposal, by registered letter or by fax. This letter (hereinafter the “Letter of Acceptance”) shall state the sum that Sports Authority of Jharkhand shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter the “Contract Cost”) in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within Ten (10) days from the receipt of the Letter of Acceptance.

## **Signing of Agreement**

Pursuant to the Bidder acknowledging the Letter of Acceptance, the Bidder and Sports Authority of Jharkhand shall promptly and in no event later than 7 working days from the date of acknowledgement of the Letter of Acceptance, sign the Contract. This shall be subject to the furnishing of the Performance Guarantee. Sports Authority of Jharkhand shall have the right and authority to negotiate certain terms with the successful Bidder before signing of the Contract. The signing of the Contract shall amount to award of the Contract and the Bidder shall initiate the execution of the work as specified in the

Contract.

### **Expenses for the Contract**

All incidental expenses of the execution of the Contract shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the Sports Authority of Jharkhand.

### **Failure to abide by the Contract**

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of Sports Authority of Jharkhand with such penalties as specified in the Bid Document and the Contract.

### **Period for Furnishing Performance Guarantee**

Within seven (7) working days of the receipt of the acknowledgment of the Letter of Acceptance from Sports Authority of Jharkhand, the successful bidder shall furnish a Performance Guarantee for an amount equivalent to 5% of the Contract Cost in accordance with the conditions of the Contract, in the form of a Bank Guarantee from a scheduled bank (except cooperative bank) payable at Ranchi, Jharkhand. The EMD submitted earlier by the successful Bidder may be adjusted against the Performance Guarantee and such Performance Guarantee shall be retained by the Sports Authority of Jharkhand till the end of the Term as defined in the Contract.

### **Annulment of Award**

Failure of the successful Bidder to comply with terms and conditions set out in the Tender Document shall constitute sufficient ground for the annulment of the award of Contract and forfeiture of the EMD, in which event Sports Authority of Jharkhand may make the award to the next lowest evaluated Bidder or call for new bids.

### **Disqualifications**

Sports Authority of Jharkhand may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- ✓ Submitted the Proposal documents after the response deadline
- ✓ Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- ✓ Submitted a proposal that is not accompanied by required documentation or is non-responsive
- ✓ Failed to provide clarifications related thereto, when sought
- ✓ Submitted more than one Proposal Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted
- ✓ Submitted a proposal with price adjustment/variation provision.

## **Delays in the performance**

Performance or the Contract shall be made by the Bidder in accordance with the time schedule specified by the Sports Authority of Jharkhand as indicated in tender document. An unexcused delay by the Bidder in the performance of its contract obligations shall render the Bidder liable to any or all of the following sanctions:

- i) Enforce the penalty as mentioned in the RFP.
- ii) Forfeiture of its performance security
- iii) Termination of the Contract for default.

As soon as practicable, after receipt of the Bidder's notice, the Sports Authority of Jharkhand shall evaluate the situation and may at its discretion extend the Bidder's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

## **Force Majeure**

For purposes of this clause, "Force Majeure" means an event beyond the control of the Provider and not involving the Provider's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a force Majeure situation arises, the Provider shall promptly notify the Tendering Authority in writing of such conditions and the cause thereof. Unless otherwise directed by the Tendering Authority in writing, the Provider shall continue to perform its obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

## **Resolution of Disputes**

The matter regarding any dispute shall first be sorted out at the level of Executive Director, Sports Authority of Jharkhand. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of "The Arbitration and Conciliation Act, 1996". The arbitrator will be the Principal Secretary/Secretary of Department of Tourism, Art culture sports and youth affairs department, Government of Jharkhand. The venue of arbitration shall be Ranchi, India.

## **Legal Jurisdiction**

All legal disputes are subject to the jurisdiction of Ranchi courts only.

## **Taxes and Duties**

The rates quoted shall be in Indian Rupees and shall be exclusive of all taxes, duties as applicable up to the completion of job. Any increase in the rates will not be allowed.

## Binding Clause

All decisions taken by The Tendering Authority regarding the processing of this tender and award of contract shall be final and binding on all concerned parties.

- ✓ The Decision regarding acceptance of tender by the tendering authority will be full and final.
- ✓ Conditional tenders shall be summarily rejected.
- ✓ The tendering authority is free to phase out the work if it feels it is necessary.

## Project Period Extension

With an endeavor to promote Sports in Jharkhand, Sports Authority of Jharkhand (SAJHA) intends to issue this Request for Proposals (RFP) to select a agency (for a period of three years) for *Designing, Developing, Hosting & Maintenance of the Web application & Mobile application and Social media management of Jharkhand Sports*. Period may be extended on yearly based on satisfactory performance and mutually agreed terms and conditions.

## Payment Terms

The following table illustrates the pricing framework for the implementation of the application software to be employed for Sports Authority of Jharkhand. Payment will be done on Monthly basis based on satisfactory performance of work.

Component	Payment Terms
<b>Phase-1</b> Development of Jharkhand Sports web application and mobile app.	<ul style="list-style-type: none"><li>• 25% after finalizing architecture of project</li><li>• 25% after completion of half of the work</li><li>• 50% on full delivery of web application and mobile app.</li></ul>
<b>Phase-2</b> Maintenance & Support of Jharkhand Sports Web based Application & Mobile Application Manpower Deployment for PMU	<ul style="list-style-type: none"><li>• Monthly payment will be made towards PMU after submission of bill/invoice along with monthly attendance report and leave status</li></ul>

## 5. Scope of the work

Conceptualization, Development and implementation of web application for digitization of Jharkhand Sports Ecosystem. Where every players, every sports organizations, schools have their presence online, dashboard, working panel for different sports bodies and online system for scholarship & cash award to meritorious players/coaches.

### Required feature(Not restricted to) of proposed portal:

- a) **Web Portal Home page** should consist information like, recent ongoing activities, top layers, players of the week, signup/sign in, recent news & development, stats of registered players/coaching staffs/technical staffs/ organizations etc.
- b) **Players registration**

**A registration system** for players of government centres, non-government centres, Government & private schools. Where individual players can register themselves as a player of any sports which he/she players. Unique ID for each player to be provided after registration.

c) **Organizations registration**

**A registration system** for government and non-government sports organizations, government/ Non-government schools, Sports clubs, and Sports academies. Where organizations can manage their player's profile, player's performance entries, Tournament participation, Tournament wise team formation, Organization Gallery update module. Unique ID to be provided to each organization after registration.

d) **District and State level dashboard**

State & District have a module for monitoring players and their performance, organization status and their activity monitoring, player selection module for scholarship/cash award etc.

e) **Admin panel for Jharkhand Sports department/SAJHA, District Sports offices**

Admin panel for Jharkhand Sports department/SAJHA/District Sports Officers office for state/District level Tournament creation, teams management, players management, sports organization Management, different approval Modules, Player Scouting Module etc.

f) **Approval module**

- upon approval of organization, a player gets registered player status
- upon approval of DSO office, Organization gets registered organization status
- upon approval of state head office, player transfer can be done from one government centre to another centre.
- Upon approval of state head office, district level tournaments can be created.

g) **Player Profile**

Profile of each player should consists its personal details, its association with organizations, sports details in which he/she associated with, player performances (match/Tournament wise) across every level, player performance graph, Player Gallery etc

h) Profile of each organization should consists its information, its association with state government/state sports associations, photographs, about the organization, associated players, timeline of its players performances in different tournaments/events, notice section, admin panel of organization have an option of register new player, create team for any event/tournament, request option for change of its association body (ex. Association to government/ government to association etc).

i) The web based application will be developed for 4 sports recognized by Indian Olympic

association i.e. Hockey, Football, Archery and Athletics

- j) A holistic dashboard for better assessment of players gender wise, age category wise, sports wise, duration wise etc. dashboard should also show results based on sports wise technical inputs (ex: goals, most 10 in archery, most assists etc)
- k) Module for Direct benefit transfer to players/centres as scholarship/cash awards.
- l) SMS gateway to be incorporated, it will help players/organizations to get reminders about the event/activity etc.
- m) The web based application will be developed for all sports recognized by Indian Olympic association in two phase

Phase 1: Hockey, Football, Archery, Athletics, wrestling, volleyball, badminton & Weightlifting

Phase 2: Maintenance of the web application & mobile application

After successfully completion of Phase 1, the agency will develop modules for rest of sports as directed by directorate of Sports. Phase 2 will come under maintenance part of the project.

**a) Confidentiality and Copywrite**

- The agency is expected to meet the confidentiality, copy write and other privacy policy while using any content, photographs, videos etc. The agency should always keep department of Sports indemnified against any plagiarism charges

**Key Personnel**

The Consultancy Team shall consist of the following key personnel (the “Key Personnel”) who shall discharge their respective responsibilities as specified below:

Sl. No	Key Personnel	Educational Qualification	Length of Professional Experience	Professional Experience
1	<b>Project Manager (1)</b>	B.tech/M.tech	5 years	Experience in IT, Sports technology, Knowledge of sports, Relevant Work Experience Required.
2	<b>Senior Developer (1)</b>	B.Tech/M.Tech	5 years	Experience in Jawa core, java Advance, Spring, Spring Boot, Spring Data JPA, Hibernate, Angular JS, HTML/CSS, Jquery, Javascript , Mysql, MS-sql Relevant work experience required.
3	<b>Junior Developer (1)</b>	B.tech/M.Tech	3 years	Experience in Jawa, Php framework (Laravel, Codeignitor), Mysql , Javascript etc. Relevant work experience required.

The applicant shall offer and make available all Key Personnel meeting the requirements (Relevant



qualification and experience certificate to be furnished). Bidder will be disqualified in case of any discrepancy found in number of years and relevant project experience.

## **Roles & Responsibility of SAJHA**

- Nomination of Nodal Officer for Single Point of Contact during the tenure of contract. In case change of nodal officer SAJHA will inform agency with their contact information as soon as possible
- Approval of Rule and Regulation which will required to operate any module of application
- If required Make availability of required office space, electricity & electrical fittings, security, redundant power supply, Toll Free Number and its cost involved (Fixed & Recurring) for smooth running of the project management Unit –IT PMU
- Availability of Internet at SAJHA Offices, IT PMU Premises
- Identification of users who needs training of New Web Application.
- All training will be provided at SAJHA Head Quarter(HQ)
- In case training will schedule outside from SAJHA HQ, all arrangement will be provided by SAJHA at training place.
- Any task/Module development/services/extra manpower requirement, other then scope of work, SAJHA along with successful bidder mutually decide the cost for those work/service.
- SAJHA may ask vendor for photography/videography of event/matches. Rate for service will be decided mutually by SAJHA & vendor.
- SAJHA may ask vendor to provide various kind of manpower for smooth functioning of project. SAJHA & Vendor mutually decide the cost for required manpower.

## **6. PROPOSAL EVALUATION**

The constituted Evaluation Committee shall evaluate the Technical and Financial proposals. The decisions of the Evaluation Committee in the evaluation of Technical and Financial bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee.

SAJHA reserves the right to ask for any other supporting document or testimonial at any Point of time, during the evaluation of the Bid. The evaluation of the proposals will be carried out in two stages:

### **Technical Bid Evaluation**

- a. Technical evaluation of any those bids would be taken up which meet the criterion
- b. The evaluation will be an assessment of the technical bid based on the short-listing of the bids as above. Committee shall evaluate the same as per the technical evaluation criteria specified. During the technical evaluation the responses provided in technical proposal will be evaluated out of 100 marks. The bidder will have to score at least 70% marks to be declared as technically qualified. Any proposal achieving a Technical

Score less than 70% will be treated as “Not Technically Qualifying the Requirements” and will not be considered for further evaluation of the financial proposals. Only the technically qualified bidders will be informed for opening of the financial bid.

## **Financial Evaluation**

The Commercial Bids will be opened, in the presence of Bidder’s or their representatives who wish to attend the Commercial Bid opening on date and time to be communicated to all the technically qualified Bidders. Financial evaluation will be based on the Least Quote (L1) basis.

## **7. TECHNICAL BID**

**The RFP is open to all eligible bidders only as per the Technical criteria as stated below.**

### **Technical Bid Short listing Criterion**

- Bidder should be a single entity duly registered in India under appropriate act in India.
  - a. A company registered under the company act 1956 or 2013, or a partnership firm registered under the partnership act, 1932.
  - b. An organization registered under the Indian trusts Act 1882
  - c. An organization registered under the society registration act 1860.

Note:

As applicable

- Certificate of incorporation
  - Registration certificate
  - PAN number of the organization
- The bidder must possess ISO 9001:2015, Certification by the date of publication of this RFP.
  - The bidder should have been registered with GST and PAN authority. Copy of such certificate shall be enclosed as a proof.
  - The bidder should have a total turnover of at least INR 50,00,000/- (Rs. Fifty Lakh only) in consulting/IT/branding sector during last Five Financial Years. (i.e. 2015-16, 2016-17, 2018-19, 2019- 20 and 2020-21).

Note: statutory Audit report/balance sheet and/or ITRs as per income tax act. Financial statement, certified by a competent CA/CS.

- The bidder should be in consulting/Information Technology Services/promotion & Branding since last five years in India.
- Applicants should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India / State Governments. A self-declaration certificate on the company letter head should be enclosed.

- A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project/provision of service or contract nor have had any contract terminated for breach by such Bidder.
- The Bidder should submit a Power of Attorney as per the format enclosed as **Appendix-V**, authorizing the signatory of the proposal to commit the Bidder. The Proposals must be properly signed by the authorized representative (the “**Authorized Representative**”) as detailed below:
  - (a) by a partner or a duly authorized person holding the Power of Attorney, in case of a limited liability partnership; or a partnership firm or
  - (b) by a duly authorized person holding the Power of Attorney, in case of a Company.

✓ **Important Points**

- ✓ In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.
- ✓ Relevant documents in support of the above criteria must be enclosed along with Technical Bid documents failing which the bid will liable to be rejected.

**Technical Bid Evaluation Criterion**

Sl No	Parameter	Evaluation Criteria	Maximum Marks
<b>1.</b>	<b>Turnover</b>		
	<p>The Bidder should have achieved an total Turnover of Rs. 50 Lakh (Rupees Fifty Lakh) during the preceding 5 (Five) years. To calculate the turnover, the total turnover achieved by the Bidder during last 5 years shall be added. i.e.(2015-16, 2016-17, 2017-18, 2018-19 &amp; 2019-20 ).</p> <p><b>Documentary evidence:</b></p> <ul style="list-style-type: none"> <li>• CA Certificate (Original)</li> <li>• Audited balance sheets for the last three financial years.</li> </ul>	<p>Rs. 50 Lakh = 10 marks Less then 50 Lakh = 0 Marks</p>	<b>10 Marks</b>
<b>2</b>	<p>Agency / Firm Bidder should have been in the business of Information technology/ Consulting/digital media/similar work in last 5 years. i.e. (2016-17, 2017-18, 2018-19, 2019-20 &amp; 2020-21).</p> <p><b>Documentary evidence:</b> Copy of Letter of Award / Agreement / Contract / Work Order etc.</p>	<p>Upto 5 Years = 5 Marks More than 5 Years = 10 Marks</p>	<b>10 Marks</b>
<b>3</b>	<p>Bidder must have executed/ongoing at least two Project in IT / ITES/Promotion &amp; Branding sector. Copy of work order/completion certificate should be submitted along with bid document.</p>	<ul style="list-style-type: none"> <li>• One project worth minimum rupees 25 Lacs =10 marks</li> <li>• For each other Project = 5 Marks for each additional project</li> </ul>	25 Marks

SI No	Parameter	Evaluation Criteria	Maximum Marks
	Agency must have executed/ongoing at least one Government project in IT/ITES/ Promotion & Branding of worth rupees 25 Lacs.		
4	ManPower	Project manager: (6) 3 mark on resume 3 Marks for exceptional knowledge and records  Senior Developer(6) 3 mark on resume 3 Marks for exceptional knowledge and records  Junior Developer(3) 2 mark on resume 1 Marks for exceptional knowledge and records	15 marks
<b>B</b>	<b>PRESENTATION</b>		
5	About organization, Past work of projects which include tasks for state/central government/ Private/Non government body	About the organization, past experiences, Understanding and comprehension of the project requirement. Approach & methodology for executing the project on time.	10 marks
6	<b>Technical Presentation</b> Work plan, Domain Knowledge, concept and architecture, Major Sporting event coverage plan, Team Composition	<ul style="list-style-type: none"> <li>Understanding of requirement</li> <li>Step by step approach.</li> <li>Innovative ideas and suggestions.</li> <li>etc.</li> </ul>	10 marks
7		<ul style="list-style-type: none"> <li>Work Plan Approach &amp; Methodology</li> <li>Domain Knowledge</li> <li>Concept and Architecture of Digitization of Jharkhand Sports ecosystem.</li> <li>Player registration</li> <li>Organization registration</li> <li>Tournament/match</li> <li>Unique work flow for government offices</li> <li>Different level approval mechanism.</li> <li>Player selection for cash awards/scholarship etc.</li> </ul>	20 marks
			<b>100 marks</b>

✓ **Important Points**

- The bidder will have to score at least 70% marks to be declared as technically qualified and will be eligible for opening of Financial bid.
- SAJHA reserves the right to verify, if it so desires, the correctness of documentary evidence furnished by the bidder.
- Agency will require local office in Jharkhand.

## Evaluation of Financial Proposals

- a) The Financial Bids of only the Qualified Bidders shall be opened in the presence of the Bidder's representatives who choose to attend. Date and time will be intimated to the Qualified Bidders or as per RFP. The name of the Bidder, the Technical scores and the proposed financial offer shall be read.
- b) For financial evaluation, the total **Service Fee and/or contract fee (One time development cost for Phase-1 and Phase-2(maintenance cost for one year)) and or exclusive of GST shall be considered.**
- c) SAJHA will determine whether the Financial Bids are complete, incomplete and unconditional. The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Agency to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in this RFP. **The lowest Financial Proposal ( $F_M$ ) will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:**

$$S_F = 100 \times F_M/F$$

(F = amount of Financial Proposal)

## Combined and final evaluation - Quality and Cost Based Selection (QCBS)

- a) Proposals will finally be ranked according to their **combined technical ( $S_T$ ) and financial ( $S_F$ )** scores as follows:

$$S = S_T \times TW + S_F \times FW$$

Where S is the combined score, and **TW = 0.7 and FW = 0.3** and are the weights assigned to the Technical Score and the Financial Score respectively.

## Selection of Agency

- a) The Bidders shall be ranked in descending order and the Bidder scoring the **Highest Combined Score (H1)** shall be ranked first for work. The Bidder scoring the highest combined score shall be declared as Selected Bidder.
- b) In the event that the first ranked Bidder withdraws its Proposal or is not selected for any reason in the first instance, SAJHA may invite the second ranked Bidder for negotiations.

## 8. GENERAL TERMS & CONDITIONS

### Relationship between the Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the 'SAJHA' and 'the Bidder'. The bidder subject to this

contract has complete charge of personnel, performing the services under this project from time to time. The bidder shall be fully (jointly and severally) responsible for the services performed by them or on their behalf hereunder.

### **Standards of Performance**

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to SAJHA.

The bidder shall always support and safeguard the legitimate interests of SAJHA, in any dealings with the third party. The bidder shall abide by all the provisions/ acts/ rules etc. of Information Technology prevalent in the country. The bidder shall conform to the standards laid down in RFP in totality.

### **Delivery and Documents**

The bidder shall submit all the deliverables on due date as per the delivery schedule. The bidder shall not without the SAJHA prior written consent disclose the any project related document to any person for “Web Based Application Software” other than an entity employed by Department of SAJHA for the performance of the contract.

### **Intellectual Property Rights**

No services covered under the contract shall be sold or disposed by the bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The bidder shall indemnify the SAJHA from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the bidder, SAJHA shall be defended in the defense of any proceedings which may be brought in that connection.

### **Assignment**

The bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the SAJHA prior written consent.

### **Termination**

Under this contract, SAJHA may, by written notice terminate the bidder in the following ways

- a) Termination for default for failing to perform obligations under the contract or in the event of non-adherence to time schedule.
- b) Termination for Convenience in whole or in part thereof, at any time. SAJHA reserves the right to elect:
- c) Termination for Convenience in whole or in part thereof, at any time. SAJHA reserves the right to elect:
- d) To have any portion completed at the work order and /or the Work Order terms and prices; and /or
- e) To cancel the remainder and pay to the agency an agreed amount for partially completed Services.

- f) Termination for Insolvency if the bidder becomes bankrupt or otherwise insolvent.

## **Taxes and Duties**

The commercial proposal shall be inclusive of all taxes, duties and operational expenditures.

## **Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned.

## **Limitations of Liabilities**

- a) Either party will accept liability without limit. For death or personal injury caused to the order party by its negligence or the negligence of its employees acting in the course of their employment;
- b) Any other liability which by law either party cannot exclude
- c) This does not in any way confer greater rights than what either party would otherwise have at law
- d) The contract does not contemplate any consequential, indirect, loss profit, claim for tort or similar damages of any form to be paid by the bidder to SAJHA or any other organizations
- e) Notwithstanding anything to the contrary contained in this contract, in no event will the bidder be liable to SAJHA, whether a claim be in tort, contract or otherwise; for any amount in excess of 100% of the total professional fees payable for the respective project provided that this limitation shall not apply to any obligation of bidder to indemnify to SAJHA with respect to intellectual property right infringement.

## **Progress of the Project**

The bidder would be required to intimate the progress of the project to SAJHA in a frequency and manner prescribed by SAJHA in consultation with the bidder after the award of contract.

## **Miscellaneous**

In the event the bidder's company or the concerned division of the company is taken over / bought over by another company, all the obligations under the agreement with SAJHA, should be passed on the compliance by the new company new division in the negotiation for their transfer.

## **Performance Bank Guarantee (PBG)**

The successful bidder shall require to make a Security Deposit towards Performance Guarantee in the form of a Bank Guarantee i.e. 5% of the total work order value. After submission of the Performance Bank Guarantee, the EMD deposited by the bidder in the

General Bid will be refunded immediately. The Performance Bank Guarantee shall be drawn from a national scheduled bank in the favour of Executive Director, Sports Authority of Jharkhand payable at Ranchi. This Security Deposit shall be held free of interest as security for due performance as per obligations under this proposal. The deposit shall be refunded upon successful execution of the work orders to the full satisfaction of SAJHA. The PBG should be valid for 24 months (2 year) from the date of the contract signed.

## **Service Levels & Penalties**

Selected bidder is expected to meet the service levels & time lines in the normal course of carrying out the activities as per the detailed Scope of Work. In case of unjustified delay on any or all such Service Levels, the SAJHA will reserve the rights to levy penalties on the System Integrator.



## **9. PERFORMA & ANNEXURE**

### **Annexure-1 (Technical Bid Letter)**

To

Dated:\_\_\_/\_\_\_/\_\_\_\_\_

The Executive Director,  
Sports Authority of Jharkhand,  
Birsa Munda Football Stadium,  
Morabadi, Ranchi- 834008  
Ranchi, Jharkhand

**Sub: Request for Proposal (RFP) for Selection of Agency for Designing, Developing, Hosting & Maintenance of the Web & Mobile application for digitization of Jharkhand Sports, under Sports Authority of Jharkhand.**

Dear Madam/Sir,

1. With reference to your request of proposal document no.\_\_\_\_\_, Dated:\_\_\_/\_\_\_/\_\_\_, I/we, have examined the bid documents and understood the contents, hereby submit my/our proposal for the aforesaid project. The proposal is unconditional and unqualified.
2. All information provided in the proposal and appendices is true and correct.
4. This statement is made for the express purpose of qualifying as a bidder for undertaking the Project.
5. I/We shall make available to the tendering authority for any additional information it may find necessary or require to supplement or authenticate the bid.
6. I/We acknowledge the right of tendering authority to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
7. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/We declare that:
  - (i) I/We have examined and have no reservations to the RFP Documents, including any addendum issued by the tending authority.
  - (ii) I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/We declare that we are not a member of any other firm submitting a proposal for this project.
9. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or against our MD or any of our Directors.
12. In the event of my/ our being declared as the successful, I/We agree to enter into an agreement/Work Order in accordance with the draft that has been provided to in the RFP document. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
13. The fee has been quoted by me/us after taking into consideration all the terms and conditions Stated in the RFP.
14. I/We undertake to provide Performance Security of 5% of the order value in case the contract is

being awarded to us.

15. I/We agree and understand that the Proposal is subject to the provisions of the RFP documents. In no case, I/We shall have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened.
16. I/We agree to keep this offer valid for 180 days from the proposal due date specified in the RFP.
17. I/We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

(Authorized signatory)

Date:

Name:

Designation:

Seal:

**Annexure-2 (Bidder Company Profile)**

<b>Name of the Firm/Company</b>		
<b>Full Address of the Company</b>		
<b>Year Established</b>		
<b>Telephone Number</b>		
<b>Fax Number</b>		
<b>E-mail Address</b>		
<b>Website</b>		
<b>Sectors' in which the company /firm has provided services to Government Departments in India</b>		
<b>No. of full time personnel currently under employment</b>	Technical	
	Non-Technical	
<b>No. of years of presence in India</b>		
<b>Total Turnover</b>	<b>FY</b>	<b>Turn Over (Rs)</b>
	2019-20	
	2018-19	
	2017-18	
	2016-17	
	2015-16	
	Total (last 5 years)	
<b>Details of Authorized Representative</b>	Name	
	Designation	
	Mobile	
	Office	
	E-mail	

Signature & Seal  
(Authorized Signatory)

**Annexure-3 (Bidder Project Profile)**

**(Copy of Work Order/Completion Certificate must be attached with this Annexure.)**

*(On the letterhead of the Bidder)*

Sl. No.	Particulars	Description
1	Name of the Organization	
2	Address of the contact details of Organization	
3	Details of Work Experience	
	Sl. No. -01	
	Name of client	
	Detail Description of Project	
	Duration of Assignment	
	Value of Assignment	
	Sl. No. -02	
	Name of client	
	Detail Description of Project	
	Duration of Assignment	
	Value of Assignment	
	(Project details to be furnished in similar Format) Separate sheets may be added)	

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

#### Annexure-4 Format for Power of Attorney for Signing of Proposal

(On Stamp paper of relevant value)

Know all men by these presents, We, \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is [presently employed with us and holding the position of \_\_\_\_\_], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for **“Selection of agency for Designing, Developing, Hosting & Maintenance of the Web & Mobile application for digitization of Jharkhand Sports.”**, proposed by the **Sports Authority of Jharkhand**, Government of Jharkhand (the “SAJHA ”) including but not limited to signing and submission of all applications, proposals, bids and other documents and writings, participate in Bidders' and other conferences and providing information / responses to SAJHA , representing us in all matters before SAJHA , signing and execution of all contracts and undertakings consequent to acceptance of our Proposal, and generally dealing SAJHA in all matters in connection with or relating to or arising out of our Proposal and/or upon award thereof to us.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\*\*.

For \_\_\_\_\_  
(Signature)  
(Name, Title and Address)

Witnesses:

1  
2

Accepted

[Notarised]

(Signature)

(Name, Title and Address of  
the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

**Annexure-5 Self Declaration**

(Should not have been black listed)

*(On the letterhead of the Bidder)*

I / We agree that the decision of the Authority in relation to RFP for “**Selection of agency for Designing, Developing, Hosting & Maintenance of the Web & Mobile application for digitization of Jharkhand Sports**”, addition or deletion will be final and binding to me / us. I / We confirm that we have not been blacklisted by Central or State Governments & PSUs.

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

## Annexure -6 Format for Particulars of Key Personnel

*(On the Letter head of the Bidder)*

SI No	Proposed Position	
1.	Name of Personnel	
2.	Date of Birth	
3.	Nationality	
4.	Educational Qualifications	
5.	Employment Record: (Starting with present position, list in reverse order every employment held.)	
6.	Total years of Experience	
7.	Details of Work undertaken by the Personnel outside India and Description of responsibilities	1. Name of the Work: Name of the Country : Description of responsibilities: Duration:  2. Name of the Work: Name of the Country : Description of responsibilities: Duration:  3. Name of the Work: Name of the Country : Description of responsibilities: Duration:
8.	Details of the current assignment and the time duration for which services are required for the current assignment.	

Certification:

- I am willing to provide the Services and I will be available for entire duration of the Empanelment as required.

2. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Signature and name of the Key Personnel)

(Signature and name of the authorized signatory of the Applicant)

**Notes:**

1. Use separate form for each Key Personnel
2. Each page of the CV shall be signed in ink by both the Personnel concerned and by the Authorized Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.



## Annexure-7 (Financial Bid)

### “Selection of Agency for Designing, Developing, Hosting & Maintenance of the Web & Mobile application for digitization of Jharkhand Sports”

S.No.	Particular/Designation		Total Price
1.	Web Portal Development Charges		
2.	<b>Manpower Details</b>	<b>Cost Per Month</b>	<b>Cost for one year</b>
	a) Project Manager -01		
	b) Senior Developer -01		
	c) Junior Developer -01		
	Total of above (2-a, b, c) without Tax		

- Manpower payments will be done on monthly Basis.
- The above quoted prices will be valid for 3 years from the issue of work order or agreement for enhancement of work to the same agency, who have received the work order, if required.
- All the fields are to be filled; any field left empty is liable for rejection.
- No deviation will be accepted from the Commercial Bid by SAJHA.
- The above rates shall be fixed and remain valid for the entire contract duration.
- All the prices should be inclusive of all taxes which should be clearly specified.
- No Price variation shall be allowed during the period of contract.
- Selected agency is expected to deliver additional features/customizations required by the "SAJHA during the course of Development of Web Portal/Online Mechanism for Sports activities with the same terms and conditions. However, the cost/Payment for deployment of additional manpower will be provided to the selected agency.
- Sports Authority of Jharkhand will not make any additional payments apart from the amounts quoted in the above provided format.

Signature of Agency : .....

Business Address : .....

Date : .....

Place : .....

Seal :

\*\*\*\*\* End of Document\*\*\*\*\*