



**NATIONAL GAMES SECRETARIAT
GOVERNMENT OF KERALA**

**“Request for Proposal”
for the Selection of
“Event Logistics Agency”
for the preparation of Venue Plans for the
35th National Games**

July 19, 2013

**National Games Secretariat
Chandrasekharan Nair Stadium, Palayam,
Thiruvananthapuram, Kerala, India**

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RFP for the Selection of Event Logistics Agency for the preparation of the Venue Plan Document for the 29 Competition Venues and the Games Village for the 35th National Games

1. Background

- a. The National Games of India is the premier Multi Discipline Sporting Event held in the country, once in every two years. As the custodian of the National Games, the Indian Olympic Association (IOA) has allocated the 35th National Games to the State of Kerala. The 35th National Games are now scheduled to be held in February 2014.
- b. The National Games Secretariat (the “NGS”) is the Nodal Agency of the Government of Kerala for organizing the Games.
- c. Through this RFP, NGS invites Tenders for “Consultancy Services from Event Logistics Agency for the preparation of the Venue Plan for the 29 Competition Venues and the Games Village for the 35th National Games”.
- d. The tender document can be downloaded from the NGS Website: www.35thnationalgames.in.
- e. Key Points
 - a. Pre-Bid Conference at NGS – **2.00 pm on July 26, 2013**
 - b. Last date for Submission of Application -**4 pm on August 2, 2013**
 - c. Technical package Opening - **4.30 pm on August 2, 2013.**
 - d. RFP Document Fee of Rs 1000/- (Rs One Thousand Only)
 - e. EMD of Rs.30,000/- (Rupees Thirty Thousand Only)
 - f. PBG – 10% of Contract Value

2. Eligibility for participation:

- a. The Applicant must have at least 5 years of experience in handling Event Management and Venue Planning Assignments for large Sporting/Non- Sporting Events across the Country, including Trade Fairs, Cultural and Musical Events, Multi Sport / Mega Sport Events, National/International Conferences.
- b. The Applicant must have executed Venue Planning for at least 3 major events during the past 3 years with a minimum participation of 5,000 people.

- c. The Applicant should have a minimum average annual turnover of Rs. 1 Crore (Rupees One Crore) in the past 3 financial years.

3. Pre-Bid Conference

- a. NGS shall hold a Pre-Bid Conference at **2.00 pm on July 26, 2013** at NGS Conference Hall, to discuss the details related to the Project with the Applicants.
- b. Prior to the Pre-Bid Conference, the Applicants may submit a list of queries, comments, if any and submit the same to NGS before **July 26, 2013**.
- c. NGS, at its discretion, may respond to queries after the Pre-Bid Conference and such response(s) shall be posted on the NGS website as identified above.
- d. Attendance of the Applicants at the Pre-Bid conference is not mandatory.

4. Tender Process:

- a. The bid should be submitted latest by **4 pm on August 2, 2013**.
- b. The Technical Package shall be opened at **4.30 pm on August 2, 2013**.
- c. Interested parties are invited to submit detailed Applications in accordance with the process defined in this RFP document. The Applicants are expected to examine the RFP document in detail, and to carry out such studies as may be required to submit their Applications.
- d. Applications shall undergo Technical Evaluation as per the criteria mentioned in the RFP.
- e. Only the Financial Packages of Technically Qualified Applicants shall be opened on a later date, which will be intimated to the Technically Qualified Applicants.
- f. Bids shall be valid for a period 120 days from the last date of submission of Bids or the extended date thereof.
- g. EMD of unsuccessful Applicants shall be returned.
- h. At any time prior to the deadline for last date of submission of Applications, NGS may, for any reason, whether at its own initiative or in response to a clarification or to a query raised by a prospective Applicant amend the RFP documents by issuing suitable Corrigendum. Such corrigendum, if issued, would form part of this EOI.
- i. NGS reserves the right not to follow-up this RFP process and terminate the entire selection process without any obligation to any of the Agencies at any stage.

5. Documents Comprising the Application

- a. Applicant shall submit their Application in two packages as mentioned below:

Part 1- Technical Package

Part 1, clearly labeled as “**Technical Package**” shall be submitted in a separate sealed cover. Following documents shall be submitted in Part 1

- i. Letter of RFP submission attached as Annexure 1.
- ii. RFP document Fee of Rs 1000/- (Rs One Thousand Only) in the form of demand draft drawn in favour of **CEO & Secretary, National Games Secretariat** and payable at **Thiruvananthapuram** or Proof of payment of Fee to NGS.
- iii. An EMD of Rs.30,000/- (Rupees Thirty Thousand Only) in the form of demand draft drawn in favor of **CEO & Secretary, National Games Secretariat** and payable at **Thiruvananthapuram**.
- iv. Certificate of Incorporation/ Firm Registration Certificate/ Partnership Deed.
- v. Pre-Qualification Response Sheet as per Annexure 2, containing following details.
 - a. Experience Details – Assignments related to the Venue Planning for at least 3 major events during the past 3 years with a minimum participation of 5,000 people, including Client Certificates/Work Orders or any other relevant Supporting Documents. (Annexure 2 – Form 1)
 - b. Financial Information, including Audited balance sheet for last 3 years duly signed by a Chartered Accountant. (Annexure 2 – Form 2).
- vi. Power of Attorney in favour of person authorized to sign the documents.
- vii. Team deployment plan with onsite & offsite personnel (Not more than 1 page).
- viii. As part of the Technical Package, the Applicant is required to prepare and submit free of cost the Venue Plan Document for any one venue of the 35th National Games, after taking concurrence from NGS. Those applicants

who score atleast **75 marks out of total 100 marks** shall qualify for the opening of financial bid.

Part 2- Financial Package

The Part 2, clearly labeled as “**Financial Package**” shall be submitted in a separate sealed cover. Following documents shall be submitted in Part 2:

- i. Covering Letter and Financial Bid as per Annexure 3

The bidder with the lowest evaluated price (L1) shall be considered for awarding the work.

The NGS reserves the right to reject conditional bids.

6. Preparation and Submission of Application

- a. Application (Part 1 and 2) shall be stamped and signed on all pages by a person duly authorized to sign the Application.
- b. The complete Application shall be without alterations, overwriting, interlineations or erasures. All amendments/corrections shall be initialed by the person or persons signing the Application.
- c. Each Application will be submitted in two sets one marked “Original” and the other marked “Copy” (Copy should be the photocopy of ‘original’). In the event of discrepancy between Applications, the original shall prevail
- d. Each set containing the two parts, each in a separate envelope, shall be submitted in a single sealed cover superscribing “Application for Event Logistics Agency”.
- e. The two sets shall be wrapped in an outer envelope addressed to NGS. The envelope should also bear the name and address of the Applicant.
- f. NGS will not take any responsibility for the misplacement of the Application or any part thereof, which is not sealed or marked as per aforesaid instructions.
- g. The Application(s) duly completed as per the instructions given in this documents and the corrigendum issued if any, should be submitted to the following address by the last date and time of Application submission.

Chief Commissioner & Principal Coordinator,
National Games Secretariat,
Chandrasekharan Nair Stadium, Palayam,

Thiruvananthapuram 695033, Kerala, India,

Ph: +91 471 2302287

Email: 35thngskerala@gmail.com

Website: www.35thnationalgames.in

- h. Interested Applicants may submit the Applications any time before the last date for submission of completed Applications given in this RFP. NGS may, at their discretion, extend this date, in which case all rights and obligations of the NGS and the Applicant shall thereafter be subject to the new deadline as extended.
- i. Deviations to the RFP shall not be entertained at any point of time by the NGS. The Application submitted by the Applicants shall be unconditional and the Applicants would be deemed to have accepted the terms and conditions of the RFP with all its contents.

7. Evaluation of Application

- a. NGS would subsequently examine and evaluate Applications for responsiveness. An Application shall be deemed as responsive if it satisfies the following conditions.
 - a. Is packed, signed, sealed and marked as stipulated in this document.
 - b. Contains all the information and as per the formats specified as requested in the RFP.
 - c. Is unconditional and conforms to all the terms, conditions and specifications of RFP without material deviation or reservation.An Application that is not responsive shall be rejected by NGS.
- b. The Applications, which are responsive, shall be considered for further evaluation. NGS shall evaluate each Application for its compliance to eligibility criteria mentioned in this Document.
- c. Technical Package of responsive Bids shall be opened.
- d. As part of the Technical Package, the Applicant is required to prepare and submit the Venue Plan Document for one venue of the 35th National Games as stipulated by NGS, free of cost.
- e. Those applicants who score atleast 75 out of total 100 marks shall qualify for the opening of financial bid.

- f. The bidder with the lowest evaluated price (L1) shall be considered for awarding the work.
- g. A Contract shall be signed within a period of 1 week of the Letter of Award with the Successful Bidder following the submission of requisite Performance Security. Failure in timely submission of the Performance Security and non-execution of Contract shall lead to automatic cancellation of award of work.

8. Scope of Work

NGS invites Application for “Consultancy Services from Event Logistics Agency for the preparation of the Venue Plans for the 29 Competition Venues and the Games Village of the 35th National Games”.

Assessment of Functional Requirements for each Venue

Each Venue is required to provide basic facilities enabling the smooth conduct of the Games, related to requirement of Participants, Officials, Organizers and Spectators. The facilities required in the Venues include those directly related to the Technical Conduct of the Sport as well as other functional aspects like Venue Administration, IT Centre, Media Centre, Host Broadcaster Compound, Food Counters and Dining Areas, Rest Rooms, Change Rooms, Wash Rooms, Sanitation facilities, Utilities like Power and Water, First Aid and Anti-Doping Centre, Reception/ Accreditation/ Transportation/ Sports-Information/ Help Desks, Hold up areas for Sports personnel and Technical Officials, etc. The Event Logistics Agency is required to assess these various functionalities for each Venue, in consultation with National Sports Federations, NGS and Sub-Committees of National Games Organizing Committee. Furnishing requirements, Furniture Inventory and Layouts are to be assessed. Additionally, an assessment of the inventory of Advertisement Space/ Boards within and around the Venues is to be taken.

Situation Analysis of each Venue

Upon finalization of the requirements, the Agency will have to assess the availability of permanent infrastructure in each Venue for the identified functional requirements. NGS shall make available to the Selected Agency all available

drawings/ layouts and other information with respect to the Venues and Games Village, in order to facilitate time bound execution of the Assignment in line with the requirements stipulated in this RFP.

Venue Planning

After accommodating part of the facilities in the available permanent infrastructure of each Venue, the remaining components will have to be aesthetically included in Temporary Overlays. Incorporating all these features, the Event Logistics Agency will have to prepare a detailed Venue Plan for each of the 29 Competition Venues and the Games Village. The Venue Plan should have a broad zoning, fixing access rights for various categories like Sports Persons, Team Officials, Technical Officials, VIPs, Spectators, Organizers, Security Personnel, etc.

To summarize, the Scope of the selected Agency is to prepare the detailed Venue Plans which will guide NGS in finalizing the Sports functional and Non Sport Overlay and other functional requirement of Sports Conduct for each Venue. Accordingly, NGS shall select the downstream Service Providers for setting up these facilities in the Venues based on the various deliverables of the Event Logistics Agency.

The Event Logistics Agency is broadly required to cover the following activities as part of the Venue Planning exercise in each Venue.

- a. Identification of the Overlays and all other Supporting Requirements in the Competition Venues and Games Village for the smooth conduct of the National Games.
- b. Sizing of all functional requirements and Development of Layouts in Overlays and Permanent Infrastructure in all Venues as per the respective Game requirements.
- c. Submission of execution plan for Overlays and other facilities in each Venue, laying implementation timelines and quantifying the requirements.
- d. Graphical Visualization of overlays in each Venue.

An indicative list of various functionalities required in each Venue is attached as Annexure 4. This is not an exhaustive list and the Selected Agency will have to assess the requirements based on their expertise and experience, in consultation with NGS,

the National Sports Federations and Sub-Committees of National Games Organizing Committee to arrive at the final list of requirements to incorporate in the Venue Plan. The List of Venues and the respective Sports Disciplines is given as Annexure 5

9. Project Deliverables

The Event Logistics Agency is required to submit the deliverables listed below as part of this Assignment. It may be further noted that the deliverables may not be limited to this and the intention of this Assignment is to facilitate comprehensive venue planning and execution. These shall including the timely procurement of requisite Overlays and other Temporary Facilities for all Venues to meet the technical specification of the respective National Sports Federation & the Organisational conveniences for various segments – Competitors, Officials, Guests, Media, Spectators etc.

Venue Plan Document for each Venue shall broadly comprise of the following:

- i. List of Functional requirements – Sports and Non Sports.
- ii. Existing Facilities in each Venue.
- iii. Overall Zoning and finalization of Access Rights.
- iv. Proposed Overlays Plan.
- v. Proposed Other Infrastructure Plan.
- vi. Utilities requirements – Power, Water Supply and Sanitation.
- vii. Overall Stadium Layout, incorporating permanent and overlays structures.
- viii. Seating plan for Spectators, Sports Personnel and VIPs.
- ix. Spectator seating plan for permanent as well as non-permanent venues like Shanghumugham Beach, Kovalam Bye pass, Alappuzha, Munambam Beach, Kozhikode Beach.
- x. Furnishing requirements, Furniture Inventory and Layouts.
- xi. Inventory of Advertisement Space inside and around Venue.
- xii. Graphical Visualization of Proposed facilities.
- xiii. Suggested Execution Plan with specifications, quantities and implementation timelines.

Form of Submission

- i. All documents are to be submitted in Hard Copies (3 sets) and Soft Copy (Word Format in CD).
- ii. All drawings/ images to be submitted in A3/A2 size (3 sets) along with Soft Copy (in CD).

10. Payment Schedule

- a. The total consulting fee shall be paid in three installments as per the following schedule:

Sl No	Particulars	Percentage Payment
1	Satisfactory initiation of work and submission of Inception Report.	10
2	Stage payment @ 2 % per Venue for 30 Venues (29 Competition Venues and 1 Games Village), after approval of each Venue Plan document by NGS.	60
3	Upon completion of Installation of all Overlays and other Infrastructure Facilities as per Venue Plan in all Venues	30

11. Project Timelines and Liquidated Damages

- a. The Selected Agency shall follow the below mentioned timelines

Sl No	Milestones	Timelines
1	Date of Contract Signing	T
2	Completion of Venue planning for 5 Venues stipulated by NGS within 15 days of Contract; but certainly not later than August 19, 2013.	T+15 Days
3	Completion of Venue planning for remaining Venues to be progressively completed over next 45 Days, with entire task of 30 Venues being	T+60 Days

	completed by October 04, 2013.	
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- b. If the Selected Agency fails to execute the work within the above mentioned timelines or as explicitly modified in the Contract, due to reasons attributable to the Selected Agency, NGS at its discretion shall, without prejudice to its other remedies under the Contract, deduct from the Contract Value, as liquidated damages, a sum equivalent to two percent (2%) of the total contract price for each week of delay until actual delivery or performance, up to a maximum deduction of twenty percent (20%). Once the maximum is reached, NGS may consider termination of the Contract.

12. Performance Bank Guarantee

The successful agency shall, at his own expense, deposit with National Games Secretariat, within fifteen (15) days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized/Scheduled bank acceptable to Authorized Representative, National Games Secretariat, payable on demand, for the due performance and fulfilment of the contract by the Agency. The format for Performance Bank Guarantee is attached as Annexure 6.

- a. This Performance Bank Guarantee will be for an amount of 10% of the Total Contract Value. All charges whatsoever such as premium; commission etc. with respect to the Performance Bank Guarantee shall be borne by the Agency.
- b. The Performance Bank Guarantee may be discharged / returned by NGS upon being satisfied that there has been due performance of the obligations of the Agency under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
- c. In the event of the Agency being unable to service the contract for whatever reason, NGS would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of NGS under the Contract in the matter, the proceeds of the PBG shall be payable to NGS as compensation for any loss resulting from the

agency's failure to complete its obligations under the Contract. The NGS shall notify the Agency in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Agency is in default.

- d. The NGS shall also be entitled to make recoveries from the Agency's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

Chief Commissioner & Principal Coordinator

National Games Secretariat

Chandrasekharan Nair Stadium, Palayam,

Thiruvananthapuram-695033, Kerala, India

Phone: +91 -471 -2302287, Email: 35thngskerala@gmail.com

Annexure 1 - Letter of RFP submission

[Date]

Chief Commissioner & Principal Coordinator

National Games Secretariat

Chandrasekharan Nair Stadium

Thiruvananthapuram, Kerala

Dear Sir,

Sub: Letter of RFP Submission.

1. We, the undersigned duly authorized to represent and act on behalf of [-----
-----] ("the Applicant"), and having reviewed and fully understood all information provided in the RFP document, hereby apply as Applicant for the above mentioned project, 35th National Games, Kerala.
2. We are hereby submitting our Application including the following:
 - a) Application in the prescribed format, with all information and supporting documents requested in this RFP Document.

3. Our Application is valid till [--date in figures and words--]

4. NGS and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any entity referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this Application, or with regard to the resources, experience, and competence of the Applicant.

5. We understand that;
 1. All information submitted under this Application shall remain binding upon us at the time of bidding; and
 2. NGS may in their absolute discretion reject or accept any Application, cancel the bidding process and reject all Applications.

6. We declare that all statements made by us and all the information pursuant to this Letter of Application are complete, true and accurate to the best our knowledge and beliefs.

For and on behalf of (name of Applicant)

Signed

Name

Annexure 2 - Pre-Qualification Response Sheet

Details of Applicant (Application for the Project)

1.

(a) Name of Company:

(b) Address of the corporate headquarters and its branch office(s), if any, in India:

(c) Date of Incorporation and Commencement of Business

2. Brief description of the Company including details of its main lines of business:

3. Details of individual (s) who will serve as the point of contact/ communication within the Company:

(a) Name :

(b) Designation :

(c) Company :

(d) Address :

(e) Telephone Number :

(f) E-Mail Address :

(g) Fax Number :

4. Name, Designation, Address and Phone Numbers of Authorised Signatory of the Applicant:

(a) Name :

(b) Designation :

(c) Address :

(d) Phone No. :

(e) Fax No. :

(f) E-mail :

Annexure 2 - Form 1: Experience Details

(Separate table for each assignment)

Item	Details
Title & Nature of the Assignment.	
Client for which the Assignment was constructed/ developed.	
Location of Assignment.	
No of people participated.	
Assignment Cost/ Certified Billing (in Rs.).	
Description of the Assignment.	

Annexure 3 - Form 2: Financial Details

Year	Annual Turnover (in Rs)
2011-2012	
2010-2011	
2009-2010	

- a. Note: All figures quoted above shall be substantiated by attaching the Audited Annual Reports for the previous three years.

Annexure 3 - Financial Bid Format

To:

Chief Commissioner & Principal Coordinator,

National Games Secretariat,

Chandrashekharan Nair Stadium, Palayam,

Thiruvananthapuram, Kerala, India

Dear Sir,

Subject: Submission of Financial Proposal in reference to NGS RFP dated [Date], for the Selection of Event Logistics Agency for the preparation of the Venue Plan Document for the 29 Competition Venues and the Games Village for the 3^{5th} National Games.

We, the undersigned, offer to provide the services for the above in accordance with your RFP dated [Date], and our Technical Proposal and hereby submit our Financial Proposal as below.

No	Description	Lumpsum Value of the Consultancy Assignment (in Rs. Lakhs)
1	Consultancy Services from Event Logistics Agency for the preparation of the Venue Plan Document for the 29 Competition Venues and the Games Village, in connection with the 35 th National Games.	
2	Service Tax @ ____%	
	Total Value	

Total amount in words (Rs).....only

Our 'Financial Proposal' shall be binding upon us up to the expiration of the validity period of the Proposal, i.e., [Date]. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely Prevention of Corruption Act, 1988.

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and title of Signatory:

Address of the firm:

Annexure 4 - Indicative List of Functionalities

This is not an exhaustive list and the Selected Agency will have to assess the requirements based on their expertise and experience, in consultation with NGS, the National Sports Federations and Sub-Committees of National Games Organizing Committee to arrive at the final list of requirements to incorporate in the Venue Plan.

Sl No	Components
1	Temporary Construction , Prefab/ Pandhal
2	Octonorm Stall, Kiosk, etc
3	FOP Installations - Platforms, etc
4	Podiums (as per Sport & NSF specifications)
5	Spectator Seating
6	Furniture - Chair, Table, Cupboards, etc.
7	Light, Fan, AC, Refrigerator and other Electrical Appliances for Overlays & Venue
8	Light, Sound, CD player with Mixer, DVD Player for FOP
9	Extension & Cabling to support installation of Sports Equipments & other Installations
10	Generator
11	Carpet, Mats, etc
12	Barricades, Temporary Fencing of Venues, etc
13	Walky Talky
14	Venue & Direction Signages
15	Print, Mould & Place Sponsor & 'the Look' Signages
16	Misc - Handyman, Maison Work

Annexure 5 - 35th National games- The Venues

For the first time in the history of the National Games, the 35th National Games is scheduled to be **held in the seven Districts of the State of Kerala, namely, Kannur, Kozhikode, Thrissur, Ernakulam, Alappuzha, Kollam and Thiruvananthapuram.** The Games shall have 34 Competition Disciplines and 2 Demonstration Events to be held in 29 Competition Venues and 1 Event Venue over a two week period. In Thiruvananthapuram, a Games Village is being setup at Menamkulam for housing around 5,000 Participants. The 29 Competition Venues and the respective Events / Disciplines proposed to be held in each Venue are listed in below Table.

Sl No	Name of Venue	Events / Competition Disciplines
	Thiruvananthapuram District – 15 Disciplines in 13 Competition Venues & 1 Event Venue	
1	Aquatic Complex, Pirappancode	Aquatics, comprising of Swimming, Diving & Water Polo
2	University Stadium, Palayam	Athletics
3	Jimmy George Indoor Stadium , Vellayambalam	Gymnastics & Handball
4	Shanghumugham Beach	Beach Handball (clubbed with Handball)
5	Sreepadam Stadium, Attingal	Kabaddi & Kho Kho
6	Indoor Stadium, Agricultural College, Vellayani	Netball & Taekwondo
7	NH Bye pass, Kovalam	Triathlon
8	Tennis Complex, Kumarapuram	Tennis
9	IRC, Shanghumugham	Wushu
10	Chandrasekharan Nair Stadium, Palayam	Cycle Polo & Squash
11	LNCPE Velodrome, Karyavattom	Cycling
12	New Shooting Range, Vattiyoorkavu	Shooting
13	Army Shooting Range, Mookkunnimala	Shooting – Trap & Skeet
14	Games Village, Menamkulam	
	Kollam District – 2 Disciplines in 2 Venues	
	New Hockey Stadium, Ashramam	Hockey
15	Lal Bahadur Shastri Corporation Stadium	Rugby 7s
16	Alappuzha District – 2 Disciplines in 1 Venue	
	Punnamada Lake	Canoeing & Kayaking and Roving;
17	Ernakulam District – 7 Disciplines in 5 Venues	
	Jawahar Lal Nehru Stadium, Kaloor	Archery
18	Rajiv Gandhi Indoor Stadium, Kadavanthra	Badminton & Table Tennis
19	CIAL Trade Fair Centre, Nedumbassery	Fencing & Karate Do

Sl No	Name of Venue	Events / Competition Disciplines
20	CIAL Golf Course, Nedumbassery	Lawn Bowls
21	Munambum Beach	Yachting
22	Thrissur District – 3 Disciplines and Football (part) in 3 Venues	
23	Corporation Stadium, Thrissur	Football (Women)
24	VKN Menon Indoor Stadium	Judo & Weightlifting
25	Indoor Stadium, Thriprayar	Boxing
	Kozhikode District – 2 Disciplines and Football (part) in 4 Venues	
26	Corporation Stadium	Football (Men)
27	Medical College Ground	
28	VKK Menon Indoor Stadium	Volleyball & Sepak Takraw
29	Kozhikode Beach	Beach Volleyball (clubbed with Volleyball)
	Kannur District – 2 Disciplines in 1 Venue	
30	Indoor Stadium, Mundayad	Basketball & Wrestling

Annexure 6- PBG

Ref. No.

Bank Guarantee No

Dated

To,

Chief Executive Officer
National Games Secretariat
Chandrasekharan Nair Stadium, Palayam,
Thiruvananthapuram-695033, Kerala, India

1. Against contract vide Advance Acceptance of the Tender covering “Tender for” (hereinafter called the said 'contract') entered into between the National Games Secretariat, Government of Kerala, (hereinafter called the Purchaser) and _____ (hereinafter called the Bidder) this is to certify that at the request of the Bidder we _____ Bank Ltd., are holding in trust in favour of the Purchaser, the amount of _____ (write the sum here in words) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Bidder of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.
2. We _____ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Bidder i.e. till _____ hereinafter called the said date and that if any claim accrues or arises against us _____ Bank Ltd, by virtue of this guarantee before the said date, the same shall be enforceable _____ against _____ us _____ Bank Ltd,

notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us _____ Bank Ltd, by the Purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we _____ Bank Ltd, undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.
4. We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Bidder in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal.
5. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Bidder shall have no claim against us for making such payment.
6. We _____ Bank Ltd, further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Bidder and to forebear or enforce any of the terms and conditions relating to the said contract and we, _____ Bank Ltd., shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Bidder or for any forbearance by the Purchaser to the said Bidder or for any forbearance and or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.
7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder.
8. Notwithstanding anything contained herein above our liability under this bank guarantee shall not exceed Rs _____/- (Rupees _____ only).
9. We are liable to pay the guaranteed amount or any part thereof under this bank

guarantee only if you serve upon us a written claim or demand (and which should be received by us), on or before ----- before 14.30 hours (Indian Standard Time) where after it ceases to be in effect in all respects whether or not the original bank guarantee is returned to us.

WITNESS NO. 1

Authorised Bank Representative

(Signature)
Full name and official
Address (in legible letters)

(Signature)
Full name, designation and
address (in legible letters)
With Bank stamp

WITNESS NO. 2

(Signature)
Full name and official
Address (in legible letters)

Attorney as per power of
Attorney No.....
Dated.....