

BOXING FEDERATION OF INDIA

REQUEST FOR PROPOSAL (RFP)

FOR ENGAGING

SERVICE PROVIDERS FOR CATERING

HOSTING 2nd INDIA OPEN INTERNATIONAL BOXING TOURNAMENT, GUWAHATI ASSAM

DATE OF ISSUE: 20th April 2019

LAST DATE & TIME OF SUBMISSION OF PROPOSAL: 6th May 2019 at 2:00pm

DATE & TIME OF OPENING OF PROPOSAL: 6TH May 2019 at 3:00pm

PLACE OF SUBMISSION OF BIDS

Office of Local Organising Committee Boxing Federation of India
Dr. Zakir Hussain Aquatic Complex,
Sarsujai Sports Complex, Guwahati, Assam
Email id: info@boxingfederation.in

1. BOXING FEDERATION OF INDIA

- a) Boxing Federation of India (BFI) is the National Federation for the sport of Boxing in India. It was established in 2016 and recognized by the Government of India (Ministry of Youth Affairs & Sports, Department of Sports), the Indian Olympic Association and the International Boxing Association (AIBA). Since its very inception, the BFI has made rapid strides for improvement of the sport of boxing focusing on the core development of the sport at grass root level. By strategic planning and professional management, the BFI has been able to make a mark in the international arena.
- b) The present RFP relates to organization of 2ND INDIA OPEN INTERNATIONAL BOXING TOURNAMENT to be held at Guwahati, Assam.

2. 2ND INDIA OPEN INTERNATIONAL BOXING TOURNAMENT 2019

- a) 2nd India Open International Boxing Tournament is being held yearly, the first edition of this event was held at New Delhi from 28th January to 1st February 2018 where 23 countries from Asia, Europe, Africa and North America were participated in this event.
- b) This underlines the fact that the arrangements are to be done as per international standards be fitting an International Tournament.

3. PRESENT RFP IS FOR PROVIDING CATERING SERVICES

The detailed scope of work for the present RFP may please be seen in **Annexure-A**. The BOQs are mentioned in **Annexure-B**.

4. Bidding process

- a) Any company, consortium, service provider who have provided such services to events of national/international standards during the last three years may bid for these services.
- b) The bidder should not have been blacklisted by any agency during the last three years.
- c) The bidder should have all necessary clearances, if any required, from respective government agencies to provide these services at Guwahati.
- d) The bidder should have all required statutory documents in respect of registration of company/organization with the government agencies, income tax, service tax and GST registration and clearances and that the bidder should not have been defaulter on any account.
- e) Double bid system – Technical Bid and Commercial Bid system will be adopted. On the date of opening, the Technical Bid will be opened and evaluated. The Commercial Bid of only shortlisted bidders will be opened.
- f) Decision of the BFI in respect of the above matter will be final. There will be no appeal against the decision of BFI.
- g) The Technical Bid should not contain any price information that will be mentioned in

the Commercial Bid.

- h) The bidders will make three envelopes – (1) Technical Bid, (2) Commercial Bid and (3) the envelope containing the Bank Drafts for Tender Processing Fee and Bid Security. All these three envelopes will be properly closed and sealed and then these three envelopes will be put in another cover super scribing “RFP for Catering Service for 2nd India Open International Boxing Tournament to be deposited at the Office of BFI, Guwhati by the scheduled date and time.
- i) After the decision is taken and communicated to the successful bidder, they will deposit the Performance Guarantee sign an agreement with BFI and continue to execute the work.

5. Tender Processing Fee, Bid Security & Performance Guarantee

- a) Tender processing fee is a non-refundable fee of Rs.5,000/- (Rupees five thousand only) to be deposited in the form of a bank draft payable to “Boxing Federation of India” at New Delhi.
- b) Bid Security amount is Rs.25,000/- (Rupees Twenty Five Thousand only) to be deposited in the form of a bank draft payable to “Boxing Federation of India” at New Delhi. The Bid Security amount of the unsuccessful bidders will be refunded after award of work and acceptance of the work by the successful bidder(s). This amount will not earn any interest.
- c) BFI reserves the right to reject any/all the bids without assigning any reason thereof and in that eventuality the Bid Security amount will be refunded to the bidders within four weeks.
- d) In the eventuality of the successful bidder not accepting the contract or not submitting the Performance Guarantee within the stipulated date, the Bid Security amount deposited by him will be forfeited.

6. Technical Bid Format

- a) Name of the Company/Service Provider/Consortium:
- b) Date of incorporation of the Company etc:
- c) Registration Number of (a) above:
- d) PAN Number of (a) above:
- e) Service Tax/GST Registration No:
- f) Date since when providing services as in Annexure-A of RFP:

g) Turnover and portion of turnover on providing services in Annexure-A:

Year	Total Turnover of the Company/Consortium (In INR)	Amount of business handled in respect of the services in Annexure-A (In INR)
2018-19		
2017-18		
2016-17		

In support of claims in (b) to (g) above documentary proof must be attached along with certificates from the organizations for whom the services were rendered must be attached. In respect of turnovers, the audited balance sheet or certificate from the Chartered Accountant/Auditor should be attached. Copies of registration certificate, PAN, tax registration, GST registration and other related document need to be attached.

7. Commercial Bid Format:

The bidder shall indicate detailed pricing as per Scope of Work/BOQ in the

Annexure-A & B. It needs to be summarized as mentioned below:

Scope of work/BOQ	Quantity	Unit Cost	Total Cost	Taxes with %	Grand Total

Grand Total must be mentioned in words "Rupeesonly".

8. Terms of Payment:

- a) 25% of the total cost (excluding taxes) will be released as mobilization advance after the award of work is accepted and Performance Guarantee is provided.
- b) Rest of the amount plus all taxes will be released after 15 days of completion of the games and on production of all bills subject to the satisfaction of the BFI.

9. Dispute resolution

- a) Before award of work, there will be no dispute and the decision of BFI will be final.
- b) After award of work, all disputes will be resolved amicably by mutual discussion.
- c) In case, still disputes remain it will be decided by Arbitration and in such eventuality the Arbitrator will be appointed by the BFI.
- d) The Arbitration Proceedings will be carried on as per the provisions of Indian Arbitration Act and will be governed by laws of India.

- e) In case of litigation, it will be subject to the jurisdiction of the Courts of Delhi.

10. Force Majeure

In case of Force Majeure, as is normally understood as per Indian Law, if the Championship does not take place after award of work, the contractor and the BFI will mutually decide on the liabilities undertaken till the stage of such declaration of abandonment of the championship. If disputes still persist, it will be resolved as mentioned in para 9 above.

11. Savings

- a) BFI reserves the right to vary the terms and conditions, scope of work, BOQs mentioned above at any time for operational reasons without assigning any reason.
- b) If after award of work BFI is convinced that the contractor is not fulfilling the contractual terms or is not executing works as per specification or as per satisfaction of BFI or if adequate progress of work is not there, the BFI reserves the right to terminate the contract without any further notice and assign the work or the rest of the work to another bidder/vendor at the cost of the contractor.

SCOPE OF WORK

1.SCOPE OF WORK FOR CATERING

COMPETITION VENUE: Karambir Nabin Chandra Bordoloi Indoor Stadium, Sarsujai Sports Complex

1.1 Workforce/Volunteers

AFTERNOON	EVENING
VEG/NON VEG THALI	VEG/ NON VEG THALI

- Delivery timing : After noon - 13:30 hrs
Evening - 18:00 hrs
- Estimated Boxes Required - OC – 50
Volunteer – 50
Total – 100

1.2VVIP/VIP:

CATERING MENU (VVIP/VIP) 2nd India Open International Boxing Tournament 2019, Guwahati				
Buffet Set-up with Cheffing Dishes and buffet tables				
Menu Rotation for VIP's				
20th May-Opening Ceremony			Quantity	Time
Veg	Non Veg		50	1400hrs-1700hrs
Vegetable puff	Chicken puff	Hot		
Chutney cucumber and cheese S/W	Chicken and mayo S/W	Cold		
Vegetable Kathi roll	Chicken Kathi roll	Warm	50	1800hrs-2100hrs
Selection of tetra packed juices and Selection of Milk shake				
Assorted Cookies and Classic Chocolate Brownie				

Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge-				
21st May			Quantity	Time
Veg	Non Veg		50	1400hrs-1700hrs
Potato cheese nuggets	Chicken nuggets	Hot		
Chutney cucumber and cheese S/W	Chicken and mayo S/W	Cold		
Paneer Tikka	Chicken Tikka	Warm		
Selection of tetra packed juices and Selection of Milk shake			50	1800hrs-2100hrs
Assorted Cookies and Warm Gulabjamun				
Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge				
22nd May			Quantity	Time
Veg	Non Veg		50	1400hrs-1700hrs
Kaju aur aloo ke samosa	Chicken quiche	Hot		
Mumbai masala sandwich(Hot)	Chicken and cheese sandwich	Cold		
Grilled veg wrap	Chicken tikka wrap	Warm		
Selection of tetra packed juices and Selection of Milk shake			50	1800hrs-2100hrs
Assorted Cookies and Chocolate Mud-Pie				
Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge				
23rd May			Quantity	Time
Veg	Non Veg		50	1400hrs-1700hrs
Veg.Coin Pizza	Classic Lime & Thyme Grilled Chicken	Hot		
Chutney cucumber and cheese S/W	Chicken Hawaiian S/W	Cold		
Paneer kathi roll	Chicken kathi roll	Warm		
Selection of tetra packed juices and Selection of Milk shake			50	1800hrs-2100hrs
Assorted Cookies and Moong Dal Halwa				

Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge				
24th May			Quantity	Time
Veg	Non Veg			
Potato cheese shots	Chicken nuggets	Hot	100	1400hrs-1700hrs
Grilled veg sandwich	Chicken tikka sandwich	Cold		
Falafel pita roll	Chicken shawarma roll	Warm		
Selection of tetra packed juices and Selection of Milk shake				
Assorted Cookies and Exotic Fruit Cream			100	1800hrs-2100hrs
Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge-				

1.3 MEDIA:

<i>CATERING MENU (MEDIA) 2nd India Open International Boxing Tournament 2019</i>			
<i>Thali(Veg/Non Veg as per requirement)</i>			
AFTERNOON	MEASURE	EVENING	MEASURE
Thali	30	Thali	30
* Lounge Operational hours- 14:00hrs till 20:00hrs			
*Expected Per Day: Media- 60 nos.			

1.4 Players & Team Officials:

<i>CATERING MENU (Boxers and Team officials) 2nd India Open International Boxing Tournament 2019</i>
2 choices of whole fresh fruits
Multi- grain biscuits
* Operational Hours: Session 1- 13:00hrs till 16:30hrs ; Session 2- 17:00hrs till 20:00hrs
* Estimated Pax. For complete tournament: 200 nos.

1.5 R&J, NTO

CATERING MENU (ITO'S, R&J, NTO)			
Buffet			
AFTERNOON	MEASURE	EVENING	MEASURE
Tea& Coffee, Heavy Snack (Pizza, Sandwich, Rolls, etc)	30	Heavy Snack (Pizza)	30
Tea/ Coffee vending machines including selection of teas, Selection of coffee, Milk to be served during competition in the designated lounges.			
* Lounge Operational hours- 13:00hrs till 20:00hrs			
**Expected nos. Per Day: R&J, NTO, ITO total 60			

2. WATER REQUIREMENT:

1. Packaged water bottles (500 ml) required per day: Approx. 2000 nos.
2. Water Dispensers with hot & cold option: 2 nos.
3. Packaged water bottles (20Lts) for the above mentioned dispensers :
12 bottles per day

Disposable cups shall be provided at all places where the above dispensers placed.

2.1.ICE REQUIREMENTS

- i. Ice Boxes: 3 nos. with Ice cubes 50kg

3. COFFEE/TEA

Coffee & tea vending machines: 04 nos.

Selection of coffee, tea & milk should be made available during the time of event.

4. VISIBLE Water Fridge

Total No. – 2 nos.

5. Days of Service Required:

S.NO	CONSTITUENT GROUPS	Total	No. Of Days of Service**
1	Boxers and Coaches	200	As per Competition Schedule
2	Media and Broadcaster	60	
3	VIP & Protocol Guest	100	
4	ITO,RJ,NTO	60	20-24 th May 2019
6	LOC	50	
7	Volunteers	50	
	Grand Total	510	

*Detailed Delivery Plan for Workforce, Athletes, Technical Officials, ITO's, R&J's will be shared with the successful bidder.

** The above quantities are subject to a variation of $\pm 25\%$ to be advised by BFI at least 48 hours prior to the competition day. Billing will be done on Actual Basis.

The broad scope of work of Catering includes:

- The Catering Service Provider has to provide tea / coffee vending machines along with disposable cups, water dispensers, display coolers at all Athletes & Team Official's Lounge.
- The Caterer needs to quote on the basis of the above mentioned menu cycle as per the constituent groups mentioned above (Number of meals is mentioned in the Commercial Sheet).
- The food items should be hygienically prepared with good quality spices and Ghee/Oils as per FSSAI guideline, fit for human consumption and having specified proteins and calories.
- No children below the restricted age group as per the guidelines issued by the competent authorities shall be employed by the contractor.
- The successful Bidder should be committed to save Energy, protect Environment and Health and Safety of personnel involved in providing the services.
- The Catering Service Provider shall have to make arrangements for their own transport, staff and material, equipment, required for the execution of the work. The successful Bidder has to transport consumable food items to different venues from their base kitchen maintaining the food quality and hygiene standards of the food.
- The Catering Service Provider needs to maintain the decorum of the existing structures at the property unless authorized to make changes.
- A periodic daily check will be conducted by the competent authorities for evaluation purpose, to the location where the execution of the assigned work is going on and see the preparation of the Bidder.
- The Caterer is not authorized to waive or release any privilege or other protection of information, confidential, secret, or otherwise, obtained from or

on behalf the BFI.

- The Catering Service Provider will also be responsible for providing ice for Sport, Medical and Catering purposes. The requirement will be provided to the caterer 48 hours in advance.
- The food is required to be prepared using ingredients of high quality under hygienic conditions duly complying with the norms laid down under Prevention of Food Adulteration Act and other statutory requirements prescribed by law.
- The food is required to be in Meal Boxes in breakfast, lunch and dinner for workforce in food grade using the highest quality of eco-friendly disposables maintaining correct temperature and highest hygiene standards.
- The caterer is required to ensure that the food supplied is in good condition, fit for consumption during the time period fixed for the supply.
- The food is required to be catered to the LOC Workforce, Volunteers, during the period from 19th May – 24th May 2019 as per the competition schedule.
- The caterer will be responsible to deliver, stock, and replenish the beverages & food items in the display fridges at various lounges, workforce break area and offices in the venue on a regular basis.
- The Caterer needs to submit a quote per pax according to the menu stated. The rates are to be including all taxes and other charges.
- Plan, direct, control and deliver catering services for all customer groups;
- Provide catering services that are consistent with customer and client expectations whilst working within agreed budgets; work in partnership with

BFI and contribute to the overall success of the Tournament.

- All the Catering staff stationed in the lounges must have experience of handling food and fluent in speaking English language.
- All catering staff must be well groomed and wearing uniform during operational hours.
- The Successful bidder must provide BFI with a complete staff report from staff check in and supporting information to demonstrate how they arrived at numbers across all areas

IF THE SUCCESSFUL BIDDER/ CONTRACTOR FAILS TO EXECUTE THE PROJECT AS PER THE TERMS AND CONDITIONS OF THE AGREEMENT EXECUTED, A PENALTY AT THE RATE OF MAXIMUM OF 10% OF THE TOTAL CONTRACT VALUE SHALL BE LEVIED ON THE CONTRACTOR, WHICH SHALL BE RECOVERED FROM THE SECURITY DEPOSIT OR FROM THE PAYMENT TO BE MADE TO THE CONTRACTOR AND THE CONTRACT MAY BE TERMINATED AT THE RISK AND COST OF THE CONTRACTOR. HOWEVER, THE DECISION REGARDING THE QUANTUM OF PENALTY SHALL VEST WITH THE 2ND INDIA OPEN INTERNATIONAL TOURNAMENT 2019.

Annexure-B

*****Note: Below mentioned head count can be increase and decrease.**

BOQ

Sl. No.	Item Description	Quantity	Units	No. Of Days	Per Unit Cost Inclusive of taxes	TOTAL	Taxes	Grand Total
1	Meal Boxes (LUNCH) as per menu for Workforce & Volunteers,(As per Menu)	100	Nos.	6				
2	Meal Boxes (DINNER) as per menu for Workforce & Volunteers(As per Menu)	100	Nos.	6				

3	Buffet for VIP as per menu for VIP (including Buffet tables and crockery)	100 Approximately	Nos.	5				
4	Thali for Media	60	Nos.	5				
5	R&J (Tea & Coffee, Heavy Snack (Pizza, Sandwich, Rolls, etc))	60	Nos.	5				
6	Players (2 Fresh Whole Fruits & Biscuits	200	Nos.	5				
7	Water Bottles (500 ML)	2000	Nos.	5				
8	Tea/Coffee Vending Machines with Consumables (200 cups per day per machine + Cookies)	04	Nos.	5				
9	Water Dispensers (Hot & Cold Options)	02	Nos.	5				
10	Water Bottles (20 Lts)	12	Nos.	5				
11	Display Fridge	02	Nos.	5				
12	Serving Staff	4	Nos.	5				
13	ICE Cube(50Kg)	50kg	Kg	5				