



GOVERNMENT OF BIHAR
DEPARTMENT OF SPORTS

REQUEST FOR PROPOSAL

**FOR THE SELECTION OF AN EVENT MANAGEMENT AGENCY (EMA)
FOR THE END-TO-END OPERATIONAL EXECUTION OF THE BIHAR STATE GAMES
2026**

RFP No. : 5/खेल 8-08/2026/01

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Issued by:

DEPARTMENT OF SPORTS, GOVERNMENT OF BIHAR

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A. Disclaimer

1. This Tender Document is being issued by the Sports Department, Government of Bihar, for the selection of an Event Management Agency (EMA) for the end-to-end operational execution of the Bihar State Games 2026 (hereinafter referred to as the "Works").
2. The information contained in this Tender Document is being provided for the limited purposes of enabling the interested parties ("Bidders") to submit a binding proposal ("Bid") for performing, executing and implementing the Works and for no other purpose. In no circumstances shall Sports Department, Government of Bihar, or their employees, advisers, consultants, contractors, servants and/or agents incur any liability arising out of or in respect of the issue of this Tender Document, or the selection procedure.
3. The use of the Tender Document in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves and shall observe any applicable legal requirements.
4. The information does not purport to be comprehensive or to have been independently verified. Nothing in this Tender Document shall be construed as legal, financial or tax advice. Sports Department, Government of Bihar will not be liable for any costs, expenses, however incurred by the Bidders in connection with the preparation and submission of the Bids.
5. Sports Department, Government of Bihar reserves the right to amend this Tender Document, and any information contained herein at any time to the Bidders. The amendment document shall be notified through the website and such amendments shall be binding on those concerned.
6. Nothing in this Tender Document is, nor shall be relied upon as, a promise or representation as to Sports Department, Government of Bihar ultimate decision in relation to the selection process of the successful Bidder for the execution of the Contract (defined hereinafter). The Bidder(s) shall not, therefore, assume that they will have the opportunity to revise their Bids following submission except as provided in this Tender Document, without assigning any reason whatsoever. However, Sports Department, Government of Bihar reserves the right to change the basis of or the procedures (including the timetable) relating to the bidding process, reject any, or all, of the Bids, not to invite a Bidder to proceed further, not furnish a Bidder with additional information nor otherwise to negotiate with a Bidder at any time. Sports Department, Government of Bihar does not undertake to accept the lowest or indeed any Bid, without assigning any reason.
7. No person other than the one authorized by Sports Department, Government of Bihar to give any information or to make any representation not contained in this Tender Document and, if given or made, any such information or representation shall not be relied upon as having been so authorized in writing.

8. Canvassing in any form shall result in rejection of the bid.
9. The applicant shall be deemed to have duly considered all terms of this Invitation for the bid document and acknowledge that it intends to submit bid offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and / or that may be incorporated by Sports Department, Government of Bihar through any Addendum/s.
10. Any summaries or descriptions of documents or contractual arrangements contained in any part of this Tender Document are only indicative and cannot be and are not intended to be comprehensive, nor any substitute for the underlying documentation (whether existing or to be concluded in the future), and are in all respects qualified in their entirety by reference to them.
11. Sports Department, Government of Bihar, its employees, advisers, consultants, contractors, servants, agents do not accept any responsibility for the legality, validity, effectiveness, adequacy or enforceability of any documentation executed, or which may be executed, in relation to the Works. Sports Department, Government of Bihar shall enter into a contract individually, with the successful Bidder for performance, execution and implementation of the Works ("Contract"). No legal or other obligation shall arise between the successful Bidder and Sports Department, Government of Bihar unless and until the Contract has been formally executed by Sports Department, Government of Bihar and the successful Bidder and any conditions precedent to the effectiveness of the Contract have been fulfilled. Sports Department, Government of Bihar reserves the right not to proceed with the bidding process and to cancel the selection procedure, or any part thereof, at any time.
12. Nothing in this Tender Document shall constitute the basis of the Contract which may be concluded in relation to performance, execution and implementation of the Works nor shall such documentation/information be used in construing the Contract. Each Bidder must rely on the terms and conditions contained in the Contract, when, and if, finally executed, subject to such limitations and restrictions which may be specified in such Contract. Any reference to this Tender Document in the Contract with Sports Department, Government of Bihar or any correspondence between Sports Department, Government of Bihar and the Bidder shall not be construed as this Tender Document forming part of such contract.
13. The Bidder is prohibited from any form of collusion or arrangement by a Bidder (or its advisers or consultants) in an attempt to influence the selection, award process or any other process. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Bidder towards any officer / employee of Sports Department, Government of Bihar or to any other person in a position to influence the decision of Sports Department, Government of Bihar or any other person associated with the bidding process, for showing any favour in relation to

this Bid or any other contract, shall render the Bidder to such liability / penalty as Sports Department, Government of Bihar may deem proper, including but not limited to rejection of the Bid and forfeiture of the Earnest Money Deposit.

14. Laws of the Republic of India are applicable to this Tender Document. The courts at Patna shall have exclusive jurisdiction in relation to any disputes arising from this Tender Document.
15. Each Bidder's acceptance of delivery of this Tender Document constitutes its
16. agreement to, and acceptance of, the terms set forth in this Disclaimer. By acceptance of this Tender Document, the recipient agrees that this Tender Document and any information herewith supersedes document(s) or earlier information, if any, in relation to the subject matter hereof.
17. All documents and communication will be in English only. Any document which is submitted in any other language, other than English will be acceptable only if accompanied by a self- certified English translated version. The Sports Department, Government of Bihar will have the right to verify the same independently.
18. Arbitration: -The disputes or differences, arising from this Invitation for bid document or in any manner connected therewith shall be subject to the following dispute resolution mechanism:
19. Any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement. Parties shall nominate two persons each from their Senior Management within ten days of a dispute arising.
20. If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to a Sole Arbitrator to be nominated by the Sports Department, Government of Bihar. The place of arbitration shall be Patna. All arbitration proceedings shall be conducted in English and in accordance with the provisions of the Arbitration and Conciliation Act 1996 as amended from time to time.
21. The Arbitration award will be final and binding upon the parties, and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal unless the arbitral tribunal decides otherwise.
22. All disputes shall be subject to the exclusive jurisdiction of Courts at Patna only.
23. Governing Law: Indian laws, both substantive and procedural, shall govern.

B. INTRODUCTION

B.1 Background & Vision

The Department of Sports, Government of Bihar, is committed to fostering a vibrant sports culture, developing elite athletic talent, and establishing the state as a premier destination for national and international sporting events. In alignment with this vision, the Department is organizing the Bihar State Games 2026. This flagship multi-sport tournament serves as the state's highest competitive arena, designed to identify, nurture,

and elevate homegrown athletes while modernizing regional sports infrastructure and operational capabilities.

B.2 Purpose of this RFP

The purpose of this Request for Proposal (RFP) is to select a highly competent, financially robust, and legally independent Event Management Agency (EMA) through a competitive, transparent bidding process. The selected EMA will act as the turn-key operational partner for the Department, taking comprehensive responsibility for the conceptualization, execution, overlay fabrication, hospitality management, media broadcast, and closing logistics of the Games.

B.3 Scale and Logistics of the Games

The Bihar State Games 2026 represents an unprecedented scale of athletic deployment for the region, featuring 22 distinct sports disciplines conducted concurrently and simultaneously over an intensive 08-day competition window (05th September to 12th September, 2026). The tournament will be distributed across synchronized venue clusters in three host districts: Patna, Nalanda (Rajgir), and Begusarai.

The event will host a centralized contingent of approximately 4,000 athletes, team officials, and state delegates daily, supported by a dedicated workforce of 750 verified volunteers. Bidders must possess exceptional multi-venue mobilization tracking, immediate financial capacity, and proven large-scale crowd management capabilities to ensure successful delivery.

B.4. Modalities

The Tender Documents will have to be downloaded directly from the websites mentioned above.

- A. A complete set of tender documents is available at <https://eproc2.bihar.gov.in> for viewing and download. All the notification & details, terms and conditions regarding this tender notice hereafter will be published online on e-tendering website <https://eproc2.bihar.gov.in>. The guidelines to download the tender documents and online submission of bids and procedure of tender opening can be downloaded from website <https://eproc2.bihar.gov.in>. The bidders are advised to go through the manuals in detail to understand the bid submission process.
- B. The bidder needs to submit their bids online on <https://eproc2.bihar.gov.in>. The bidders are required to fill the tender online as per the timelines provided. The tender fee has to be paid online, scanned copy of online EMD payment receipt) has to be submitted along with technical bid.

- C. The bidders must make the payments towards tender fee by taking sufficient margin for time lags between the online payment and settlement / realization and other Banking Procedures in the pooling account and reflection of the same in the online tender system. The tender fee shall be non-refundable.
- D. The Secretary Sports, Bihar State, reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- E. For MSME bidders claiming Tender Fee exemption, a certificate (which is valid as on date of submission of bid) of registration with NSIC to be uploaded as a part of Key Submission. However, Earnest Money Deposit (EMD) exemption is not allowed.
- F. The bidders must possess a compatible digital Signature Certificate of Class-III to participate in the e-tendering process.
- G. Bidders may contact helpline support numbers mentioned on the <https://eproc2.bihar.gov.in>.

1. GLOSSARY & ABBREVIATIONS

Acronym	Full Form
BG	Bank Guarantee
CCTV	Closed-Circuit Television
DD	Demand Draft
DG	Diesel Generator
EMA	Event Management Agency
EMD	Earnest Money Deposit
ESIC	Employees' State Insurance Corporation
FOP	Field of Play
GOB	Government of Bihar
IP	Intellectual Property / Internet Protocol
IPTV	Internet Protocol Television
LOA	Letter of Award
MLM	Multi-Level Marketing
MUV	Multi-Utility Vehicle

NEFT/RTGS	National Electronic Funds Transfer / Real Time Gross Settlement
NIT	Notice Inviting Tender
OTC	Over-The-Counter
PAC	Political Action Committee
PBG	Performance Bank Guarantee
PF	Provident Fund
PwD	Persons with Disabilities
RFP	Request for Proposal
RFID	Radio-Frequency Identification
SLA	Service Level Agreement
TDS	Tax Deducted at Source
TOR	Terms of Reference

2. Instructions to Bidders

1. The Bidder must ensure that he meets all the requirements .
2. The Bidders are expected to carefully examine all the contents of the Tender Document including instructions, conditions, terms, specifications and drawings and take them fully into account before submitting their Bid. Failure to comply with the requirements as detailed in these documents shall be at the Bidder's own risk. Bids which are not responsive to the requirements of the Tender Document will be rejected.
3. While all efforts have been made to avoid errors in the drafting of the Tender Document, the Bidders are advised to check the same carefully. No claim on account of any errors detected in the Tender Document shall be entertained.
4. Bidders should study Tender Documents carefully and thoroughly before quoting and get clarifications, if required, from the Sports Department, Government of Bihar in this context.
5. The Bid prepared by the Bidder and all correspondence and documents relating to the tender exchanged between the Bidder and Sports Department, Government of Bihar shall be in the English language.
6. Each of the Bid documents should be stamped and signed by the person or persons submitting the Bid in token of his/their having acquainted himself / themselves

with the Tender Documents in entirety including all the Annexures and Forms. Any Bid not complying with the terms and conditions as set out in this Tender Document and / or not signed by authorized person may be rejected at the discretion of Sports Department, Government of Bihar. All documents submitted are subject to verification with the originals and the originals of the documents uploaded shall be produced for verification upon intimation. If the certificates / supporting documents submitted are in any other language apart from English, then an apostilled & notarized sworn translation of the same in English has to be submitted. If a translated document is not submitted, then the original document will not be considered for evaluation.

7. The Bid submitted on behalf of a Firm shall be signed by all the Partners of the Firm or by a Partner who has the necessary authority (supported with documentary evidence) on behalf of the Firm to submit the Bid.
8. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of preparation and submission of the Bid and for entering into a Contract, must inspect the sites of Works, acquaint himself with all local conditions, means of access to the sites, nature of the Works and all matters pertaining thereto.
9. As per Ministry of Finance, Department of Expenditure, Public Procurement Division Order (Public procurement No. 1) F.No.6/18/2019-PPD dated 23rd July, 2020 regarding Restrictions under Rule 144 (xi) of General Finance Rules (GFRs), 2017, Any Bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority. In work contracts, including turnkey contracts, contractors shall not be allowed to sub-contract to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. A certificate of compliance with this order should be submitted by the bidder along with a technical bid, if applicable. Bidder shall submit the declaration about country of origin for the Quoted equipment in technical bid.
10. Procurement under this RFP shall be governed by the applicable provisions of Bihar Financial Rules and related Government of Bihar notifications. Relevant Government of India procurement guidelines shall be followed wherever applicable.

3. Clarifications to Bidder's queries

The Bidders are requested to raise their queries, if any, by email at secy.sports-bih@gov.in up to the mentioned time. Sports Department, Government of Bihar will address all the queries received from all the Bidders in the Pre-Bid meeting only.

The responses will be uploaded on the e-procurement website. The queries and responses thereto, would be uploaded without identifying the source of queries. The queries should necessarily be submitted in the format mentioned in ANNEXURE D in editable excels.

Sports Department, Government of Bihar reserves the right not to respond to questions raised or provide clarifications sought, in their sole discretion, if it is considered that it would be inappropriate to do so.

Nothing in this section shall be taken or read as compelling or requiring the Sports Department, Government of Bihar to respond to any question or to provide any clarification.

4. Right to accept or reject any or all Bidders.

Department reserves the right to accept or reject any bid, and to annul the tender process and reject all Bids, at any time prior to award of Contract without assigning any reasons for such acceptance / rejection, or to divide the Contract between / amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for Sports Department, Government of Bihar action. The Bidders shall not have any cause of action or claim against the Sports Department, Government of Bihar for rejection of their bids.

5. Non-Exclusivity

The right of the Successful Bidder to execute and implement the Works or any part thereof pursuant to the Contract, is not exclusive and shall not prevent Sports Department, Government of Bihar from granting a similar right to other parties.

6. Process to be Confidential

- i. Except the public opening of Bids, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
- ii. Any effort by a Bidder to influence Sports Department, Government of Bihar or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in the rejection of the Bid.

- iii. As part of his Technical Bid, the Bidder shall be required to furnish an undertaking for confidentiality as “Form b) – Letter of Undertaking”.

7. PROJECT OVERVIEW & OPERATIONAL MANDATES

7.1 Unified Event Management Framework

The designated Event Management Agency (EMA) will operate as an external deployment force responsible for the turn-key planning, venue overlays, ceremonies, catering, branding, and volunteer workforce management for the Bihar State Games 2026, operating under the direct supervision of the Department.

7.2 Baseline Project Scope Boundaries (Exclusions)

The following areas are strictly managed directly by the Department of Sports and sit outside the scope of the EMA:

- **Field-of-Play (FOP) Readiness:** Leveling, structural certification, flooring, and sport-specific playing arena markings.
- **Sports Equipment:** Provision of tournament-grade sports gear and competition-level consumables.
- **Technical Officials (TOs):** Onboarding, scheduling, accommodation, and honorarium payouts for Sports-Specific Technical Officials.
- **Logistics Limitation:** All light utility vehicles, cars, and individual sports-specific MUVs are explicitly excluded from the EMA scope. The logistical mandate is strictly limited to high-capacity passenger coaches.

7.3 Bidder Eligibility Model

- **Solitary Eligibility Evaluation:** Joint ventures or consortiums are strictly prohibited. 100% of the Financial Turnover, Net Worth, and Technical Experience benchmarks must be met solely, directly, and independently by the bidding entity. Credentials belonging to partners or subcontractors will not be evaluated.
- **Operational Subcontracting:** The EMA may subcontract non-core localized operations, such as venue catering, temporary structural fabrication, local printing, and city dressing installations to specialized local vendors.

However, the lead bidder must obtain prior written approval from the Department of Sports before engaging any subcontracted agency. Additionally, any proposed subcontracting agency must not be currently blacklisted, debarred, suspended, or prohibited from participating in public procurement processes by any Central Government Ministry, State Government Department, Public Sector Undertaking (PSU), or Statutory Authority in India as of the date of this bid submission.

8. NOTICE INVITING RFP & DATA SHEET

No.	Provision / Parameter	Details & Data
1	Nodal Department	Department of Sports, Government of Bihar
2	Method of Selection	Least Cost Selection (LCS) with a minimum technical qualifying threshold of 70 marks. Bidders scoring 70 marks or above in the technical evaluation will qualify for financial opening. The contract will be awarded to the qualified bidder with the lowest evaluated financial quote (L1).
3	Tender Processing Fee	₹10,000/- (Non-Refundable, paid online)
4	Earnest Money Deposit (EMD)	₹25,00,000/- paid online via NEFT/RTGS, or via Bank Guarantee (BG) / Demand Draft (DD)
5	Performance Bank Guarantee	10% of the total contract value, submitted within 15 days of issuance of the LOA
6	Bid Validity Period	120 Days from the last date of technical bid submission
7	Last date and time of sending pre-bid queries/clarification (Only through email)	21.07.2026, till 12:00 PM
8	Pre-Bid Meeting (Offline)	22.07.2026, 03:00 PM
9	Bid Submission Deadline	05.08.2026 till 04:00 PM
10	Technical Bid Opening	05.08.2026 at 05:00 PM
11	Technical Presentation	To be intimated later
12	Financial Bid Opening	To be intimated later

9. MANDATORY ELIGIBILITY CRITERIA

S.No.	Company Parameter	Core Qualifying Criteria (Strictly for Lead Bidder)	Mandatory Documents to be Uploaded
1	Legal Entity Status	Bidder should be a company incorporated in India under the Companies Act, 1956/2013 OR LLP firm under LLP provisions 2008, both as amended from time to time and should have been established for the last five years in India (including name change / impact of mergers or acquisitions)	Copy of Certificate of Incorporation Registration under Companies Act 1956/2013 OR Registered Limited Liability Partnership deed as applicable. Articles of Association (AOA) and / or Memorandum of Association (MOA) clearly specify legal entity & type of business undertaking mentioning the relevant scope. The last five years Income Tax returns along with the copy of PAN Number. Copy of Registration Certificates with the GST Authorities Documentary proof such as purchase orders or certified true copy of balance sheet and PL statements for last 5 years for operation in India as on the date of publishing of RFP notice
2	Financial Turnover	Minimum Average Annual Turnover of ₹10.00 Crores during the last three consecutive financial years (FY 2022-23, FY 2023-24, and FY 2024-25).	Audited statement for stated 3 consecutive financial years of bidder. Certificate from the Chartered Accountant (The certificate must have UDIN issued by ICAI).
3	Networth	Bidders should have positive net worth as per the audited consolidated financial statements as on 31st March 2025.	Certificate from the Statutory Auditor / CA with valid UDIN clearly specifying the net worth of the firm. Audited and Certified Balance Sheet and Profit/Loss Account as on 31st March 2025 should be enclosed.
4	Statutory Registration	Must maintain active, clean compliance profiles with Indian	Valid PAN Card copy and active GSTIN Registration Certificate.

S.No.	Company Parameter	Core Qualifying Criteria (Strictly for Lead Bidder)	Mandatory Documents to be Uploaded
		direct and indirect tax authorities on the date of bid opening.	
5	Technical Work Experience	Must have successfully conceptualized, planned, and entirely executed similar work as primary agency within the last five (5) years as on the date of bid submission matching any of these options: • One (1) single multi-sport event of National/State scale value $\geq$ ₹8.00 Crores. • Two (2) single multi-sport event of National/State scale value, each value $\geq$ ₹5.00 Crores. • Three (3) single multi-sport event of National/State scale value, each value $\geq$ ₹4.00 Crores.	Official Work Orders / Contracts along with client-signed Completion Certificates.
6	Non-Blacklisting	Must not be under any active blacklisting or debarment order by any Government entity as on the date of bid submission.	Duly notarized non-blacklisting undertaking as per the format in Annexure C.

10. EVALUATION METHODOLOGY

10.1 Technical Scoring Matrix (100 Points)

Bidders must achieve a **minimum score of 70 marks to qualify** for Financial/commercial opening.

Sl. No.	Criteria	Max Marks	Document / Evidence Required
1	Experience in Government / Mega Sports Events & Media Planning Experience in executing major government sports events or mega sports events (such as government-organized sports carnivals, state/national tournaments, or multi-sport opening/closing ceremonies), along with comprehensive media planning (including media strategy, scheduling, and digital tracking) specifically tailored for these sports events. Note: Eligible projects must have an individual work order value of not less than ₹4.00 Crores (including GST) executed within the last 5 years counted backward from the date of submission of this bid. Scoring Breakdown: 2 qualified projects = 10 marks 3 qualified projects = 15 marks More than 3 qualified projects = 20 marks	20	Work Order / LOA / contract agreement and work Completion Certificate. Scope of work and contract value must be clearly mentioned in the supporting document.
2	Experience in Volunteer Management for Government / Mega Sports Events Proven experience of the bidder in sourcing, deploying, and managing volunteers in a single major government sports event or mega sports event. Note: The volunteering project must have been executed within the last 5 years counted backward from the date of submission of this bid. Scoring Breakdown: 500 to 700 volunteers = 7 marks 701 to 1000 volunteers = 11 marks Above 1000 volunteers = 15 marks	15	Official Completion Certificate or a formal credential letter issued by the Government Client explicitly stating the number of volunteers successfully managed in that project.

Sl. No.	Criteria	Max Marks	Document / Evidence Required
3	Average Annual Financial Turnover Verified average annual financial turnover of the bidder over the last three (3) consecutive financial years (FY 2022-23, FY 2023-24, and FY 2024-25). Average Annual Turnover from: ₹10.00 Cr to ₹14.99 Cr = 7 Marks ₹15.00 Cr to ₹19.99 Cr = 11 Marks > ₹20.00 Crore = 15 Marks	15	Audited Balance Sheets, Profit & Loss Statements, AND a statutory CA Turnover Certificate explicitly containing a valid UDIN.
4	Key Event Personnel / Experts Evaluation of the qualifications and specific government sports event experience of the core team proposed for the project. Sub-breakdown of Key Roles: Project Director / Team Leader: Post Graduate/MBA in Management Min 10 years experience; led min 2 major government sports events = 9 Marks Head of Sports Operations & FOP: Post Graduate/MBA/Masters in Sports/Physical Education. Min 7 years experience; managed FOP for min 2 government sports events = 4 Marks Volunteer Management Expert: Graduate; min 5 years experience; managed 500+ volunteers in a single sports event = 4 Marks Media, Branding & Digital Lead: Post Graduate/Masters in Mass Comm/Marketing. Min 5 years experience; handled media/branding for min 2 sports events = 4 Marks Logistics & Overlay Manager: Post Graduate/Diploma/Masters in Management.	25	- Detailed CV/Resume signed by the proposed professional and the authorized signatory of the bidder. - Copies of Educational Qualifications / Degree Certificates. - Experience Certificates / Work Orders / Reference Letters from previous clients confirming the specific sports events handled by the personnel.

Sl. No.	Criteria	Max Marks	Document / Evidence Required
	Min 5 years experience; handled multi-venue logistics for major sports events = 4 Marks		
5	Technical Presentation & Conceptual Theme Bidders must develop and present a design concept that integrates the sports of Bihar and showcases a distinct theme for each ceremony. A high-quality 3D presentation must be submitted to visually depict the execution methodology, blending sporting elements with the state's rich cultural traditions. • Concept for Opening Ceremony = 3 Marks • Concept for Closing Ceremony = 3 Marks • Use of Innovation & Technology = 3 Marks • Quality of Artists and Performers Proposed = 3 Marks • Decor, Props, Trophy & Medals Design, Branding & Publicity Strategy, Lighting Effects, etc. = 3 Marks	15	To be presented live and verified through the submitted 3D presentation files during the technical committee review.
6	Work Plan and Methodology Evaluation of subcomponents based on the bidder's documented evidence of understanding the project scope of work: • Methodology to be followed in execution of work: 2 Marks • Timelines detailed on Gantt Charts: 2 Marks • Deployment Plan of Workforce: 2 Marks • Organizational Structure (Whole workforce deployment duration breakdown across each functional area): 2 Marks • Innovation & Legacy Plan: 2 Marks	10	Comprehensive PowerPoint presentation explicitly elaborating the work plan and subcomponents. The Workforce Deployment Plan must match Annexure M to clearly indicate the quality, quantity, and specific engagement timelines with the Board of Administrators (BOA).
	TOTAL TECHNICAL SCORE (St)	100	
	MINIMUM QUALIFYING MARKS	70	

10.2 Financial Evaluation & Award

Only bidders who qualify technically by scoring 70 marks or above will be eligible for the opening of their financial bids.

The Department will award the contract to the technically qualified bidder who submits the lowest quoted price (L1).

Tie-Breaking:

If two or more qualified bidders submit the exact same lowest price, the bidder with the higher Technical Score will be awarded the contract.

11. SCOPE OF WORK

The Department of Sports, Government of Bihar is floating this Request for Proposal (RFP) to appoint a qualified Event Management Agency (EMA) to conceptualize, organize, manage, fabricate, and execute the Bihar State Games, 2026.

The selected EMA will work under the direct supervision, authority, and control of the Department of Sports, Government of Bihar (or its designated institutional officials) to deliver the comprehensive services outlined below.

11.1. Ceremonies Management

S. No.	Particular	Detailed Scope of Services
1	Logo, Theme Songs Launch & Run-Up Events	1. Conceptualize, organize, manage, fabricate, and execute the official Launch Ceremony and support up to six (6) promotional Run-Up Events across Bihar (events subject to change under Department directives). 2. Design, create, and launch the official event Logo and Tagline. 3. Design, produce, and supply a life-sized wearable Mascot kit (tailored for individuals between 5'6" and 6' in height), alongside a high-quality 3D digital animation of the Mascot. 4. Launch of official tournament jerseys. 5. Coordinate all end-to-end arrangements for digital MOU signings, providing all required hardware and software platforms. 6. Supervise speech protocols for visiting dignitaries. 7. Provide premium catering operations for a formal VVIP dinner (up to 150 pax). 8. Produce and deliver a high-quality 2-minute Audio-Visual (AV) highlights reel within 48 hours of completing each specific event.

S. No.	Particular	Detailed Scope of Services
2	Opening Ceremony (OC) Execution	1. Plan, design, organize, manage, and deliver an evening Opening Ceremony at the designated stadium, limited to a total duration of up to 90 minutes (inclusive of protocols, VVIP speeches, etc.). 2. Produce a core cultural program of 60 minutes. The program must feature at least two major acts focused on the cultural and social heritage of Bihar, alongside its recent holistic progress in sports. Transitions between acts must be fluid and seamless. 3. Source, contract, house, feed, and manage all live performers, creative directors, and cast members. 4. Manage daily rehearsals, stage logistics, risk mitigation, workforce, and secure crowd control. 5. Handle VVIP and VIP invitations, guest relations, seating charts, and dedicated host/usher services. 6. Coordinate press operations, media center setups, parking setups, and localized security layouts with State Police and special security details. 7. Deploy comprehensive, visible nighttime fluorescent venue signage and directional boards. 8. Maintain meticulous tracking records, delivery receipts, asset inventories, and post-event documentation. 9. Deliver a finished 3-minute AV highlights package of the ceremony. 10. Complete production of theme songs and advertisement distributions across national media channels at least 15 days before the official games opening. Note: The EMA is responsible for procuring all necessary performance, music, and event licenses (the Department will facilitate approvals). All field installations and staging components must be completely cleared from the venue within 24 hours of the ceremony's conclusion.
3	Opening & Closing Ceremonies: Core Production Elements	The EMA must supply, install, operate, and manage the following equipment and personnel across both major ceremonies: 1. Staging: Theme-based main stage setup, VVIP dais equipped with backdrops, and functional podiums. 2. Structural Rigging: Heavy-duty structural trussing, rigging assemblies, and mechanical safety gear. 3. Power Management: Silent generator sets (Gensets) providing 100% redundant dual-power backup with comprehensive cabling layout. 4. Lighting Systems: State-of-the-art intelligent moving heads, conventional stage lights, color changers, gobos,

S. No.	Particular	Detailed Scope of Services
		parcans, profile fixtures, blinders, and structural ground lighting. Audio-Visual Staging: High-definition LED display screens for live in-venue telecasts, projection frameworks, acoustic damping treatments, and multi-channel stadium surround sound systems. Content Production: Theme-compliant custom AV graphics, professional event photography, and multi-cam video capture. Live Protocol Properties: Ceremonial musical bands, games torch assembly, pyrotechnics/SFX, interactive kits for spectators, and synchronized mascot choreography sequences. Talent Profiles: Dedicated Creative Consultants, Lead Choreographers, National/Local Sports Icons, and high-profile Bollywood Celebrity performances. Cast & Crew Support: Massive-scale cast coordination (dance troupes, singers), customized costumes, props, green room tenting setups, green room catering, and end-to-end travel, accommodation, and food logistics management for artists. Furnishings & Infrastructure: VIP Sofas, premium stage chairs, general spectator seating options, and venue-wide floor carpeting. Operational Collaterals: Security lanyards and high-visibility event ID identification cards. <i>Note: This production index is indicative. Bidders are expected to engineer additional setups required to deliver a world-class production. All installations must be fully tested and ready 24 hours prior to the event.</i>
4	Indicative Ceremony Program Content	Pre-Event Segment: Pre-show cultural or musical performances engineered for early stadium spectator engagement. Protocol Segment: Official welcome protocols, VIP felicitations, addresses by Chief Guests, march-past of athlete contingents, collective athlete pledge, formal flag hoisting, and games torch lighting of the stadium cauldron. Thematic Segment: Creative performance blocks highlighting the progress of India and Bihar using advanced mixed-media technologies (e.g., holographic projections, anamorphic displays, mixed reality). Entertainment Segment: High-energy live musical concert featuring a national lead singer performing the official theme song, culminating in a synchronized, innovative final celebratory act.

S. No.	Particular	Detailed Scope of Services
5	Closing Ceremony (CC) Execution	1. Plan, manage, fabricate, and deliver the final evening Closing Ceremony featuring VVIP felicitations, Master of Ceremonies (MC) management, main stage arrays, and timed confetti blasts. 2. Provide a comprehensive technical envelope: staging, backdrops, intelligent lighting, sound reinforcement, and truss-mounted LED screens. 3. Deliver integrated pre-event spectator engagement shows, athlete parade blocks, games retrospective AVs, winner medal felicitations, and an elite live musical concert. 4. Manage all support structures: artist green rooms, catering, VIP/VVIP hospitality, perimeter branding, gates, flags, security manpower, and site carpets. 5. Deliver a finished 2-minute AV closing wrap-up video within 48 hours.

11.2. Operational & Core Functional Scope

S. No.	Functional Area	Detailed Scope of Work Requirements
1	General Change Framework	1. The EMA shall execute any other additional event-related tasks as explicitly directed by the authorized officials of the Department of Sports, Government of Bihar, without altering the approved Bill of Quantities (BOQ).
2	Branding Operations	1. Execute high-impact inside and outside venue branding. Supply, design, print, and install high-grade flex banners, heavy iron-framed display boards, custom vinyl pastings, one-way vision glass wraps, premium entrance mega gates, and branded flags across all event venues.
3	Sports Presentation & Trophies	1. Procure and manage high-quality corporate materials (fiber, crystal, precision-cut wood, brushed brass, and custom 3D printed molds) for all sports presentation assets. 2. Deliver specific authorized quantities of: Winner Medals, Commemorative Medals, Lanyards, Winners' Plaques, Sports Trophies, printed Winner Certificates, Participation Certificates, and specialized customized plaques for visiting dignitaries.

S. No.	Functional Area	Detailed Scope of Work Requirements
4	Games Management System (GMS)	1. Deploy, host, and maintain a robust digital Games Management System (GMS) covering all 11 core functional areas (Registration, Nomination, Verification, Accommodation, Transport, Catering, Fixture Management, Medal Tally, Medal Ceremony, Communication, and Grievance Modules).
5	ICT & Hardware Support	1. Engineer and deploy complete Information and Communications Technology (ICT) infrastructure at all competition, administrative, and hospitality venues. 2. Supply and install high-definition LED TV screens connected to direct setup boxes / dish TV feeds, alongside localized computer networks, laptops, workstations, and high-speed printers in coordination with District Sports Officers (DSOs).
6	Venue Overlays	1. Develop and execute a venue-by-venue overlay configuration plan. Safely manage, transport, and shift physical overlay elements across different active sports complexes based on changing game schedules and competition fixtures. 2. Factor all logistics overheads—including specialized manual labor, heavy equipment lifts, transit trollies, and vehicles—into the primary operational costs. 3. Promptly dismantle, remove, and clear all overlay items from the premises as soon as an individual sporting discipline concludes.
7	University & Institutional Coordination	1. Within three (3) days of receiving the official Work Order, deploy dedicated Liaison Officers, Floor Supervisors, and Functional Area (FA) Heads to coordinate across participating universities and institutions through the entire lifecycle of the games.
8	Media Operations	1. Establish a specialized Press Coordination cell within seven (7) days of the award of the contract. Secure tie-ups with local and national press agencies to generate print and digital coverage. 2. Establish, equip, and run the on-site press media center, managing end-to-end accreditation verification for journalists and photographers.
9	Spectator Engagement	1. Manage fan zones and spectator areas by providing active, well-trained mascot handlers across sporting venues.

S. No.	Functional Area	Detailed Scope of Work Requirements
		2. Install, optimize, and run dedicated local Public Address (PA) systems, directional sound arrays, and electrical fixtures around spectator galleries to broadcast live commentary and periodic games announcements.
10	Accreditation & Access Control	1. Set up secure access control checkpoints at all dining halls and designated zones. 2. Deploy automated QR Code / Barcode scanners supported by dedicated scanning personnel. QR profiles must be actively restricted to reflect specific meal windows (Breakfast, Lunch, Dinner). 3. Program and enforce the systematic deactivation of all field accreditation codes exactly twenty-four (24) hours post the official completion of the games for athletes, technical officials, and contingent management members.
11	Host City Activation	1. Deliver an end-to-end city-wide marketing and promotional campaign including localized radio activation spots, television commercials (TVCs), comprehensive digital marketing sweeps, and eye-catching on-ground interactive installations. 2. Deliver premium transit gateway branding at arrivals points (airports, railway stations, major bus terminals), alongside managing the logistics for the multi-district promotional Torch Tour.
12	Collateral Printing & Distribution	1. Manage the design, premium printing, proofing, courier routing, and secure hand-delivery of formal invitations to VIPs, high-ranking dignitaries, university partners, and state delegates. 2. Stock, monitor, and distribute event stationery and administrative printed materials.
13	ACT (Accommodation, Catering, Transport)	1. Provide comprehensive management of the primary Accommodation, Catering, and Transportation systems for all registered participants, officials, and support staff. This includes managing menu compliance, vehicle scheduling, and tracking guest lodging.
14	Volunteer Operations	1. Deliver end-to-end workforce management for the volunteer contingent, covering recruitment profiling, uniform distribution, shift rostering, task allocation, field supervision, and on-site hospitality.

S. No.	Functional Area	Detailed Scope of Work Requirements
15	Post-Event Deliverables	1. Compile, design, edit, print, and supply an elegant, high-grade, hardbound Coffee Table Book that serves as the official historical record of the event, documenting the ceremonies, major athletic achievements, and behind-the-scenes milestones with professional high-resolution photography.

11.3. Venue Operations

11.3.1. Event & Venue Operations Overview

The selected Event Management Agency (EMA) shall ensure end-to-end management of operations across all assigned competitive and non-competitive venues. This comprehensive mandate covers the procurement, mobilization, and deployment of all necessary manpower, technical equipment, overlay frameworks, and supporting logistics infrastructure.

11.3.2. Master Venue & Sporting Discipline Matrix

The EMA will manage operations across the following venues, accommodating 24 distinct sporting disciplines:

Sr. No.	Venue Name & Location	Total Games	Sports Disciplines Allocated
1	Patliputra Sports Complex, Kankarbagh, Patna	5	1. Athletics 2. Rugby 3. Taekwondo 4. Wushu 5. Yogasana
2	Rainbow Ground, Kankarbagh, Patna	1	6. Archery
3	Railway Stadium, Digha, Patna	1	7. Badminton
4	Nalanda Sports Academy, Rajgir	11	8. Basketball 9. Handball 10. Hockey 11. Judo 12. Kabaddi 13. Swimming 14. Table Tennis 15. Volleyball 16. Weightlifting 17. Wrestling 18. Shooting

5	Khel Bhawan, Patna	2	19. Boxing 20. Fencing
6	Marine Drive, Patna	1	21. Cycling
7	Jamuna Bhagat Stadium, Begusarai	1	22. Football
	TOTAL DISCIPLINES	22	

11.3.3. Detailed Venue Operational Requirements

S. No.	Operational Focus Area	Comprehensive Technical & Delivery Requirements
1	Workforce Assessment & Deployment	1. Assess, source, and deploy an optimal volume of qualified workforce personnel across core functional areas (FAs) including Sports Presentation and Event & Venue Operations. 2. Secure and manage the full volunteer operational force required to support field operations under the tournament guidelines.
2	General Mobilization	1. Finalize the specific on-ground positioning and operational schedules of the technical team at least fifteen (15) days prior to the Opening Ceremony. 2. Assume complete responsibility for end-to-end delivery channels, identifying gaps and independently arranging necessary manpower, equipment tools, and technical support.
3	Stakeholder & Institutional Coordination	1. Establish a continuous, unified line of coordination with all event stakeholders, government directorates, and administrative secretariats. 2. Embed at least one (1) dedicated Subject Matter Expert (SME) from the EMA team into each separate Functional Area Head unit. 3. Assign a Senior Coordinator to liaison continuously between the State Olympic committee, the Bihar Secretariat, and the Department's executive body to ensure absolute transparency.
4	Record Management	1. Implement a strict record-keeping system. Document and archive all Delivery Receipts, asset Inventory Records, and movements of equipment, tournament stationery, or Fixtures, Furniture, and Equipment (FFE). 2. Authenticate all field activities with high-resolution photographic and documentary evidence to enable seamless processing of intermediate vendor payments.

S. No.	Operational Focus Area	Comprehensive Technical & Delivery Requirements
5	Reporting Standards	1. Create, maintain, and submit highly detailed performance reports customized for each functional area, including Production Reports, Overlay Status Tracking, Inventory Logs, and Variance Analyses. 2. Provide data-driven reports on Workforce Planning, Roster Deployment, Legacy Initiatives, and specialized event Photo-books. 3. Formulate and implement comprehensive Organizational Charts alongside detailed Gantt Chart time-lines to track tasks under each operational envelope.
6	Athlete Experience & Communications	1. Prioritize the safety, comfort, and logistical convenience of all participating athletes as a critical performance indicator. 2. Deploy an automated, reliable participant communication network to update athletes in real-time regarding Travel Schedules, Lodging details, and changing Competition Fixtures. 3. Synchronize multi-point transit links to coordinate arrival planning, point-to-point transport, housing check-ins, and venue movement maps.
7	Sports Presentation & Medal Ceremonies	1. Design, manage, and conduct the formal Medal Ceremonies across all 22 sports disciplines. 2. Fabricate and supply premium decorated victory podiums, custom-designed ceremony presentation trays, and professional venue ushers/hosts. 3. Provide experienced Masters of Ceremonies (MCs) to lead stadium announcements, tracking coordination directly from the launch and opening sequences through to the final closing protocols.
8	Venue Management Plans	1. Design and execute a venue-specific Crowd Management Plan tailored to accommodate spectator inflows, manage seating galleries, and secure high-traffic catering zones. 2. Draft a Vehicle Movement & Traffic Management Plan for each sports complex. 3. Define, brand, and secure dedicated parking zones for athletes, technical officials, VVIP cars, and general spectator transport.
9	Compliance & Asset Audit	1. Submit all operational designs, stage drawings, and site layout plans to the Department of Sports, Government of Bihar for official administrative sign-off.

S. No.	Operational Focus Area	Comprehensive Technical & Delivery Requirements
		- Hand over all operational registers, digital stock records, professional photography assets, and video archives to the Department upon request. - Strictly adhere to all mutually agreed project timelines; validated verification logs must accompany all formal invoice submissions.

11.3.4. Volunteer Management and Compliance

The Event Management Agency (EMA) shall be solely responsible for the sourcing, deployment, training and management of all volunteers. The specific requirements are detailed below:

- **Background Verification & Accountability:** The EMA must ensure that all deployed volunteers have a verified background. The EMA shall bear absolute responsibility, accountability, and answerability for the conduct of the volunteers. Any dispute, liability, or situation arising from the actions or negligence of the volunteers shall be the sole responsibility of the EMA.
- **Cost & Compliance:** All financial costs associated with the volunteers (including stipends, kits, catering, and transport) must be borne entirely by the EMA. The EMA must ensure strict compliance with Employee State Insurance (ESI) regulations and all other applicable labor laws for the volunteers.
- **Volunteering Certificates:** All participation or appreciation certificates provided to the volunteers must be issued and signed solely by the EMA. The Government of Bihar/Authority shall not issue any certificates to the volunteers.
- **Field of Play (FOP) Volunteers:** Volunteers deployed on the Field of Play (FOP) must be sports-specific professionals with past experience in managing sports events. The EMA must give priority to former players and athletes of those specific sporting disciplines for FOP roles.

11.4 Operational Scope Additions

The EMA must integrate and deliver the following turn-key technical tasks in their entirety:

Operational Element	Core Technical Mandate & Execution Specifics
Mock Drills	Execute comprehensive operational mock drills and crowd flow simulations 48 hours prior to the official opening ceremony across all three venue hubs.
Fire Safety	Install certified fire extinguishers, suppression kits, and map localized fire marshal details at all structural fabrications and central dining areas.

Operational Element	Core Technical Mandate & Execution Specifics
CCTV Integration	Set up a temporary IP CCTV surveillance infrastructure integrated into localized security control loops at all stadium entry/exit zones and high-traffic common walkways.
Crowd Management Plans	Structure clear barrier systems, physical queue dividers, security-check holding areas, and emergency venue evacuation path networks.
Accreditation System	Develop, generate, and distribute secure, color-coded, barcode/RFID-enabled accreditation tags for all athletes, team managers, officials, and press personnel.
Help Desks	Operate central and venue-specific data/hospitality help counters at transit centers, host hostels, and tournament sites.
Lost & Found	Maintain a secure logbook and temporary lockers system to register and process lost personal equipment or team items.
Waste Management	Position categorized waste segregation bins (dry, wet, recyclable) across all venues, maintaining continuous multi-shift sanitation loops.
Sustainability Plan	Implement single-use plastic restrictions, emphasize organic or recyclable signage boards, and utilize low-energy LED installations.
Accessibility for PwD	Integrate portable venue ramps, dedicated low-height reception desks, clear visual pathway guides, and assigned accessible spectator viewing zones.

11.5 Commercial & Sponsorship Rights Structure

Provision Category	Defined Regulatory Framework
Intellectual Property Ownership	The Department of Sports, Government of Bihar, retains absolute and exclusive ownership over all Intellectual Property (IP) associated with the Bihar State Games.
Prohibition of Sponsorship Rights	The contracted Event Management Agency (EMA) is strictly prohibited from soliciting, securing, or executing any commercial sponsorships, corporate partnerships, or private financial contributions at any level. The EMA holds no rights to generate revenue through corporate associations.
Ban on Commercial Brand Inventory	No physical brand activations, commercial advertisements, or corporate logo placements are permitted across any event assets, including but not limited to media backdrops, award ceremony podiums, or venue perimeters. All event spaces shall remain entirely free of commercial branding.

Provision Category	Defined Regulatory Framework
Regulatory Compliance	All procurement and operational linkages managed by the EMA must strictly align with the state's ethical procurement guidelines and financial regulations.

11.5.1 Restricted Product and Service Categories (Negative List)

The EMA shall not establish branding, marketing, sponsorship, or operational links with the following product or service domains. Any breach will result in immediate contract termination at the EMA's risk and cost:

Restricted Category	Forbidden Product, Service, & Commercial Brands
Vice & Substances	Tobacco, nicotine, e-cigarettes; alcohol, liquor, and surrogate brands; cannabis, narcotics, and recreational drugs; OTC sexual stimulants; unsafe performance supplements or anabolic stacks.
Weapons & Illicit Trade	Weapons, firearms, and ammunition; illegal vehicle modification parts; human organs or tissue trade; counterfeit, infringing, or pirated goods; false identity, certification, or documentation services.
High-Risk Finance	High-interest payday loans and unsecured short-term lending; multi-level marketing (MLM) networks; unregulated binary options and crypto derivatives; penny auctions; unlicensed lotteries.
Digital Exploitation	Spyware, malware, ransomware, and defacement tools; hacking or cracking utilities; unlicensed surveillance or spy gear; unauthorized IPTV decryptors; fake social media engagement/bot services; non-consensual subscription billing networks.
Medical Limits	Prescription-only pharmaceuticals; unverified online pharmacies; unaccredited addiction treatment centers; unregulated reproductive health clinics.
Social & Ideological	Political campaigns, parties, or PACs; derogatory, politically divisive, or religious content; adult products, pornography, and escort services; essay-writing and exam-ghostwriting services.
Wagering	Betting, gambling, casinos, and surrogate sports wagering applications.
Omnibus Provision	Any other category determined inappropriate by the Department of Sports, Government of Bihar.

12. MASTER LEGAL & COMMERCIAL CLAUSES

12.1 Contract Period, Extension & Variations

Provision Element	Core Operational Parameter
Contract Period	The base duration of this contract spans from the official date of signing until the final acceptance and formal submission of all post-event retrospective reports (estimated 60 days).
Extension	The Department may extend the operational window if scheduling shifts occur due to unexpected administrative directives or ground conditions, under identical commercial pricing.
Variation & Change Management	Any required changes, service additions, or scale variations exceeding the initial scope will be authorized via written Change Orders. Price modifications for such deviations will be calculated proportionally based on the underlying rates specified in the financial proposal.

12.2 Termination & Exit Management

Provision Element	Core Operational Parameter
Termination Frame	The Department reserves the right to terminate the agreement, in whole or in part, by serving a 7-day written notice if the selected agency encounters insolvency, displays systemic failure to meet SLA thresholds, or engages in fraudulent practices.
Exit Management	Exit Management, Data Ownership & Confidentiality: All data generated, captured, or compiled during the planning, execution, and post-event phases remains the exclusive property of the Government of Bihar. This includes participant registries, biometric datasets, athletic performance metrics, financial/logistical logs, and spectator databases. The EMA is strictly prohibited from storing, exporting, or commercializing these datasets for secondary purposes. Upon contract termination or expiration, the EMA must hand over all such physical assets, datasets, digital assets, source codes, website portal keys, and administrative records to the Department within 48 hours. All temporary physical venue structures must be completely dismantled, cleared, and returned to their original condition within 7 days of event completion.

12.3 Notices & Dispute Resolution

Provision Element	Core Operational Parameter
Notices	All formal alerts, performance warnings, or contract communications must be explicitly delivered in writing to the designated nodal addresses via certified mail or registered post.

Dispute Resolution	In the event of a disagreement, both parties will first attempt an amicable settlement through a Leadership Nodal Committee. Unresolved disputes will be escalated to a sole arbitrator appointed in alignment with the Arbitration and Conciliation Act. The exclusive legal jurisdiction for all proceedings remains fixed in Patna, Bihar.
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12.4 Financial Defenses: Performance Security, Indemnity & Insurance

Provision Element	Core Operational Parameter
Performance Security	Within 15 days of receiving the LOA, the successful bidder must submit a Performance Bank Guarantee (PBG) equivalent to 10% of the total contract value. The PBG must remain valid for a minimum of 60 days beyond the final completion of all contractual responsibilities.
Indemnity	The selected agency will fully indemnify, protect, and hold harmless the Department of Sports against any third-party claims, structural liabilities, statutory property damage, or payroll legal costs arising directly from the agency's execution layout.
Insurance	The agency must maintain active Comprehensive Third-Party Liability Insurance, Workmen Compensation Insurance, and Asset/Material Breakdown coverage throughout the operational timeline of the event.
Force Majeure	Neither party will be held responsible for failures resulting from natural disasters, civil strikes, national lockdowns, or sweeping statutory restrictions that prevent execution.

12.5 Governance, Compliance & Quality Assurance

Provision Element	Core Operational Parameter
Quality Assurance	The EMA must implement a strict quality control framework for all deliverables, ensuring food safety compliance for catering, structural stability certification for all temporary overlays, and high-definition standards for all media assets.
Audit Rights	The Department of Sports and its designated state auditors maintain full verification rights to review, inspect, and copy all financial records, logbooks, background clearances, and material invoices related to this contract at any time.
Fraud & Corruption	Bidders must sign a formal Integrity Pact (Annexure N). Any instance of collusive bidding, dynamic pricing manipulation, or bribery will trigger immediate termination, forfeiture of performance securities, and permanent blacklisting.
Background Verification	The EMA must conduct comprehensive police verification and background screening for all core workforce personnel, overlay

Provision Element	Core Operational Parameter
	technicians, bouncers, and coordinators deployed across the active tournament hubs.
Labour Compliance	The agency must strictly comply with all relevant state and national labor laws, including statutory minimum wages, provident fund (PF) deposits, and ESIC provisions.

13. INDICATIVE PAYMENT SCHEDULE

(Note: No mobilization advance will be issued; payment is strictly output-based).

Milestone Ref	Implementation Deliverable Trigger	Disbursement Percentage
M-01	Upon formal submission, technical approval, and sign-off of the comprehensive Event Blueprint, Security Matrix, and Venue Design Plan.	10% of total contract value
M-02	Upon physical mobilization of core personnel, setup of regional help desks, and initiation of city dressing assets.	20% of total contract value
M-03	Upon complete venue readiness, installation of all temporary overlays, CCTV integration, power backups, and successful completion of pre-event mock drills.	30% of total contract value
M-04	Upon successful operational completion of the 8-day concurrent sports event, including opening and closing ceremonies.	20% of total contract value
M-05	Upon final administrative acceptance, post-event handback of all venues, and submission of all consolidated completion records, feedback data, and media tracking packages.	20% of total contract value

14. PERFORMANCE SERVICE LEVEL AGREEMENTS & PENALTY REVIEW

The total cumulative penalties levied during the contract period shall not exceed 10% of the total contract value. Reaching this cap constitutes a material breach authorizing immediate contract termination at the EMA's risk and cost.

Service Category	Operational Default Description	Penalty Rate per Instance / Breach	Target Baseline Metric
1. Ceremony Timeline	Delay in Opening or Closing Ceremonies beyond official broadcast or protocol schedule.	₹1,00,000 per 30 minutes of delay (or part thereof).	Zero-delay window execution.
2. Staging Equipment	Structural, power, or mechanical service interruptions affecting primary staging systems.	₹50,000 per instance.	Zero technical downtime.
3. LED Display Surfaces	Blank displays, distorted feeds, or pixel alignment issues on primary display surfaces.	₹25,000 per hour of degraded performance.	Maintain $\geq$ 99% functional uptime.
4. Audio Systems	Localized sound cutouts, feedback loops, or microphone failures during key protocols.	₹50,000 per instance.	Zero distortion during protocol logs.
5. Workforce Mobilization	Shortage in the volunteer workforce below the mandated 750-person daily force.	₹2,000 per day for each missing volunteer.	Maintain 100% attendance on rosters.
6. Catering & Hospitality	Meal count shortfalls, service delays exceeding 45 minutes, or certified food hygiene/quality deviations.	₹100,000 per instance.	Continuous sports-nutrition compliance.
7. Branding & Typography	Incorrect layout design, typographical errors, or unauthorized corporate logo placement.	₹20,000 per incorrect asset.	Full pre-approved design match.
8. Safety & Security	Blocked emergency escape routes, missing fire extinguishers, or perimeter breaches by unauthorized personnel.	₹150,000 per instance.	Immediate hazard clearance.
9. Key Personnel	Unapproved absence or delayed deployment/replacement of any core leadership profile.	₹50,000 per day per resource.	100% core on-site deployment.
10. Compliance Reporting	Delay in submitting final post-event reports beyond the 15-day post-event deadline.	₹15,000 per day of delay.	Strict submission within 15 days.

15. COMPLIANCE ANNEXURES & STANDARD FORMATS:

ANNEXURE A: TENDER SUBMISSION COVERING LETTER

(To be submitted on the official letterhead of the bidding entity)

To,
The Secretary,
Department of Sports, Government of Bihar,
Secretary Cell, Room No 416, 4th Floor, Vikas Bhawan,
New Secretariat Building, Patna – 800015.

Subject: Submission of Technical and Financial Proposal for Selection as Event Management Agency (EMA) for the Bihar State Games 2026.

Dear Sir,

1. Having examined the complete Request for Proposal (RFP) document No. _____ including all subsequent addenda and corrigenda, we, the undersigned, offer to provide turn-key Event Management Services for the Bihar State Games 2026 in strict conformity with the detailed scope of work and conditions outlined herein.
2. We confirm our understanding that the event requires the simultaneous execution of 22 sports lines across an 8-day period, and we possess the independent organizational and financial capacity to manage these multi-venue resources without structural dependency on partners or sub-consortiums.
3. We enclose our Earnest Money Deposit (EMD) of ₹ 25,00,000/- submitted via [\[Insert details: Bank Guarantee Ref No. / Demand Draft No. / Online Gateway Transaction Reference\]](#) in accordance with the flexible compliance options.
4. We agree to abide by this bid for a period of 120 days from the technical opening date, and it shall remain binding and eligible for acceptance at any point prior to the expiration of that window.
5. We understand that the Department of Sports, Government of Bihar, is not bound to accept the lowest financial proposal or any bid received, and reserves the right to reject any or all submissions without assigning any reason.

Yours faithfully,

(Signature, Name, and Designation of Authorized Signatory)

Date / Place / Corporate Stamp

ANNEXURE B: BIDDER'S AUTHORIZATION LETTER

(To be executed on a non-judicial stamp paper of ₹ 1000)

POWER OF ATTORNEY

Know all men by these presents, we, M/s [Insert Name of the Firm] having our registered corporate office at [Insert Address], do hereby constitute, nominate, and appoint Mr./Ms. [Insert Name], son/daughter of [Insert Father's Name], currently residing at [Insert Address], who is presently holding the position of [Insert Designation] as our true and lawful Authorized Signatory and Power of Attorney holder. The Authorized Signatory is fully empowered to conduct all business activities related to the bidding process for the Bihar State Games 2026, acting on behalf of the firm. This includes preparing, digitally signing, verifying, and submitting technical and financial bids, attending pre-bid interactions, responding to formal clarifications, signing contract agreements, and executing all necessary operational undertakings required by the Department of Sports, Government of Bihar.

We hereby ratify and confirm all actions legally performed by our designated Power of Attorney holder under this framework.

Attestation of Representative Signature:

(Signature of Appointed Representative/Attorney)

Authorized By:

(Signature, Name, and Title of Managing Director / Partner)

Corporate Seal / Date

ANNEXURE C: UNDERTAKING FOR NOT BEING BLACKLISTED

(To be submitted on a non-judicial stamp paper of ₹ 1000, duly notarized)

To,
The Secretary,
Department of Sports, Government of Bihar,
Patna – 800015.

DECLARATION AND UNDERTAKING

In response to RFP No. _____ dated _____, we hereby confirm that M/s **[Insert Name of the Bidding Entity]** is not currently blacklisted, debarred, suspended, or prohibited from participating in public procurement processes by any Central Government Ministry, State Government Department, Public Sector Undertaking (PSU), or Statutory Authority in India as of the date of this bid submission.

We further confirm that no key partners, directors, or senior executives of our firm have been convicted of any criminal offense, corporate fraud, or systemic default under any judicial framework. We acknowledge that if any statement in this declaration is found to be false or misleading, the Department of Sports, Government of Bihar, shall have the absolute right to cancel our qualification, forfeit our EMD or Performance Bank Guarantee, and initiate immediate legal debarment proceedings.

(Signature and Stamp of Authorized Signatory)
Verified by Notary Public

ANNEXURE D: PRE-BID QUERIES FORMAT

S. No	RFP Original Section & Clause Ref	Original Page Reference	Existing Structural Wording	Requested Clarification / Proposed Adjustment

Name of Authorized Signatory: _____

Designation: _____

Bidder Stamp & Signature: _____

ANNEXURE E: FINANCIAL DETAILS OF THE BIDDER

(To be rendered explicitly on the Official Letterhead of the certifying Statutory Auditor / Chartered Accountant based strictly on the Bidder's accounts)

Financial Metric Profile Table

Sl. No.	Financial Audit Year	Annual Bidder Turnover (₹)	Net Profit / Loss Value (₹)	Certified Net Worth as on 31st March 2025 (₹)
1	FY 2022-23			
2	FY 2023-24			
3	FY 2024-25			

Certificate from the Statutory Auditor

This is to certify that we have verified the financial ledgers, balance tracking architectures, and tax returns of M/s _____ (Name of the Bidding Entity). Based on our audit reviews, the composite Average Annual Turnover of the bidding entity across the three designated financial tracking years (FY 2022-23, FY 2023-24, and FY 2024-25) stands exactly at ₹ _____ (In Words: _____).

We further certify that the net worth profile of the firm remains positive as on 31st March 2025 and matches or exceeds the minimum required threshold of ₹ 2.00 Crores.

Name of the CA/Auditing Firm: _____

Membership Number of Certifying Accountant: _____

UDIN Generation String: _____

Official Seal of the Audit Firm:

Date of Signature: _____

ANNEXURE F: ELIGIBLE PROJECTS UNDERTAKEN

*(Provide separate standalone sheets for every independent project verification tracking line.
Credentials must belong strictly to the Bidder.)*

Index	Specific Project Tracking Parameters	Verification Input Details Data
i	Registered Legal Name of the Bidding Entity	
ii	Official Assignment / Tournament Name	
iii	Type of Project (Multi-Sport Event / Mass Event Staging)	
iv	Registered Legal Name of the Purchaser / Client	
v	Type of Client Profile	
vi	Contact Designation, Phone, and Email of Client POC	
vii	Execution Contract Signing Date / Work Order Ref No	
viii	Geographical Location / Venue of the Project	
ix	Total Certified Contract Value (In ₹ Figures & Words)	
x	Narrative Outline of the Scope of Services Managed	
xi	Key Operations Handled by the Bidder Team	
xii	Total Number of States / Districts Engaged	
xiii	Total Certified Number of Participating Athletes/Attendees	
xiv	Operational Status of the Contract	Completed / Ongoing
xv	Supporting Document Verification References	Copy of Contract + Client Completion Certificate
xvi	Exact Page Index of Proof inside Submission PDF	Page Number:

ANNEXURE G: ESTIMATED BUDGETARY FINANCIAL QUOTE

(To be submitted on the Official Letterhead of the Bidding Entity and uploaded inside the secure financial envelope)

To,
The Secretary,
Department of Sports,
Government of Bihar,
Patna - 800015.

Staging Framework: Concurrent 22 Disciplines Execution

Sl. No.	Operational Event Cycle	Fees Quoted
1	Total Cost (inclusive of all work mentioned under scope of work, 3rd party insurance etc.)	_____
	TOTAL QUOTE (including GST)	_____

Name of Authorized Signatory: _____

Designation: _____

Bidder Stamp & Signature: _____

ANNEXURE H: EARNEST MONEY DEPOSIT (EMD)**BANK GUARANTEE FORMAT**

(To be issued by a Scheduled Commercial Bank in India on non-judicial stamp paper)

B.G. No: _____

Date: _____

To,
The Secretary,
Department of Sports, Government of Bihar,
Patna – 800015.

WHEREAS M/s [Insert Bidding Firm Name] (hereinafter called "the Bidder") has submitted its technical and financial proposal dated [Insert Date] for execution under RFP No. _____.

KNOW ALL MEN by these presents that WE [Insert Bank Name] having our registered office at [Insert Bank Address] are bound unto the Department of Sports, Government of Bihar (hereinafter called "the Authority") in the sum of ₹ 2,500,000/- (Indian Rupees Twenty-Five Lakhs Only) for which payment will and truly be made to the said Authority, the Bank binds itself, its successors, and legal assigns by these presents.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws or amends its proposal during the specified period of bid validity.
2. If the Bidder, having been notified of the acceptance of its bid by the Authority during the period of validity, fails or refuses to execute the formal Contract Agreement or submit the required Performance Bank Guarantee.

We undertake to pay the Authority up to the above amount upon receipt of its first written demand, without the Authority having to substantiate its claim, provided that in its demand the Authority will note that the amount claimed by it is due to the occurrence of one or both of the conditions specified above.

This guarantee will remain in force up to and including 45 days after the period of bid validity (Total 165 Days), and any demand in respect thereof must reach the Bank not later than the above date.

(Authorized Signature and Branch Seal of Issuing Bank)

ANNEXURE I: PERFORMANCE BANK GUARANTEE (PBG) FORMAT*(To be executed on non-judicial stamp paper matching state value guidelines)*

B.G. No: _____

Date: _____

To,
The Secretary,
Department of Sports, Government of Bihar,
Patna – 800015.

WHEREAS M/s [Insert Selected Agency Name] (hereinafter called "the Agency") has been awarded the contract via Letter of Award (LOA) No. [Insert LOA Ref No] dated [Insert Date] to act as the Event Management Agency (EMA) for the Bihar State Games 2026.

AND WHEREAS the Agency is contractually required to furnish a Performance Security equivalent to 10% of the total contract value, amounting to ₹ [Insert Amount], as a guarantee for the faithful execution of all services and SLA compliances.

NOW THEREFORE WE, [Insert Bank Name], hereby guarantee and undertake to pay the Authority immediately, upon first written demand stating that the Agency is in breach of its contractual obligations, any sum up to ₹ [Insert Calculated 10% Value], without cavil, argument, or the need to prove or demonstrate grounds or reasons for the claim.

This Guarantee shall remain valid and in full force from the date of issuance until 60 days following the final completion of all contractual reporting lines and formal venue handbacks.

(Authorized Signature and Branch Seal of Issuing Bank)

ANNEXURE J: DRAFT CONTRACT AGREEMENT FORMAT

(To be executed on a non-judicial stamp paper of appropriate value upon final selection)

This Agreement is made and entered into on this ____ day of _____ 2026, by and between:

The Department of Sports, Government of Bihar, having its principal administrative office at Vikas Bhawan, New Secretariat Building, Patna – 800015 (hereinafter referred to as the "Authority", which expression shall unless repugnant to the context include its successors and permitted assigns), of the FIRST PART;

AND

M/s [Insert Name of the Selected Firm], registered under the Companies Act / partnership framework, having its corporate office located at [Insert Address] (hereinafter referred to as the "Agency/EMA", which expression shall unless repugnant to the context include its successors and permitted legal assigns), of the SECOND PART.

WHEREAS the Authority floated an RFP for the selection of an Event Management Agency to deliver end-to-end operational execution, multi-venue overlays, catering, branding, and volunteer workforce management for the Bihar State Games 2026, and the Agency was selected under Least Cost Selection (LCS) as the lowest-priced bidder among the technically qualified proposals.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Integrated Documents: The following documents form an integral part of this Contract Agreement:
 - This Master Contract Agreement.
 - The Request for Proposal (RFP) Document No. _____ along with all Addenda and Corrigenda.
 - The Technical and Financial submissions provided by the selected Agency.
 - The formal Letter of Award (LOA) issued by the Authority.
 - The Performance Bank Guarantee submitted by the Agency.
2. Scope of Services: The Agency agrees to execute all overlay fabrications, security integrations, crowd management systems, PwD access pathways, catering delivery grids, and volunteer coordination tasks in strict compliance with the SLAs and scope elements defined in this document.
3. Payment and Pricing: The Authority agrees to compensate the Agency based on verified milestone deliveries in accordance with the Indicative Payment Schedule, subject to certification by the authorized departmental officer and all applicable statutory deductions.

4. Performance Service Levels: The Agency acknowledges that failure to meet the SLA targets will directly trigger the deductions detailed in the Penalty Review Matrix up to a maximum cumulative cap of 10% of the total contract value.
5. Governing Law & Jurisdiction: This contract shall be governed by and construed in accordance with the laws of India. Any legal disputes or arbitration proceedings arising from this contract shall fall under the exclusive jurisdiction of the courts at Patna, Bihar.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their respective authorized officials on the date and year first written above.

For and on behalf of the Department of Sports, Government of Bihar	For and on behalf of M/s [Insert Selected Agency Name]
(Signature)	(Signature)
Name:	Name:
Designation:	Designation:

ANNEXURE K: MANDATORY MEDICAL STATION EQUIPMENT LIST

(Template format to be populated and detailed by the designated Medical/Sports Science Expert)

The Event Management Agency shall set up, furnish, maintain, and fully operationalize 10 distinct First-Aid and Physiotherapy Hubs across the active competition layouts. The designated medical expert shall specify the exact technical standards, electrical compliance guidelines, brand parameters, and initial deployment quantities required per station within the structured schedule below:

S. No.	Core Medical / Sports Science Category	Complete Technical Specifications Required	Mandatory Unit Quantity (Per Hub)	Technical & Quality Certification Norms
1	Trauma & Resuscitation Electronics			
2	Sports Medicine Modalities			
3	Immobilization & Orthopedic Kits			
4	Clinical Consumables & Dressings			
5	Emergency Medication Chest Supplies			
6	Clinical Furniture & Fixtures			

Expert Verification & Approval Notes:

- All items filled into this framework must be ready for immediate on-field validation 48 hours prior to the official start of the Games.
- Medical specifications detailed in this template must conform with statutory health protocols mandated by the Department of Health, Government of Bihar.

Name of Certifying Medical Expert: _____

Designation / Affiliation: _____

Signature & Professional Seal: _____

Date of Approval: _____

ANNEXURE L: KEY PERSONNEL CV FORMAT

(To be submitted for each individual listed under Section 5.1 Item 3 and Item 4)

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth & Nationality:
5. Education / Professional Qualifications:
6. Total Years of Relevant Experience:]
7. Employment Record: [List positions held, employers, dates, and core responsibilities over the past 5 years]
8. Summary of Eligible Project Experience:
 - *Project Name & Client:*
 - *Value of the Project:*
 - *Specific Role Handled:*

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

(Signature of Staff Member / Authorized Signatory)

ANNEXURE M: WORKFORCE DEPLOYMENT PLAN

(Bidders must complete this schedule indicating the weekly headcount of personnel deployed on-site across functional areas)

Functional Area (FA) Unit	Pre-Event (Weeks -4 to -1)	Event Operational Phase (Daily Count: Sept 5 - Sept 12, 2026)	Post-Event Handback (Weeks +1 to +2)	Total Unique Personnel Deployed
Core Management & Leaders				
Overlay & Technical Technicians				
Catering & Hospitality Staff				
Security & Crowd Marshals				
Verified Volunteer Contingent				
Medical & Support Experts				

(Signature and Stamp of Authorized Signatory)

ANNEXURE N: INTEGRITY PACT

(To be executed on plain letterhead and signed by the bidder's authorized signatory)

Commitments of the Bidder:

1. The Bidder commits itself to take all measures necessary to prevent corruption and will not adopt any collusive or anti-competitive practices during the RFP process or during the contract period.
2. The Bidder will not, directly or through any other person or firm, offer, promise, or give to any of the Department's employees any material or immaterial benefit to influence the bidding process or contract execution.
3. The Bidder will not pass to other bidders any confidential information or design concepts submitted during presentations to manipulate the selection outcome.
4. If the Bidder commits any breach of this pact, it shall result in immediate disqualification from the tender, forfeiture of the Earnest Money Deposit (EMD), and permanent legal blacklisting.

(Signature and Stamp of Authorized Signatory)