



HOCKEY INDIA
B1/E14, Ground Floor,
(1 km Ahead of Mohan Estate Metro Station)
Mathura Road, New Delhi – 110 044

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Tender Documents on Website : www.hockeyindia.org/tenders

Hockey India Website : www.hockeyindia.org

Proposal Reference No: HI/Branding/04/2024 dated 09 April 2024

Request for proposal (RFP) for
Hiring an agency to provide Branding Services for
Hockey India Domestic Events/Zonal/National Championships
2024-25

1. Introduction

Hockey India (HI):

Hockey India is the governing body with exclusive mandate to direct and conduct all activities for both men and women's hockey in India. It is recognized by the Ministry of Youth Affairs & Sports, Govt. of India as the sole body responsible towards promoting Hockey in India. Hockey India is regularly conducting the Domestic Event/Zonal/National Championships in the different states.

2. **Request for Proposal**

Hockey India invites proposal from eligible and reputed firms on Hockey India E-Tender Portal www.hockeyindia.org/tenders to provide Branding Services for all matches of Domestic Event/Zonal/National Championships scheduled to be held in the financial year 2024-25. The tentative venues and match details is attached at **Annexure- A**.

3. **DATASHEET**

S. No.	Activity Description	Details
1	RFP No. and Date of Availability of RFP on the website	RFP No.: HI/Branding/04/2024 Date: 09 April 2024 (17:00 Hours)
2	Type of RFP	Open Tender
3	Mode of tendering	E-tender
4	Pre-bid meeting (if required)	15 April 2024 (11:00 Hours)
5	Last date and time for online submission of proposals	30 April 2024 (11:00 Hours)
6	Proposal Opening Date and time	30 April 2024 (14:00 Hours)
7	Letter of Award (LOA) / Work Order	To be communicated later to successful bidder(s) only
8	Office Address - Venue for pre-bid meeting, opening and evaluation of Bids	Hockey India, B1/E14, Ground Floor, Mohan Co-Operative Industrial Estate, (1 km Ahead of Mohan Estate Metro Station), Mathura Road, New Delhi – 110 044
9	Tender Documents on Website	www.hockeyindia.org/tenders
10	Bid Validity Period	To be valid till completion of the events

4. General information about the RFP is as follows:

- (i) This Request for Proposals would not be binding on Hockey India in any form.
- (ii) Bidders are advised to study all instructions, forms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- (iii) The Applicants must submit their applications in accordance with the requirements contained in this RFP document.
- (iv) This RFP does not bind Hockey India to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this RFP.

- (v) Hockey India reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.
- (vi) Hockey India reserves the right to cancel the proposal at any time or amend / withdraw any of the terms and conditions contained in the RFP document without assigning any reason thereof.

5. The details scope of work/services is as below:

S. No.	Description	Scope of works	Requirement
1.	Static Perimeter Boards	<ul style="list-style-type: none"> • The vendor will provide static perimeter boards. • The vendor will share designs of flex before printing with Hockey India for approval. • Static Perimeter Boards should be self-standing MS pipe frame with 18mm ply board on 1 side with double side flex with print. • Perimeter board will be placed at FOP as directed by Hockey India. • Iron legs of boards to be covered with foam and wrapped properly with tape to avoid damage of the turf. • All set ups are to be ready 2 days prior to the event. • Adequate manpower should be available during the matches for movement of boards during water cycling. • The vendor is responsible for the removal of static perimeter boards after completion of event and to clear the premises within 24 hours on completion of the event or as directed by Hockey India. • The vendor will be responsible for end-to-end delivery/installation of boards. Vendor to arrange for necessary travel, boarding, lodging, logistics, food and accommodation stay of manpower etc. 	<p>Rate of each boards including manpower, material and transportation to be mentioned</p> <p>Size 14ftx3ft – 72 Nos.</p> <p>Size 13ftx3ft – 04 Nos.</p> <p>Size 5.6ftx3ft – 04 Nos.</p> <p>Re- printing cost of flex per Sq. Ft. to be mentioned</p>

2.	Inside stadia branding	<ul style="list-style-type: none"> The vendor will share mock up designs of all elements with Hockey India for approval before printing. Branding will be placed at different locations as directed by Hockey India. All set ups are to be ready 2 days prior to the event. The vendor is responsible for the removal of branding elements after completion of event and to clear the premises within 24 hours on completion of the event or as directed by Hockey India. The vendor will be responsible for end-to-end delivery/installation of items. Vendor to arrange for necessary travel, boarding, lodging, logistics, food and accommodation stay of manpower etc. 	
a.	Look &Feel	Black Back Flex with frame	Per Square Feet rate including manpower, material and transportation to be mentioned
b.	Backdrops		
	On Ground presentation	Black Back Flex with frame with ECO SAV print /MS Pipe frame (Width- 8ft x Height- 8ft) – 1 Nos.	Per Square Feet rate to be mentioned
	TV Room	Black Back Flex and frame with ECO SAV print /MS Pipe frame (Width- 6ft x Height- 6ft) – 1 Nos.	Per Square Feet rate to be mentioned
	Press Conference	Black Back Flex / MS Pipe Frame self-standing (Width- 12ft x Height- 8ft) – 1 Nos.	Per Square Feet rate to be mentioned
	Mixed Zone Backdrop	Black Back Flex/MS Pipe Frame (Width- 20ft x Height- 7.5ft) – 1 Nos.	Per Square Feet rate to be mentioned
c.	Dug Out Branding	Dugout Top: Team Name /ECO SAV on 3mm Sunboard – 2 Nos.	Per Square Feet rate to be mentioned
		Dugout Front, Back & Side: Logo Branding/ ECO SAV Vinyl print and pasting – 2 Nos.	Per Square Feet rate to be mentioned

d.	Goal Post Branding	Inside : 3mm Sunboard with Vinyl print and pasting as per size for 2 Goal Post 144” x 18” x 2 Nos. / 51” x 18” x 4 Nos.	Per Square Feet rate to be mentioned
		Outside: Vinyl branding for 2 Goal Post	Per Square Feet rate to be mentioned
e.	Technical Table Branding	ECO Sav (Front) (Width- 12ft x Height- 3ft)	Per Square Feet rate to be mentioned
		ECO Sav (Sides) (Width- 3ft x Height- 2ft)	Per Square Feet rate to be mentioned
		Table Top (Width- 12ft x Height- 2.5ft)	Per Square Feet rate to be mentioned
		Header (Width- 12ft x Height- 1ft)	Per Square Feet rate to be mentioned
		Back (Width- 12ft x Height- 10ft)	Per Square Feet rate to be mentioned
f.	Dummy Cheques	ECO SAV prints with 5mm sunboard size 3ft x 1.5ft – 1 Nos.	Per Square Feet rate to be mentioned
g.	Winners Board	Black Back Flex/MS Pipe Frame (Width 20 ft. x Height 3ft.) – 3 Nos.	Per Square Feet rate to be mentioned

Quotation shall remain valid for all **Hockey India Domestic Events/Zonal/National Championships conducted for the financial year 2024-25** till completion of the event from the date of proposal submission.

Submission /Opening of Proposals

6. The valid GST Registration should be mentioned on the quotation. The bidder must enclose the below documents with proposal:

- (i) A copy of GST certificate
- (ii) A copy of self-attested PAN Card.

7. **The bidder shall submit their proposal on the e-tender portal www.hockeyindia.org/tenders only as per the schedule. The proposals that are submitted beyond the stipulated date and time under any circumstances whatsoever will not be considered.**

8. **Earnest Money Deposit:** No earnest money deposit required.

9. Proposals will be opened by a committee on due date and time. Authorised representative from your firm may attend the proposal opening. If due to any exigency the due date for opening off proposal is declared as closed holiday, in such cases the proposals will be opened on next working day at the same time or any other day/time as intimated by Hockey India.

10. The proposals should be uploaded on the e-tender portal www.hockeyindia.org/tenders , latest by 11:00 Hours on 30 April 2024. The proposals would be opened by a Committee at 14:00 Hours on 30 April 2024.

11. Proposals sent by FAX, Email, or unsealed proposals will not be considered. The proposals uploaded on the e-tender portal www.hockeyindia.org/tenders will only be considered.

To avoid any complications with regard to Late Receipt/Non Receipt of Proposals, it may please be noted that responsibility rests with the bidders to ensure that proposals uploaded on the e-tender portal www.hockeyindia.org/tenders on or before due date and time. Late proposals will be rejected out rightly.

12. In case your firm is not willing to quote due to any reasons, your regret should be emailed well before the due date failing which your firm can be de-listed from our vendor list.

13. The commercial offer must be firm and valid for all Hockey India Domestic Events/Zonal/National Championships conducted for the financial year 2024-25 till completion of the event from the date of proposal submission.

Commercial Aspects

14. Prices must be quoted on F.O.R. Destination basis by road inclusive of Packing, Forwarding, Freight charges, Transit Insurance and any other charges as applicable. The consignee for the contract is Hockey India.

15. GST/IGST would be charged separately and should not be included in the rates.

16. **Liquidated Damages (LD):** Preference shall be given to those offer supply within the prescribed delivery schedule, which shall be the essence of the contract Liquidated Damage @ 5% per week subject to a maximum of 10% of the undelivered items will be recovered in case of delay in delivery beyond the accepted delivery period as per SCOC.

17. The Commercial Offer will be opened by a Committee and if firm desires, may depute their representative, to be present at the time of opening of proposals. Further negotiations will be only with the lowest bidder (L1) who would provide the services.

18. Work to be commence as per the work order /direction provided by Hockey India to the lowest (L1) bidder. (This can be changed based on nature of urgency of services required).

19. The Payment will be made within two weeks after completion of each event subject to submission of original tax invoice or as per the decision of the purchase committee of Hockey India.

20. On receipt of the consignee's premise, the items are to be checked for ascertaining the correctness of quality and quantity. If there will be any discrepancy that will not be acceptable and order would be cancelled.

21. The Lowest 'Acceptable' proposal shall be considered further for placement of Contract/Work Order after complete clarification and price negotiations if applicable.

22. This RFP is being issued with no financial commitment and Hockey India reserves the right to change or vary any part thereof at any stage. Hockey India also reserves the right to reject any/all proposals including the lowest one without assigning any reason.

Thanking you,

Yours sincerely,

-Sd/-
Authorised Signatory
Hockey India

TENTATIVE SCHEDULE OF HOCKEY INDIA DOMESTIC CHAMPIONSHIPS 2024

S. No.	CATEGORY	VENUE	DATES
1	Junior Men & Women - North Zone	Jhansi, Uttar Pradesh	02 July to 08 July 2024
2	Junior Men & Women - West Zone	Rajnandgaon, Chhattisgarh	02 July to 08 July 2024
3	Junior Men & Women - South Zone	Kadapa, Andhra Pradesh	10 July to 16 July 2024
4	Junior Men & Women - East Zone	Rourkela, Odisha	10 July to 16 July 2024
5	Junior & Sub Junior Men - Academy Zone A	TBC	18 July to 28 July 2024
6	Junior & Sub Junior Women - Academy Zone A	TBC	18 July to 28 July 2024
7	Junior & Sub Junior Men - Academy Zone B	TBC	30 July to 09 August 2024
8	Junior & Sub Junior Women - Academy Zone B	TBC	30 July to 09 August 2024
9	Sub Junior Men & Women - North Zone	Uttar Pradesh	11 August to 17 August 2024
10	Sub Junior Men & Women - West Zone	Gujarat	11 August to 17 August 2024
11	Sub Junior Men & Women - South Zone	Kerala	19 August to 25 August 2024
12	Sub Junior Men & Women - East Zone	Assam	19 August to 25 August 2024
13	Senior Men - Department NC	Pune, Maharashtra	01 September to 10 September 2024
14	Junior Men - NC	Jalandhar, Punjab	11 September to 21 September 2024
15	Sub Junior Men - NC	Chandigarh	23 September to 03 October 2024

16	Junior Women - NC	Assam	30 September to 10 October 2024
17	Sub Junior Women - NC	Hyderabad, Telengana	12 October to 22 October 2024
18	Senior Women - Department NC	TBC	15 October to 24 October 2024
19	Senior Men - NC	Bhopal, Madhya Pradesh	04 November to 15 November 2024
20	5-aside National Championship (Men & Women)	Bengaluru, Karnataka	29 October to 03 November 2024
21	National Women League Phase-II	Bhubaneswar, Odisha	21 November to 30 November 2024