

# **BOXING FEDERATION OF INDIA**

**REQUEST FOR PROPOSAL (RFP)**

**FOR ENGAGING**

**SERVICE PROVIDERS FOR CATERING**

**HOSTING AIBA WOMEN'S WORLD  
BOXING CHAMPIONSHIP, DELHI, 2018**

DATE OF ISSUE: October 08, 2018

LAST DATE & TIME OF SUBMISSION OF PROPOSAL: 04.00 PM on October 19, 2018

PLACE OF SUBMISSION OF BIDS

Boxing Federation of India  
319 / 323 Udyog Vihar, Phase IV  
Gurgaon  
Haryana  
India

Email id: [boxingfederation@boxingfederation.in](mailto:boxingfederation@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 AIBA Women's World Boxing Championship, 2018 to be held at New Delhi.

## **2. AIBA WOMEN'S WORLD BOXING CHAMPIONSHIP, NEW DELHI, 2018**

- a) The AIBA Women's World Boxing Championships is biennial amateur boxing competition organized by the International Boxing Association (AIBA). Alongside the Olympic boxing program, it is the highest level of competition for the sport in the women's category.
- b) This underlines the fact that the arrangements are to be done as per international standards befitting a World Championship.

## **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 New Delhi.
- 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 AIBA Women’s World Championship, Delhi 2018” to be deposited at the Office of BFI, Gurgaon 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.75,000/- (Rupees seventy-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)
April, 2018 till date		
2016-17		
2015-16		
2014-15		

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 “Rupees .....only”.

**8. Terms of Payment:**

- a) 25% of the total cost (excluding taxes) will be released as mobilization advance after acceptance of the award of work and deposit of irrevocable bank guarantee of equivalent amount.
- 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.

P. C. Pratihari  
Director Administration  
Boxing Federation of India

**SCOPE OF WORK**

**1.SCOPE OF WORK FOR CATERING**

**COMPETITION VENUE: K D JADHAV Indoor Hall, IGS Complex**

**TRAINING VENUE 1: Boxing Hall, IGS 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 – 100  
Total – 150

**1.2 VVIP/VIP:**

<b>CATERING MENU (VVIP/VIP) AIBA WOMEN'S WORLD BOXING CHAMPIONSHIP 2018</b>				
<b>Buffet Set-up with Cheffing Dishes and buffet tables</b>				
<b>Menu Rotation for VIP's</b>				
<b>1 5th Nov-Opening Ceremony</b>			<b>Quantity</b>	<b>Time</b>
<b>Veg</b>	<b>Non Veg</b>		200	1300hrs- 1600hrs
Vegetable puff	Chicken puff	Hot		
Chutney cucumber and cheese S/W	Chicken and mayo S/W	Cold		
Vegetable Kathi roll	Chicken Kathi roll	Warm	300	1900hrs- 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-				
<b>16th Nov</b>			<b>Quantity</b>	<b>Time</b>
<b>Veg</b>	<b>Non Veg</b>		125	1300hrs-1600hrs
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			125	1700hrs-2000hrs
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				
<b>17th Nov</b>			<b>Quantity</b>	<b>Time</b>
<b>Veg</b>	<b>Non Veg</b>		125	1300hrs-1600hrs
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			125	1700hrs-2000hrs
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				
<b>18st Nov</b>			<b>Quantity</b>	<b>Time</b>
<b>Veg</b>	<b>Non Veg</b>		125	1300hrs-1600hrs
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			125	1700hrs-2000hrs
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				
<b>19th Nov</b>			<b>Quantity</b>	<b>Time</b>
<b>Veg</b>	<b>Non Veg</b>			
Potato cheese shots	Chicken nuggets	Hot	125	1300hrs-1600hrs
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				
Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge-			125	1700hrs-2000hrs
<b>20th Nov</b>				
<b>Veg</b>	<b>Non Veg</b>			
Vegetable puff	Chicken puff	Hot	125	1300hrs-1600hrs
Chutney cucumber and cheese S/W	Chicken and mayo S/W	Cold		
Vegetable Spring roll	Chicken Kathi roll	Warm		
Selection of tetra packed juices and Selection of Milk shake				
Assorted Cookies				
Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge-			125	1700hrs-2000hrs
<b>21th Nov Rest Day</b>			<b>Quantity</b>	<b>Time</b>
<b>22nd Nov</b>			<b>Quantity</b>	<b>Time</b>
<b>Veg</b>	<b>Non Veg</b>			
Palak anardana kebab	Chicken Satay	Hot	200	1300hrs-1600hrs
Kacchi Dabeli	Roast chicken and cream cheese sandwich	Cold		
Tandoori aloo wrap	Hariyali chicken wrap	Warm		
Selection of tetra packed juices and Selection of Milk shake			200	1700hrs-



Assorted Cookies				2000hrs
Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge				
<b>23rd Nov</b>			<b>Quantity</b>	<b>Time</b>
<b>Veg</b>	<b>Non Veg</b>		200	1300hrs-1600hrs
Vegetable puff	Chicken puff	Hot		
Chutney cucumber and cheese S/W	Chicken and mayo S/W	Cold		
Vegetable Kathi roll	Chicken Kathi roll	Warm		
Selection of tetra packed juices and Selection of Milk shake			200	1700hrs-2000hrs
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-				
<b>24th Nov</b>			<b>Quantity</b>	<b>Time</b>
<b>Veg</b>	<b>Non Veg</b>		700	1600hrs-2000hrs
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				
Assorted Cookies and Warm Gulab jamun				
Hot beverages- Vending machines including selection of tea/coffee with milk to be served during competition in the designated VIP lounge				

### 1.3 MEDIA:

<b><i>CATERING MENU (MEDIA) AIBA WOMEN'S WORLD BOXING CHAMPIONSHIP 2018</i></b>			
<b><i>Boxes</i></b>			
<b>AFTERNOON</b>	<b>MEASURE</b>	<b>EVENING</b>	<b>MEASURE</b>
High Tea Snack	100	High Tea Snack	100

Tea/ Coffee vending machines including selection of teas, Selection of coffee, Milk to be served during competition in the designated lounges.
<b>* Lounge Operational hours- 13:00hrs till 20:00hrs</b>
<b>*Expected Per Day: Media- 100 nos.</b>

#### 1.4 Players & Team Officials:

<b><i>CATERING MENU (PLAYERS &amp; TEAM OFFICIALS) AIBA WOMEN'S WORLD BOXING CHAMPIONSHIP 2018</i></b>
4 choices of whole fresh fruits
Multi- grain biscuits, Tea and Coffee
<b>* Operational Hours: Session 1- 12:00hrs till 16:30hrs ; Session 2- 17:00hrs till 20:00hrs</b>
<b>* Estimated Pax. For complete tournament: 400 nos.</b>

#### 1.5 ITO's, AIBA FAMILY AND R&J:

<b><i>CATERING MENU (ITO'S, AIBA FAMILY, R&amp;J) AIBA WOMEN'S WORLD BOXING CHAMPIONSHIP2018</i></b>			
<b><i>Boxes</i></b>			
<b>AFTERNOON</b>	<b>MEASURE</b>	<b>EVENING</b>	<b>MEASURE</b>
High Tea Snack	140	High Tea Snack	140
Tea/ Coffee vending machines including selection of teas, Selection of coffee, Milk to be served during competition in the designated lounges.			
<b>* Lounge Operational hours- 12:00hrs till 20:00hrs</b>			
<b>**Expected nos. Per Day: ITO And R&amp;J- 120 nos. AIBA officials – 10</b>			

## 2. WATER REQUIREMENT:

1. Packaged water bottles (500 ml) required per day: Approx. 8000 nos. (4000-4500 lts)
2. Water Dispensers with hot & cold option: 10 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: 8 nos.

## 3. COFFEE/TEA

Coffee & tea vending machines: 12 nos.  
Selection of coffee, tea & milk should be made available during the time of event.

## 4. VISIBLE Water Fridge

Total No. – 12 nos.

### Days of Service Required:

S.NO	CONSTITUENT GROUPS	Total	No. Of Days of Service**
1	Athletes and Coaches	400	As per Competition Schedule
2	Media and Broadcaster	100	
3	VIP & Protocol Guest	250	
4	ITO and RJ	70	15th November To 24th November-2018
5	NTO	50	
6	LOC	50	
7	Volunteers	100	
8	National Federation	100	
9	AIBA	10	
	<b>Grand Total</b>	<b>1000</b>	

1Detailed Delivery Plan for Workforce, Athletes, Technical Officials, ITO's, R&J's, AIBA Family 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 15<sup>th</sup> Nov – 24<sup>th</sup> Nov 2018 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 Championship.

- All the Catering staff stationed in the lounges must have experience of handling food and fluent in speaking English language.
- 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 SUITABLE PENALTY WILL 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 AIBA WOMEN'S WORLD BOXING CHAMPIONSHIP – 2018.

## **Annexure-B**

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

### **BOQ**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Item Code / Make</b>	<b>Quantity</b>	<b>Units</b>	<b>No. Of Days</b>	<b>Per Unit Cost Inclusive of taxes</b>	<b>TOTAL</b>	<b>Taxes</b>	<b>Grand Total</b>
1	Meal Boxes (LUNCH) as per menu for Workforce & Volunteers,(As per Menu)	1	150	Nos.	10				
2	Meal Boxes (DINNER) as per menu for Workforce & Volunteers(As per Menu)	1	150	Nos.	10				

3	Buffet for VIP as per menu for VIP (including Buffet tables and crockery)	2	300 Approximately	Nos.	10				
4	High Tea Media as per menu for Media (including Buffet tables and crockery)	3	100	Nos.	10				
5	High Tea for ITO'S, R&J'S,AIBA Officials(As per Menu)	4	130	Nos.	10				
6	Players & Technical Officials as per Menu	5	450	Nos.	10				
7	Granula Bars/ Protein Bars	6	9000	Nos.	10				
8	Water Bottles (500 ML)	8	7000	Nos.	10				
9	Tea/Coffee Vending Machines with Consumables (200 cups per day per machine + Cookies)	9	12	Nos.	10				
10	Water Dispensers (Hot & Cold Options)	10	10	Nos.	10				
11	Water Bottles (20 Lts)	11	12	Nos.	10				
12	Display Fridge	12	12	Nos.	10				
13	Ice Boxes	13	8	Nos.	10				
14	Serving Staff	10	10	Nos.	10				
<b>Total in Figures</b>									