

# **REQUEST FOR PROPOSAL (RFP)**

**For the Supply of Official Kits for the Indian Contingent participating in the 3rd Asian  
Youth Games, Bahrain 2025**

**RFP Reference No: IOA/AYG/2025/KIT/2506**

**Date of Issue: 01 September 2025**

**Indian Olympic Association**

Olympic Bhawan, B-29, Qutub Institutional Area,  
New Delhi - 110016, INDIA

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## **PART 1 - BIDDING PROCEDURE**

### **Section I - Invitation for Bid (IFB)**

The Indian Olympic Association (IOA), the governing body for the Olympic Movement in India, invites sealed bids from experienced and reputable manufacturers, suppliers, or their authorized distributors for the design, manufacture, and supply of official sports kits (Casual and Playing) for the Indian Contingent participating in the 3rd Asian Youth Games, scheduled to be held in Bahrain from 22 to 31 October 2025.

The IOA will be sending a contingent of approximately 270 athletes and 90 officials. This RFP is being issued to select a single vendor to supply high-quality, standardized kits to ensure a unified and professional appearance for the entire contingent.

Interested bidders are requested to submit their proposals in accordance with the terms and conditions outlined in this RFP. The submission must be made physically at the IOA office in New Delhi. This document provides the detailed scope of work, eligibility criteria, submission guidelines, and other relevant terms.

<b>Particulars</b>	<b>Details</b>
RFP Reference No.	IOA/AYG/2025/KIT/2506
Name of Work	Supply of Official Kits (Casual Kits and Playing Kits) for the Indian Contingent (3 <sup>rd</sup> Asian Youth Games, Bahrain 2025)
Amount of Bid Security/Earnest Money Deposit (EMD)	Rs. 5,00,000/- (Rupees Five Lakhs Only)
Publication of RFP Document	01 September 2025
Start of Period for Seeking Clarifications	02 September 2025
End of Period for Seeking Clarifications	04 September 2025
Contact Person for Clarifications	Mr. George Mathew (Director, IOA), Email: ioa@olympic.ind.in

<b>Particulars</b>	<b>Details</b>
Bid Submission Start Date	08 September 2025
Bid Submission End Date & Time	09 September 2025, by 3:00 PM
Place of Bid Submission	Office of Mr. George Mathew (Director, IOA), Indian Olympic Association, Olympic Bhawan, B-29, Qutub Institutional Area, New Delhi - 110016
Time and Date of Opening of Bids	09 September 2025, at 4:00 PM
Announcement of Selected Bidder	By 12 September 2025
<b>Deadline for Complete Delivery of Items</b>	<b>05 October 2025</b>

In the event of any of the above-mentioned dates being declared as a holiday/closed day for the IOA, the Bids will be received/opened on the next working day at the appointed time. The RFP is not transferable/assignable.

## **Section II - Instructions to Bidders (ITB)**

### **A. PREAMBLE**

#### **1. Introduction**

- 1.1. The Purchaser, the Indian Olympic Association (IOA), has issued this RFP for the design, manufacture, and supply of goods and related services as mentioned in **Section V**, “Schedule of Requirements”.
- 1.2. This section provides the relevant information as well as instructions to assist the prospective Bidder in the preparation and submission of Bids. It also includes the mode and procedure to be adopted by the Purchaser for receipt, opening, scrutiny, and evaluation of Bids and the subsequent placement of the contract.
- 1.3. Before formulating the Bid and submitting the same to the Purchaser, the Bidder should read and examine all the terms, conditions, and instructions contained in the RFP. Failure to provide and/or comply with the required information and instructions may result in the rejection of its Bid.

#### **2. Language of Bid**

- 2.1. The Bid submitted by the Bidder and all subsequent correspondence and documents relating to the Bid exchanged between the Bidder and the Purchaser shall be written in the English language.

## **B. RFP DOCUMENTS**

### **3. Content of RFP**

3.1. The RFP includes:

- Section I - Invitation for Bid (IFB)
- Section II - Instructions to Bidders (ITB)
- Section III - Qualification Criteria & Performance Statement
- Section IV - Bidding Forms
- Section V - Schedule of Requirements
- Section VI - Technical Specifications & Design Guidelines
- Section VII - General Conditions of Contract (GCC)
- Section VIII - Contract Forms

### **4. Amendments to the RFP**

- 4.1. At any time prior to the deadline for submission of Bids, the Purchaser may, for any reason deemed fit, modify the RFP by issuing suitable amendment(s) to it. Any such amendment will be notified in writing to all prospective bidders and shall be binding on them.

### **5. Clarification of the RFP**

- 5.1. A Bidder requiring any clarification on any issue of the RFP may take up the same with the Purchaser in writing via email. All queries must be submitted to the designated contact person within the dates specified in the IFB. The Purchaser will respond to such queries and may circulate the clarifications to all prospective bidders without identifying the source of the inquiry.

## **C. PREPARATION OF BIDS**

### **6. Documents Comprising the Bid**

- 6.1. The Bid must be submitted physically in three separate, securely sealed parts, all of which should be placed inside a single large sealed outer envelope, box, or bag. The outer packaging must be super-scribed: **“RFP for Kit Supply – 3<sup>rd</sup> Asian Youth Games 2025”** and should not contain any indication of the Bidder's identity.

6.2. The three separate parts are as follows:

6.2.1. **Part 1: Sealed Envelope for Technical Bid:** This envelope must be clearly super-scribed **“Technical Bid”**.

6.2.2. **Part 2: Sealed Envelope for Financial Bid:** This envelope must be clearly super-scribed **“Financial Bid”**.

6.2.3. **Part 3: Sealed Packet for Samples:** This packet must be clearly super-scribed **“Samples”**.

6.3. Any Bid where the three parts are not submitted in separate sealed envelopes/packets as instructed, or where financial information is disclosed in the Technical Bid, shall be summarily rejected.

## 7. **Contents of the Technical Bid (Part 1)**

7.1. The Technical Bid envelope shall contain the following documents:

- a) All documentary evidence supporting the Qualification Criteria as laid out in **Section III**.
- b) A comprehensive company profile, detailing manufacturing, design, and quality control capabilities.
- c) Proposed designs and colour schemes for the kit items, including a proposed design for the lapel pins.
- d) A detailed execution plan, outlining the methodology and timeline for manufacturing and delivering the complete consignment within the stipulated 25-day period from the date of contract award.
- e) The Bid Security (EMD) for the specified amount and in the prescribed format, as detailed in Clause 11 of this section.
- f) A signed and stamped copy of the Bid Submission Form (**Section IV-A**), signifying acceptance of all terms and conditions of the RFP.
- g) The Proforma for Performance Statement (**Section III-b**), duly filled.
- h) Manufacturer's Authorisation Form (**Section IV-C**), if the Bidder is not the manufacturer.
- i) NEFT Mandate Form (**Section IV-D**), duly filled.
- j) Non-Blacklisting Declaration Form (**Section IV-E**), duly signed and stamped on the company's letterhead.
- k) All pages of the Bid document must be initialed by the authorized signatory of the Bidder.

## 8. **Contents of the Financial Bid (Part 2)**

- 8.1. The Financial Bid envelope shall contain the Price Schedule (**Section IV-B**), duly filled, signed, and stamped.
- 8.2. The Bidder shall provide a detailed item-wise price quote for all Casual Kit items and a pricing structure for Playing Kit items. The prices quoted must be inclusive of all costs, including but not limited to the cost of goods, manufacturing, branding, packaging, freight, insurance, delivery to the consignee site, and all applicable taxes and duties (GST, etc.). No extra charges will be entertained after the submission of the bid.
- 8.3. The price should be quoted in Indian Rupees (INR) only, in both figures and words. In case of any discrepancy, the price quoted in words shall prevail.

## **9. Contents of the Samples Packet (Part 3)**

- 9.1. The Samples packet must contain one high-quality sample of each of the following ten Casual Kit items, which should be representative of the final product to be supplied:
  1. Tracksuit (one set)
  2. T-Shirt (Polo or Round Neck)
  3. Shorts
  4. Suitcase (Hard-shell, cabin size)
  5. Travel Duffle Bag
  6. Backpack
  7. Jogging/Running Shoe (one pair)
  8. Socks (one pair)
  9. Cap
  10. Lapel Pin
- 9.2. Samples will be a critical component of the technical evaluation. Samples will be returned to all bidders after the finalization of the contract.

## **10. Cost of Bidding**

- 10.1. The Bidder shall bear all costs associated with the preparation and submission of its Bid, including the cost of preparing and dispatching samples. The IOA will not be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## **11. Bid Security / Earnest Money Deposit (EMD)**

- 11.1. The Bidder shall furnish, as part of its Technical Bid, a Bid Security (EMD) for the amount of **Rs.5,00,000/-**. The EMD is required to protect the Purchaser against the risk of the Bidder's conduct which would warrant the security's forfeiture.
- 11.2. The EMD shall be furnished in one of the following forms: Account Payee Demand Draft, Fixed Deposit Receipt, or Banker's Cheque, drawn on any Commercial Bank in India in favour of the "Indian Olympic Association", payable at New Delhi.
- 11.3. The EMD shall remain valid for a period of 45 days beyond the bid submission deadline.
- 11.4. Any bid not accompanied by a valid EMD in the prescribed format shall be rejected by the Purchaser as non-responsive.
- 11.5. The EMD of unsuccessful Bidders will be returned to them without any interest after the expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract to the successful bidder.
- 11.6. The EMD of the successful Bidder will be returned without any interest after the receipt of the required Performance Security as stipulated in the contract.
- 11.7. The EMD will be forfeited if a Bidder: a) Withdraws or amends its Bid during the period of bid validity specified by the Bidder on the Bid Form. b) If it comes to notice that the information/documents furnished in its tender are incorrect, false, misleading, or forged. c) In the case of a successful Bidder, if the Bidder fails to furnish the required Performance Security or fails to sign the contract agreement within the specified timeline.

## **12. Bid Validity**

- 12.1. The Bid shall remain valid for acceptance for a period of 30 days after the date of Bid opening prescribed in this RFP. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

## **13. Signing of Bid**

- 13.1. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the Bidder to the contract. The letter of authorization shall be indicated by a written power of attorney accompanying the Bid. All pages of the Bid, except for un-amended printed literature, shall be initialled by the person signing the Bid.

## **D. SUBMISSION OF BIDS**



#### **14. Submission of Bids**

- 14.1. Bids must be submitted physically at the address specified in the Invitation for Bid (IFB) on or before the end date and time stipulated. The Purchaser may, at its discretion, extend this deadline for the submission of Bids by amending the RFP, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### **15. Late Bids**

- 15.1. Any Bid received by the Purchaser after the deadline for submission of Bids prescribed by the Purchaser will be rejected and returned unopened to the Bidder.

### **E. BID OPENING AND EVALUATION**

#### **16. Opening of Bids**

- 16.1. A Bid Committee constituted by the IOA will open the Bids. The Bid opening shall take place at the address, date, and time specified in the IFB. Authorized representatives of the Bidders may attend the Bid opening provided they bring letters of authority from the corresponding Bidder.
- 16.2. The Bid Committee will first open the outer envelopes to check for the presence of the three sealed inner parts. Subsequently, only the **“Technical Bid”** envelopes and **“Samples”** packets will be opened. The **“Financial Bid”** envelopes shall remain sealed and in the custody of the Purchaser.

#### **17. Scrutiny and Evaluation of Bids**

- 17.1. The evaluation process will be conducted in two stages by the Bid Committee.
- 17.2. **Stage 1: Technical and Quality Evaluation**
- a) **Preliminary Scrutiny:** The Bid Committee will first examine the Technical Bids to determine whether they are complete, whether the required EMD has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
  - b) **Documentary Evaluation:** Bids will be assessed for compliance with all the Qualification Criteria mentioned in **Section III**. Bidders who do not meet these minimum criteria will be rejected.

- c) **Sample Evaluation:** Concurrently, the Bid Committee will physically evaluate the submitted samples (**Part 3 of the bid**). The evaluation will be based on the quality of material, workmanship, durability, branding application, and overall suitability in relation to the Technical Specifications outlined in **Section VI**. The proposed designs will also be assessed for aesthetics and practicality.
- d) A Bidder must qualify in both the documentary evaluation and the sample evaluation to be considered “Technically Qualified.” The decision of the IOA Bid Committee in this regard will be final.

#### 17.3. **Stage 2: Financial Evaluation**

- a) The Financial Bids of only the Technically Qualified Bidders will be opened publicly at a date and time to be notified to these bidders. The Financial Bids of bidders who did not qualify at Stage 1 will not be opened.
- b) The Bid Committee will then compare the financial bids to determine the Lowest Bidder (L1). The contract will be awarded to the bidder who is determined to be L1 among the technically qualified parties.

### **F. AWARD OF CONTRACT**

#### **18. Purchaser’s Right to Accept or Reject Any or All Bids**

- 18.1. The Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

#### **19. Variation of Quantities**

- 19.1. The quantities mentioned in the Schedule of Requirements are approximate. The Purchaser reserves the right to increase or decrease the quantity of any item by up to twenty-five percent (25%) at the time of awarding the contract without any change in the unit price or other terms and conditions quoted by the Bidder.

#### **20. Notification of Award**

- 20.1. Prior to the expiry of the period of bid validity, the Purchaser will notify the successful Bidder in writing by a formal Letter of Award that its Bid has been accepted.

- 20.2. The successful Bidder must accept the Letter of Award within three (3) days of its issuance and shall furnish the Performance Security in accordance with Clause 3 of the GCC (**Section VII**) within five (5) days from the date of the issue of the Letter of Award.
- 20.3. The Notification of Award shall constitute the conclusion of the Contract.

## 21. **Corrupt or Fraudulent Practices**

- 21.1. It is required that all concerned parties observe the highest standard of ethics during the procurement and execution of such contracts. The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question and may declare a firm ineligible or blacklist it, either indefinitely or for a stated period of time.

## **Section III - Qualification Criteria & Performance Statement**

### **A. QUALIFICATION CRITERIA**

Bidders must meet the following minimum pre-qualification criteria. Bids from those who do not furnish documentary evidence for each criterion will be summarily rejected.

<b>S. No.</b>	<b>Criteria</b>	<b>Documentary Evidence Required</b>
1.	<b>Legal Entity:</b> The bidder must be a company registered in India under the Companies Act or a registered partnership/proprietorship firm.	Copy of Certificate of Incorporation/Registration.
2.	<b>Experience:</b> The bidder must have a minimum of 3 years of experience in supplying sports apparel and kits.	Company Profile and relevant registration documents demonstrating the period of operation.
3.	<b>Crucial Experience:</b> The bidder must have prior experience in supplying kits for a national-level Indian contingent for an international multi-sport event. This is a mandatory criterion.	Self-attested copies of relevant Work Orders and/or Completion Certificates from the client organization.
4.	<b>Financial Standing:</b> The bidder must have an average annual turnover of at least	Audited financial statements for the last three financial years or a certificate

S. No.	Criteria	Documentary Evidence Required
	INR 2 Crores over the last three financial years (2022-23, 2023-24, 2024-25).	from a Chartered Accountant explicitly stating the turnover for each year.
5.	<b>Tax Compliance:</b> The bidder must be registered with the GST and Income Tax authorities.	Self-attested copies of GST Registration Certificate and PAN Card.
6.	<b>Non-Blacklisting:</b> The bidder must not have been blacklisted by any government, semi-government, or public sector undertaking in India.	A self-declaration on the bidder's official letterhead as per the format in Section IV-E.

## B. PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Bid Reference No.: IOA/AYG/2025/KIT/2506

Date of opening: 09 September 2025

Name and address of the bidder:

Name and address of the manufacturer:

Order placed by (name and full address of Purchaser)	Order number and date	Description and quantity of ordered goods	Value of order (INR)	Date of completion of supply/Contract act	Remarks indicating reasons for delay if any	Have the goods been functioning satisfactorily (Attach documentary proof) **
				As per Contract	Actual	

We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money.

**Signature and seal of the Bidder**

\*\* The documentary proof will be a certificate from the consignee/end user with cross-reference of the order no. and date in the certificate.

## Section IV - Bidding Forms

### A. BID SUBMISSION FORM

Date: \_\_\_\_\_

To, The Director,  
Indian Olympic Association  
Olympic Bhawan, B-29,  
Qutub Institutional Area, New Delhi – 110016

**Ref: Your RFP No. IOA/AYG/2025/KIT/2506 dated 01 September 2025**

We, the undersigned, have examined the above-mentioned RFP, including amendment/corrigendum No. \_\_\_\_\_ dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver the goods in conformity with your above-referred document for the sum as shown in the price schedule(s), attached herewith and made part of this Bid.

We further confirm that, if our Bid is accepted, we shall provide you with a performance security of the required amount in an acceptable form in terms of General Conditions of Contract (GCC) clause 3, in **Section VII** for the due performance of the contract.

We agree to keep our Bid valid for acceptance for 30 days from the date of bid opening. We also accordingly confirm to abide by this Bid up to the aforesaid period and this Bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this Bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We agree to all terms and conditions of the General Conditions of Contract as per **Section VII**. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

We confirm that we do not stand de-registered/banned/blacklisted by any Government Authorities in India. We confirm that we fully agree to the terms and conditions specified in the above-mentioned

RFP, including amendment/corrigendum if any.

Duly authorised to sign Bid for and on behalf of the Company

## B. PRICE SCHEDULE

### PRICE SCHEDULE FOR CASUAL KIT ITEMS

S. No.	Brief Description of Goods	Approx. Quantity	Unit	Unit Price (INR)	Total Price (INR) (Inclusive of all taxes, duties, freight, etc.)
1.	Tracksuit	720	Sets		
2.	T-Shirts (Polo/Round Neck)	1440	Nos.		
3.	Shorts	720	Nos.		
4.	Suitcase (Hard-shell, cabin size)	360	Nos.		
5.	Travel Duffle Bag	360	Nos.		
6.	Backpack	360	Nos.		
7.	Jogging/Running Shoes	360	Pairs		
8.	Socks	1440	Pairs		
9.	Cap	360	Nos.		
10.	Lapel Pins	10,000	Nos.		
	<b>Grand Total (in figures)</b>				
	<b>Grand Total (in words)</b>				

#### Note:

1. The price quoted must be for free delivery at the consignee site in New Delhi and must be inclusive of all costs, taxes, and duties. No other charges shall be payable.
2. For **Playing Kit Items**, bidders must provide a detailed pricing structure on a per-sport, per-athlete basis as an attachment to this schedule. The final list of sports and specific quantity requirements will be provided to the successful bidder.
3. If there is a discrepancy between the unit price and the total price, the unit price shall prevail.



**Place:**

**Date:**

**Signature of Bidder**

**Name & Designation**

**Business Address**

**Seal of the Bidder**

### **C. MANUFACTURER'S AUTHORISATION FORM**

To,  
The Director,  
Indian Olympic Association  
Olympic Bhawan, B-29,  
Qutub Institutional Area, New Delhi – 110016

Dear Sir,

**Ref: Your Bidding Reference No. IOA/AYG/2025/KIT/2506 dated 01 September 2025**

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (name and description of the goods offered in the Bid) having factories at \_\_\_\_\_ hereby authorize Messrs \_\_\_\_\_ (name and address of the agent) to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above-referred RFP for the above goods manufactured by us.

We also hereby extend our full warranty as per Clause 11 of the General Conditions of Contract.

Yours faithfully,

for and on behalf of the Company [Name & address of the manufacturers]

**Note:** This letter of authorisation should be on the letterhead of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

## D. NATIONAL ELECTRONIC FUND TRANSFER (NEFT) MANDATE FORM

From: M/s. \_\_\_\_\_ Date: \_\_\_\_\_

To,  
The Director,  
Indian Olympic Association  
Olympic Bhawan, B-29,  
Qutub Institutional Area, New Delhi – 110016

### Sub: NEFT PAYMENTS

We refer to the NEFT being set up by the Indian Olympic Association. For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme to our undernoted account.

Particulars	Details
Name of City	
Bank Code No.	
Bank's Name	
Branch Address	
Branch Telephone / Fax no.	
Supplier's Account No.	
Type of Account	
IFSC code for NEFT	
IFSC code for RTGS	
Supplier's name as per Account	
Telephone no. of supplier	
Supplier's E-mail ID	

For and on behalf of the Company

**Confirmed by Bank** (Enclosed a copy of a cancelled cheque)

## **E. NON-BLACKLISTING DECLARATION FORM**

*(To be submitted on the Bidder's Letterhead)*

Date: \_\_\_\_\_

To,

The Director, Indian Olympic Association

Olympic Bhawan, B-29,

Qutub Institutional Area, New Delhi – 110016

**Ref: Your RFP No. IOA/AYG/2025/KIT/2506 dated 01 September 2025**

**Sub: Declaration regarding Non-Blacklisting**

Dear Sir,

This is to certify that M/s \_\_\_\_\_ (Name and address of the Bidder) has not been blacklisted by any Central Government, State Government, Public Sector Undertaking, or any other government body in India as on the date of submission of this bid.

We further undertake that should any information contrary to the above be found at any stage, our bid may be summarily rejected and any contract awarded may be terminated, with forfeiture of EMD/Performance Security and without prejudice to any other legal rights of the Indian Olympic Association.

Yours faithfully,

Duly authorised to sign Bid for and on behalf of Messrs

## PART 2 - SUPPLY REQUIREMENTS

### Section V - Schedule of Requirements

#### Part I: List of Required Goods

##### A. Casual Kit Items (Approx. 360 Contingent Members)

Item	Quantity per Person	Total Approx. Quantity
Tracksuit	2	720 Sets
T-Shirts (Polo/Round Neck)	4	1440 Nos.
Shorts	2	720 Nos.
Suitcase (Hard-shell, cabin size)	1	360 Nos.
Travel Duffle Bag	1	360 Nos.
Backpack	1	360 Nos.
Jogging/Running Shoes	1	360 Pairs
Socks	4	1440 Pairs
Cap	1	360 Nos.
Lapel Pins	-	10,000 Nos.

B. **Playing Kit Items:** Playing kits (including items such as t-shirts, shorts, singlets, etc.) are required for athletes in specific sports. The fabric, design, and specifications for these kits must strictly comply with the regulations of the respective international sports federations. The expected sports requiring playing kits include, but are not limited to:

- Athletics
- Badminton
- Basketball
- Boxing
- Golf
- Handball
- Kabaddi
- Table Tennis

- Wrestling
- Weightlifting

The final list of sports and specific quantity requirements will be provided to the selected bidder upon finalization of the contingent.

## **Part II: Required Delivery Schedule**

All items must be delivered to the consignee's site no later than **05 October 2025**. The selected bidder will have a maximum of 25 days from the date of the award of the contract (anticipated on or by 12 September 2025) to complete the delivery of all specified items. Time is the essence of the contract, and this deadline is non-negotiable.

## **Part III: Required Terms of Delivery**

Free Delivery at Consignee Site. The supplier shall be responsible for all costs associated with transportation, loading, unloading, and insurance until the goods are delivered and accepted at the consignee's location.

## **Part IV: Consignee Details**

**Attention of:** Mr. George Mathew (Director, IOA)

**Address:** Indian Olympic Association, Olympic Bhawan, (B-block, 2<sup>nd</sup> floor), B-29, Qutub Institutional Area, New Delhi – 110016.

## **Section VI - Technical Specifications & Design Guidelines**

This section outlines the minimum acceptable quality standards for the goods to be supplied. The submitted samples will be evaluated against these specifications.

### **1. General Requirements**

- **Fabric Quality:** All apparel fabrics must be of high quality, durable, comfortable, and suitable for athletic use. Properties such as moisture-wicking, breathability, and colourfastness are essential.
- **Branding:** All kit items must prominently feature the IOA logo and the word “INDIA”. The application of branding (e.g., high-density print, embroidery) must be of superior quality,

accurate in its representation, and durable enough to withstand regular use and washing.

- **Workmanship:** All items must be free from manufacturing defects. Stitching must be uniform and strong, zippers must be of high quality, and all accessories must be securely attached.

## 2. Item-Specific Specifications

Item	Minimum Acceptable Specification
Tracksuit, T-Shirts, Shorts	<b>Fabric:</b> Minimum 90% Polyester, 10% Spandex blend or equivalent performance fabric. <b>Properties:</b> Must be moisture-wicking, quick-drying, and offer a comfortable stretch. <b>Construction:</b> Flatlock seams to prevent chafing.
Suitcase	<b>Material:</b> 100% Polycarbonate or ABS hard shell, scratch-resistant finish. <b>Size:</b> Cabin-size compliant with major airline regulations. <b>Wheels:</b> Minimum of four 360-degree spinner wheels for smooth mobility. <b>Zippers:</b> Reputed make (e.g., YKK or equivalent), smooth and durable. <b>Lock:</b> Integrated TSA-approved combination lock.
Travel Duffle Bag / Backpack	<b>Fabric:</b> High-denier (minimum 600D) water-resistant Polyester or Nylon. <b>Capacity:</b> Duffle Bag (approx. 40-50 Liters), Backpack (approx. 25-30 Liters). <b>Zippers:</b> Reputed make (e.g., YKK or equivalent) with durable pullers. Backpack must have a padded laptop compartment.
Jogging/Running Shoes	<b>Type:</b> Neutral running/training shoe suitable for general athletic activities. <b>Midsole:</b> High-quality EVA foam or equivalent for cushioning and support. <b>Outsole:</b> Durable, non-marking rubber for good traction.
Socks	<b>Material:</b> Cotton-spandex blend for comfort, breathability, and fit. Must have cushioned soles.
Cap	<b>Material:</b> Lightweight, breathable fabric (e.g., cotton or performance polyester). Must have an adjustable strap for a secure fit.
Lapel Pins	<b>Material:</b> High-quality metal with enamel filling. <b>Design:</b> Must

Item	Minimum Acceptable Specification
	feature the IOA logo with a clean and professional finish. A proposed design must be submitted with the technical bid.

**Design & Branding Guidelines:** While bidders are required to submit proposed designs with their technical bid, the final design, colour scheme, and pattern for all items will be finalized in collaboration with the IOA. All designs are subject to the final and absolute approval of the IOA before the commencement of production.

**Playing Kits:** As stated in **Section V**, all playing kits must strictly conform to the latest uniform regulations of the respective International Sports Federations for each sport. The bidder is expected to have knowledge of these regulations, and compliance is a mandatory requirement.



## **PART 3 - CONTRACT**

### **Section VII - General Conditions of Contract (GCC)**

#### **1. Application**

- 1.1. The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same is not superseded by the Schedule of Requirements (**Section V**) and Technical Specifications (**Section VI**) of this document.

#### **2. Country of Origin**

- 2.1. The word “origin” incorporated in this clause means the place from where the goods are manufactured, produced, or processed.

#### **3. Performance Security**

- 3.1. Within five (5) days from the date of the issue of the Letter of Award by the Purchaser, the successful Supplier shall furnish a Performance Security to the Purchaser for an amount equal to five percent (5%) of the total value of the contract. The Performance Security shall be valid for a period of 45 days beyond the final delivery date.
- 3.2. The Performance Security shall be denominated in Indian Rupees and furnished in one of the following forms: Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee, or Banker's Cheque drawn on any Commercial Bank in India, in favour of the “Indian Olympic Association”, payable at New Delhi.
- 3.3. The Purchaser will release the Performance Security without any interest to the Supplier upon completion of all the Supplier's contractual obligations, subject to the adjustment of any amounts/losses/damages/penalties payable to the Purchaser.
- 3.4. Failure of the successful Supplier to comply with this requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

#### **4. Technical Specifications and Standards**

- 4.1. The Goods & Services to be provided by the Supplier under this contract shall conform to the technical specifications mentioned in **Section VI** of this document.

#### **5. Packing and Marking**

- 5.1. The packing for the goods to be provided by the Supplier should be strong and durable enough to withstand transit hazards without any damage or deterioration. The Supplier shall be responsible for any loss or damage caused to the goods due to faulty packing.

## **6. Inspection, Testing and Quality Control**

- 6.1. The Purchaser or its nominated representative shall have the right to inspect the goods upon delivery at the consignee's site in New Delhi. The final inspection will be conducted by a committee constituted by the IOA.
- 6.2. If the goods fail to conform to the specifications, the Purchaser may reject them, and the Supplier shall either replace the rejected goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 6.3. The final acceptance of the goods shall be contingent upon the issuance of an "Inspection & Acceptance Certificate" (as per **Section VIII-C**) by the authorized representative of the Purchaser. This certificate will be the basis for the release of payment.

## **7. Terms of Delivery**

- 7.1. Goods shall be delivered by the Supplier in accordance with the terms of delivery specified in the contract and **Section V** of this document.

## **8. Warranty**

- 8.1. The Supplier warrants that the goods supplied under the contract are new, unused, and of the most recent models. The Supplier further warrants that the goods shall have no defect arising from design, materials, or workmanship.
- 8.2. This warranty shall remain valid for six (6) months from the date of acceptance of the goods by the Purchaser. The Supplier shall promptly repair or replace any defective goods or parts thereof, free of cost, at the ultimate destination.

## **9. Prices**

- 9.1. Prices to be charged by the Supplier for the supply of goods shall not vary from the corresponding prices quoted by the Supplier in its Bid and incorporated in the contract.

## **10. Taxes and Duties**

- 10.1. The Supplier shall be entirely responsible for all taxes, duties, levies, etc., incurred until the delivery of the contracted goods to the Purchaser. The prices quoted in the Price Schedule are deemed to be inclusive of all such taxes and duties.

## **11. Terms and Mode of Payment**

- 11.1. Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per the terms & conditions of the contract.
- 11.2. Hundred percent (100%) payment of the contract price shall be released within forty-five (45) days of the successful and complete delivery of all items, subject to satisfactory inspection and upon submission of the following documents:
- a) Supplier's invoice showing contract number, goods description, quantity, unit price, and total amount.
  - b) The original "Inspection & Acceptance Certificate" (as per **Section VIII-C**) issued by the authorized representative of the IOA.
  - c) Packing list identifying the contents of each package.
- 11.3. The Supplier shall not claim any interest on payments under the contract.

## **12. Delay in the Supplier's Performance**

- 12.1. The Supplier shall deliver the goods under the contract within the time schedule specified by the Purchaser, i.e., by **07 October 2025**. Any unexcused delay by the Supplier in maintaining its contractual obligations shall render the Supplier liable to any or all of the sanctions mentioned in Clause 13.

## **13. Liquidated Damages**

- 13.1. Subject to the provision of Force Majeure under GCC Clause 15, if the Supplier fails to deliver any or all of the goods within the time frame incorporated in the contract, the Purchaser shall, without prejudice to other rights and remedies available to it under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% of the contract price per day of delay or part thereof on delayed supply of goods, until actual delivery, subject to a maximum deduction of 10% of the contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

#### **14. Termination for Default**

- 14.1. The Purchaser may, by written notice of default sent to the Supplier, terminate the contract in whole or in part if the Supplier fails to deliver any or all of the goods within the time period specified in the contract, or within any extension thereof granted by the Purchaser.

#### **15. Force Majeure**

- 15.1. The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence, such as acts of war, fires, floods, epidemics, and freight embargoes.

#### **16. Disputes**

- 16.1. In the event of any dispute or difference arising under this contract, the same shall be referred to the sole arbitration of an Arbitrator appointed by the President of the IOA. The decision of the Arbitrator shall be final and binding on both parties. The venue of arbitration shall be New Delhi. In the event no solution is reached, the matter may be adjudicated in the competent courts within the jurisdiction of New Delhi.

#### **17. Applicable Law**

- 17.1. The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

## Section VIII - Contract Forms

### A. CONTRACT AGREEMENT FORM

Contract No. \_\_\_\_\_ dated \_\_\_\_\_

This is in continuation to this office's Notification of Award No. \_\_\_\_\_ dated \_\_\_\_\_.

1. **Name & address of the Supplier:**

\_\_\_\_\_  
\_\_\_\_\_

2. **Purchaser's RFP No.** IOA/AYG/2025/KIT/2506 dated 01 September 2025 and subsequent Amendment No. \_\_\_\_\_ dated \_\_\_\_\_ (if any).

3. **Supplier's Bid No.** \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No. \_\_\_\_\_ dated \_\_\_\_\_ (if any).

In addition to this Contract Form, the following documents shall also be deemed to form and be read and construed as an integral part of this contract: (i) General Conditions of Contract; (ii) Schedule of Requirements; (iii) Technical Specifications; (iv) Bid Form furnished by the supplier; (v) Price Schedule(s) furnished by the supplier in its Bid; (vi) Purchaser's Notification of Award.

Some terms, conditions, and stipulations out of the above-referred documents are reproduced below for ready reference:

(i) **Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:**

Schedule No.	Brief description of goods	Accounting unit	Quantity to be supplied	Unit Price	Total price	Terms of delivery

Total value (in figures): \_\_\_\_\_ (In words): \_\_\_\_\_

\_\_\_\_\_

(ii) **Delivery schedules:** By 05 October 2025

(iii) **Details of Performance Security:** 7% of Total Contract Value

(iv) **Consignee:** Indian Olympic Association, New Delhi

(v) **Warranty Period:** 6 Months from date of acceptance

(vi) **Payment terms:** 100% within 45 days of successful delivery and acceptance

(Signature, name and address of the purchaser's authorised official)

For and on behalf of the Indian Olympic Association

Received and accepted this contract for and on behalf of Messrs

(Seal of the supplier)

Date:

Place:

## **B. BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To,  
The Director,  
Indian Olympic Association  
Olympic Bhawan, B-29,  
Qutub Institutional Area, New Delhi – 110016

**Beneficiary:** Indian Olympic Association, New Delhi

**PERFORMANCE GUARANTEE No.:** \_\_\_\_\_

We have been informed that (hereinafter called “**Supplier**”) has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the supply of (hereinafter called “**Contract**”).

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we [insert complete name of Guarantor] hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month][insert year], and any demand for payment under it must be received by us at this office on or before that date.

### **C. INSPECTION & ACCEPTANCE CERTIFICATE**

Certified that the following store(s) has/have been received in full & good condition as per the contract specifications and terms & conditions of the contract.

1. **Contract No. & Date:**
2. **Supplier's Name & Address:**
3. **Consignee:** Indian Olympic Association, New Delhi
4. **Description of the items supplied:**
5. **Quantity Supplied & Received:**
6. **Date of Receipt by the Consignee:**
7. **Damages/Shortages/Recoveries (if any):**
8. **Remarks, if any:**

Signatures of Inspection & Acceptance Committee Members (IOA)

Counter-signed by Authorized Official (IOA)

Date: Place: (Seal)