

**GOVERNMENT OF TELANGANA SPORTS AUTHORITY OF TELANGANA**



**REQUEST FOR PROPOSAL  
FOR  
EMPANELMENT OF CONSULTANTS TO SPORTS AUTHORITY  
OF TELANGANA FOR MOBILIZATION OF CSR FUNDS  
(Quality and Cost Based Selection)**

RFP.NO.01/SATG/ENGG/D/2025,DT:02.03.2025



Vice Chairman and Managing Director,  
Sports Authority of Telangana, L.B. Stadium  
Hyderabad.

### **Disclaimer**

Vice chairman and Managing Director, Sports Authority of Telangana on behalf of Government of Telangana" shall be inviting Request for Proposal for Empanelment of consultants Specialized in mobilization of funds under Corporate Social Responsibility (CRS) for development of Sports having professional qualification.

This Request for Proposal (RFP) Document has been prepared by the Vice chairman and Managing Director, Sports Authority of Telangana, solely for the purpose of providing information to potential bidders. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent of the Employer.

The information contained in this RFP document or subsequently provided to bidders whether verbally or in documentary form by or on behalf of Vice chairman and Managing Director, Sports Authority of Telangana, or any of their employees or advisors, is provided to bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is not an offer or invitation by Vice chairman and Managing Director, Sports Authority of Telangana, or its representatives to any other party. The purpose of this Tender is to provide interested parties with information to assist the formulation of their proposal. This RFP document does not purport to contain all the information each applicant may require.

This RFP document may not be appropriate for all persons, and it is not possible for Vice chairman and Managing Director, Sports Authority of Telangana, to consider the investment objectives, financial situation and particular needs of each entity/bidder who reads or uses this RFP document. Certain bidders may have a better knowledge of the proposed project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. Vice chairman and Managing Director, Sports Authority of Telangana, their employees and advisors make no representation or warranty and shall not incur any liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document.

Vice chairman and Managing Director, Sports Authority of Telangana, may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document

**Vice Chairman and Managing Director,  
Sports Authority of Telangana**

## INVITATION FOR PROPOSAL

### INTRODUCTION

#### **Background:**

Sports Authority of Telangana is an enterprise of the Govt. of Telangana for providing infrastructure and various services to the Sports personnel under Department of Sports, Govt. of Telangana.

The objectives and vision of the Sports Authority of Telangana :

Empowering Dreams. Inspiring excellence

- Ignite grassroots sports to uncover hidden talents
- Bridge rural and global sporting aspirations.
- Elevate elite athletes through world-class academies and training schools.
- Propel Telangana athletes to Olympic glory.

As a part of making Telangana No.1 Sporting State the Sports Authority of Telangana has Creating a Mark in Sports and conducted the following

- Brining 78<sup>th</sup> Santosh Trophy to Telangana after 57 years.
- U-11 Chess National Championship held for first time.
- Conducted FIFA International Friendly Match after 16 years.
- Hosting Asian open Pickleball Championship 2025 for first time.
- Organized Intercontinental Football Cup 2024 after 24 years.
- Conducting Sub-Junior National Basketball Championship after 7 years.
- National Junior Athletics Meet to debut with 7,000+athletes in Telangana.
- Organized Hockey Women's Sub-Junior National Championship after 12 years.

Sports Authority of Telangana the tender inviting authority intends to engage and collaborate with Corporate Social responsibility initiative under purview of Section -135 and Schedule VII of Companies Act 2013 as well as the Companies Rules 2014 to enhance the physical and human infrastructure of the city and also to create of sense of responsibility among the citizens.

VC & MD, Sports Authority of Telangana intends to appoint consultants whom shall provide support for CSR cell of Sports Authority of Telangana on day to day basis through one open competitive bidding as per the procedures set out in this RFP.

#### **Request for Proposal**

The Authority invites proposals from professionally qualified consultants experienced in CSR collaboration for mobilization of funds for development of Sports infrastructure in the State of Telangana on success fee model, a percentage based fee tied to the total funds mobilized through CSR contributions ensuring valued driven results

#### **Due diligence by Applicants**

Applicants are encouraged to inform themselves fully about the assignment before submitting the Proposal and attending a Pre-Proposal Conference on the date and time specified.

**Download of RFP Document**

RFP document can be obtained from the O/o. Vice chairman and Managing Director, Sports Authority of Telangana, L.B Stadium, Hyderabad or can be downloaded from <https://tender.telangana.gov.in> from Dt : 06.03.2025, 02 :00 PM

**Validity of the Proposal**

The Proposal shall be valid for a period of not less than 90 days from the Proposal Due Date.

**Brief Description of the Selection Process**

The Two stage selection process Technical and Financial (collectively the "Selection Process"). In the first stage, a Technical evaluation will be carried out as specified RFP. Based on the Technical evaluation, a list of prequalified applicants shall be prepared and in the second stage, a Financial evaluation will be carried out. Proposals will finally be ranked according to their combined Technical and Financial scores.

**Payment to Consultants**

The fee shall be quoted in INR only. All payments to the consultants shall be made in INR in accordance with the provisions of this RFP.

**Schedule of Selection Process**

The Authority would endeavour to adhere to the following schedule:

Milestones	Dates
Download of RFP document from	06.03.2025, 02.30 PM to 13.03.2025, 3.00 PM.
Last date for receiving queries	10.03-2025, 5.00 PM.
Authority Response to pre-bid queries latest by	Vice chairman and Managing Director, Sports Authority of Telangana
Earnest Money Deposit / Bid Security in the form of Demand Draft in favor of Vice chairman and Managing Director, Sports Authority of Telangana payable at Hyderabad, Telangana or by a Bank Guarantee from Scheduled Bank	Rs.2,00,000/-
Tender Document fee paid through online Account of SATG A/C. No.50100028119470, IFSC: HDFC0002073.	Rs.10,000/-
Pre-Bid Meeting	10.03-2025 11:30 AM
Last date for submission of Bid (Technical Bid and Financial Bid) (Bid Due Date)	13.03-2025, 5.00 PM.
Submission of hard copies of the technical bid to the SATG Office address	13..03-2025, 2.00 PM
Opening of Technical Bids	13.03-2025, 5.30 PM.
Presentation by Bidders	13-03-2025, 2.00 PM.
Declaration eligible/ qualified Bidders	Shall be intimated later.
Opening of Financial Bid	Shall be intimated later.
Letter of Award (LOA)	Shall be intimated later.
Validity of Bids	90 Days.

Signing of Agreement	Vice chairman and Managing Director, Sports Authority of Telangana.
----------------------	--

Pre-Bid Meeting:

- a) Pre-bid meeting will be held on 10.03-2025 11:30 AM in the office of the Vice chairman and Managing Director, Sports Authority of Telangana, L.B Stadium, Hyderabad.
- b) All the prospective bidders can participate in the pre-bid meeting to seek clarifications on the bid if any.
- c) Any clarifications on the tender conditions/specifications to be informed on or before 10.03.2025 @05.00PM in writing or through email to which must be received by Vice chairman and Managing Director, Sports Authority of Telangana, L.B Stadium, Hyderabad by the last date and time fixed for raising queries.
- d) Any representation/clarification requested after this due date will not be taken into cognizance for the Pre-Bid meeting. Subsequently, clarifications (if any) would be made available on the website and amendments (if any) will also be uploaded in the portal.
- e) No clarifications or request for amendments in RFP document will be entertained after the pre-bid meeting, unless notified by TIA.

Communications

All communications including the submission of Proposal should be addressed to the VC&MD, SATG

**INSTRUCTIONS TO APPLICANTS**

**GENERAL**

Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Empanelment of consultants are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process as an individual or as a Sole Firm in response to this invitation. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

Applicants are advised that the selection of Architect shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority's decisions are without any right of appeal whatsoever.

The Applicant shall submit its Proposal in the form and manner specified in this Section of the RFP. The Technical proposal shall be submitted in the form at Appendix-I and the Financial Proposal shall be submitted in the form at Appendix-II. The Technical Proposal shall not contain the financial proposal. Upon selection, the Applicant shall be required to enter into an agreement with the Authority.

## **Scope of Proposal (Terms of Reference TOR)**

### **SCOPE OF WORK**

The scope of work for Principal Consultant/ CSR Consultant shall include but not limited to:

- Manage the CSR cell such that it becomes a link and a communication platform between Sports Authority of Telangana (SATG) and corporate entities and would engage corporate entities for appropriate intervention for various SATG projects.
- Develop an effective CSR Program encompassing environment, workplace, community and marketplace issues that will deliver agreed CSR target. Strategize, build and roll out new programmes that deliver social impact while aligning with core functions of SATG.
- Establish a mechanism and strategy to engage all departments and corporates to identify various sectors of SATG where CSR interventions are possible and assess the needs of the sector
- Develop a template to collect information from various departments of SATG regarding various needs in their respective sectors where CSR interventions are possible. Based on the information received, the consultant will prepare a detailed proposal which will be then published on the web portal/ other channels of SATG to seek CSR partners (Public Sector /Private Sector Companies) for the projects.
- Discuss the project with the interested CSR partner(s) and the SATG. Implementation strategy in consultation with key stakeholders to be developed/ prepared. NGO(s), Social Enterprises, companies set up under section 25 of companies act, 1956 etc. can be chosen as implementation partner(s). Implementation Partner(s) to be identified/ selected in consultation with CSR Partner(s) and SATG.
- Invite, review the CSR proposals, and take relevant approvals for implementation. Prepare and submit note for seeking approvals from the competent authorities of SATG (wherever required)
- Assist in drafting of MoUs with approval from the VC &MD, of SATG. The MoU will be modified as per the requirements of different projects. The MoU will include the scope of work, implementation strategy, span of activities, stages of projects and its estimated time line, fund estimates, monitoring and evaluation plan etc.
- Develop an annual CSR report that provides clear direction on strategy, delivery and performance for SATG prepared in consultation with all departments and the need assessment.
- Prepare and publish an annual report with information of outcomes of various completed projects as well as the information of ongoing projects.
- Establish CSR partnership programs and develop relationships with key business contacts
- Act as the main point of contact for corporates interested in taking up CSR projects in SATG.
- Engage internal stakeholders and establish a network of CSR partners
- Ensure effective communication methods are in place to communicate CSR proposals, CSR targets and performance
- Attend relevant industry events related to CSR
- Act as the knowledge leader and expert for CSR

- Manage relationships with existing partners, build new relationships with new partners spanning stakeholder groups (government to government, Corporates, Apex bodies, community representatives, SATG officers, non-profits, social enterprises, etc.), ensuring that regular meetings take place so that each stakeholder is aware of current developments.
- Deliver on scaling plans for key initiatives related to CSR
- Ensure high-quality expert inputs and roll out of SATG supported programmes from the CSR point of view (where required)
- Update SATG authorities with new amendments, notices, research on CSR specifically about government role in CSR
- Assist SATG on drafting documents related to policy change, amendments in regard to CSR (wherever required)

### **Core Responsibilities**

Leveraging CSR towards Sports Development:

Using CSR funds for sports aligns seamlessly with the Companies Act, 2013, which permits CSR investments in sports promotion under Schedule VII. This provides a unique opportunity to drive community development while fostering a culture of health, fitness, and inclusivity. CSR can support:

- Sports Infrastructure: Building, renovating and maintaining sports facilities
- Athlete Support: Financial assistance, travel sponsorship, and scholarships
- Grassroots Development: Promoting rural and traditional sports, school sports programs, selection of athletes through a well-structured funnel
- Inclusivity in Sports: Encouraging female participation and funding initiatives for differently-abled athletes
- International trainings: An exception has been made by Govt of India that only for training of Indian sports personal, an activity outside India is allowed which shall be considered under CSR; otherwise no other activity undertaken by any company outside India is allowed under CSR

### **Planning and Strategy**

- CSR Fund Mapping: Identify potential CSR contributors, including PSUs, corporates, and financial institutions, aligned with Telangana's sports development goals.
- Project Scoping: Collaborate with the Government of Telangana to outline priority areas such as infrastructure upgrades, athlete support, and grassroots programs.
- Proposal Creation: Develop tailored proposals and presentations for potential donors, emphasizing the alignment of their CSR goals with Telangana's vision.

### **CSR Fund Mobilization :**

- Donor Engagement: Reach out to identified contributors with targeted pitches, showcasing successful CSR models like JSW's, Infosys', Reliance's and Tata's.
- Relationship Building: Conduct one-on-one meetings with corporates and PSUs to establish partnerships, secure commitments, and address their concerns.
- Securing Early Contributions: Focus on securing immediate funds for urgent needs, such as athlete support, while laying the groundwork for larger investments.



#### Execution and Coordination

- **Local Coordination:** Appoint a highly-qualified local coordinator to facilitate smooth communication between government authorities, corporates and on-ground teams. This ensures alignment of activities and minimizes delays. activities, ensuring seamless communication with all the stakeholders.
- **Project Management:** Act as an oversight partner to track project milestones, provide regular updates and ensure transparency in fund utilization.
- **CSR Reporting and Communication:** Develop periodic progress reports and CSR communication materials, such as success stories and impact films, to keep all stakeholders informed and engaged.
- **Resolution and Escalation:** Serve as a point of contact for resolving challenges or bottlenecks in project implementation, ensuring swift escalation and resolution with the relevant authorities.

#### Addressing Gaps and Scaling Up

- **Immediate Needs:** Mobilize additional funds to address smaller but critical requirements, such as financial assistance for athletes, grassroots initiatives and school sports programs.
- **Gap-Filling Contributions:** Engage corporates to sponsor specific needs, such as equipment, travel and local tournaments, ensuring every aspect of Telangana's sports vision is supported. Phase V: Impact Assessment and Future Planning.
- **Monitoring and Evaluation:** Track the outcomes of all projects to ensure alignment with objectives and provide measurable impact reports.
- **Long-Term Strategy:** Collaborate with the government to refine strategies based on insights gained, ensuring sustainable growth for Telangana's sports ecosystem.

#### Conditions of Eligibility of Applicants

- a) Registered Company / Registered Consultancy Firm / Individual / Academic Institution are eligible for bid (Attach valid Certificate of Registration etc. issued from Govt. of India/State Govt.);
- b) The Agency must have an experience of carrying out Impact Assessment/ Monitoring & Evaluation/ communication / Fund raising work in the domain of Corporate Social Responsibility/ Sustainability Services/ Community Development Projects financed by any Central / State Public /Private Sector Enterprises.  
(Attach copy of valid Offer Letters/ Work Orders/Experience Certificates from the client)
- c) The eligible agency would provide list of key personnel(s) having Minimum Qualification (Master's Degree) and experience in the field of evaluation/ impact assessment of CSR Projects / activities who would be involved under CSR evaluation mechanism.  
(should be submitted with the RFP).
- d) The agency shall have mobilized at least CSR fund of Rs.10 Cr. from any Central / State Public /Private Sector Enterprises during the last three financial years i.e., 2021-22, 2022-23 and 2023-24.
- e) The organization/agency should have a Permanent Account Number (PAN) and GST.

**Financial Capacity:**

The bidder must have a minimum turnover of Rs 50 lakh in any one financial year from FY 2021-22 onwards, including the current financial year 2024-25, up to the date of bid submission.

OR

The bidder must have a cumulative turnover of Rs 1.00 crore across any three financial years from FY 2021-22, FY 2022-23, FY 2023-24, and the current financial year 2024-25, up to the date of bid submission.

Evidence of turnover should be supported by a certificate issued by a Chartered Accountant

The Bidder should be registered under GST act with the relevant State Sales Tax authorities and shall upload copies of the PAN & GST Registration certificate & GST Returns for the last quarter of the FY 2023-24.

An Applicant or its Associate should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or statutory PPP Cell or a judicial pronouncement or arbitration award against the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.

**Conflict of Interest**

An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall forfeit and appropriate the Bid Security / Performance Security, if available, as mutually agreed, genuine pre- estimated compensation and damages payable to the Authority for, inter alia, the time, cost and effort of the Authority including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.

The Authority requires that the Architect provides professional, objective, and impartial advice and at all times hold the Authority's interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Architect shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.

**Number of Proposals**

No Applicant or its Associate shall submit more than one Application for the Consultancy. An Applicant applying individually or as an Associate or as a member of a Consortium shall not be entitled to submit another application.

**Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### **Right to reject any or all Proposals**

Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

## **PREPARATION AND SUBMISSION OF PROPOSAL**

### **Language**

The Proposal with all accompanying documents (the "Documents") and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of all the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

### **Format and signing of Proposal**

The Applicant shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects and by due date and time.

### **Technical Proposal**

Applicants shall submit the Technical proposal and submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- (a) The Bid Security is provided;
- (b) All forms are submitted in the prescribed formats and signed by the prescribed signatories;
- (c) CVs of all Professional Personnel have been included;
- (d) Key Personnel would be available for the period indicated in the TOR;
- (e) the proposal is responsive as per terms and conditions of the RFP

Failure to comply with the requirements shall make the Proposal liable to be rejected. The Technical Proposal shall not include any financial information relating to the Financial Proposal.

### **Financial Proposal**

Applicants shall submit the financial proposal in the formats at Appendix-II (the "Financial Proposal") clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees INR, and signed by the Applicant's Authorized Representative.

The Financial Proposal shall take into success fee model, a percentage based fee tied to the total funds mobilized through CSR contributions ensuring valued driven results and all out of pocket expenses except GST which shall be paid extra as per applicable laws. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.

### **Earnest Money Deposit / Bid Security**

The applicant has to submit Rs.2,00,000/- in the form of Demand Draft in favour of Vice chairman and Managing Director, Sports Authority of Telangana payable at Hyderabad, Telangana from Scheduled bank in India or by a Bank Guarantee from Scheduled Bank.

### **Performance Security**

The Successful Applicant, who has been issued LOA, shall submit a Performance Security to the Authority before signing of the Agreement. The Performance Security Shall be 5 % (Five Percent) of the accepted Total Cost of Consultancy, as reflected in LOA, excluding GST. The Performance Security shall be in Form of a Demand Draft in favor of VC & MD, SATG payable at Hyderabad, Telangana, from a Scheduled Bank in India or by a Bank Guarantee from a Scheduled Bank.

## **EVALUATION PROCESS**

### **Evaluation of Proposals**

The Authority shall open the Technical Proposals through online at the specified date and time.

The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Proposals.

The Authority shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified here before and the criteria set out in this RFP.

After the Technical Evaluation, the Authority shall prepare a list of pre-qualified Applicants in terms for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals.

Applicants are advised that Selection shall be entirely at the discretion of the Authority. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

### **Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process.

### **Clarifications**

To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

If an Applicant does not provide clarifications sought above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Authority.

## **APPOINTMENT OF CONSULANT FOR CSR FUND MOBILIZATION**

### **Negotiations**

The Selected Applicant may, if necessary, be invited for negotiations. The negotiations shall generally not be for reducing the price of the Proposal, but will be for re-confirming the obligations of the consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations.

The Authority will examine the CVs of all Key Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority without prejudice to its right to disqualify Applicants if Key Personnel does not meet Conditions of Eligibility.

### **Award of Consultancy**

After selection, a Letter of Award (the "LOA") shall be issued by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (Seven) days of the receipt of the LOA, sign and return a copy of the LOA in acknowledgement thereof. In the event a copy of the LOA duly signed by the Selected Applicant, is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest- ranking Applicant may be considered.

### **Execution of Agreement**

After acknowledgement of the LOA, as aforesaid, by the Selected Applicant, it shall execute the Agreement within 7 (Seven) days and the selected Applicant shall not be entitled to seek any deviation in the Agreement.

### **Commencement of Assignment**

The Agency shall commence the Consultancy work within three days of the date of the Agreement, or such other date as may be mutually agreed. If the agency fails to either sign the Agreement as specified or commence the Assignment as specified herein, the Authority may invite the second ranked Applicant for negotiations. In such an event, the LOA or the Agreement, as the case may be, may be cancelled /terminated.

### 3. CRITERIA FOR EVALUATION

#### Evaluation of Technical Proposals

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of TOR, presentation of concept, proposed methodology and Work Plan, experience of the Key personnel.

Only those Applicants whose Technical Proposals score of 70 (seventy) marks or more out of 100 shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (Tb).

The Scoring Criteria to be used for Evaluation of Applicants shall be as follows:

S.No.	Criteria	Description	Max. Marks	Documents required
1	Key Personal and Education	Post-graduate / Bachelor's degree in Social Work/ Corporate Social Responsibility/ Social Sciences/ Business Administration/ Social Entrepreneurship or related fields from a reputed university with passing percentage of a. Bachelor's degree 10 b. Post-graduate 20	20	Degree Certificates, Marksheets
2	Experience	a) years of relevant work experience in the area of CSR related policy, strategy, legal framework, including professional programmes and services: 1. => 7 years and < 8 years - 10 marks 2. => 8 years and < 9 years - 15 marks 3. => 9 years - 20 marks	20	Experience certificates / copies of work order / mandate letter, etc. received from the Client.
3	Specific Technical Knowledge	1) Knowledge of theories, principles and practices of socio-economic issues, Knowledge of challenges faced by various groups and communities of sports <b>maximum 5 marks</b> 2) Proposed Strategy and Work Plan & Personal Interview Knowledge of the field of CSR, related laws/rules/notifications publish by the center government of India or any government authority- <b>maximum 5 marks</b> 3) Knowledge of Section 135 and Schedule VII of the Companies Act 2013 and recent amendment, notifications related to the Companies (Corporate Social Responsibility Policy) Rules, 2014 (CRS Rules), Knowledge of registration process of section 8 company or trust <b>maximum 5 marks</b> 4) Good presentation skills, Proficiency in documentation, Proficiency in Microsoft Office especially PowerPoint and Excel <b>maximum 5 marks</b>	20	Proposed Strategy and Work Plan
4	Presentation	Presentation on strategy, methodology, work plan, professional network and mobilization of funds	40	
		<b>Total</b>	100	

### **Short-listing of Applicants**

All the Applicants who score minimum qualifying score of 70, shall be pre-qualified for financial evaluation in the second stage.

### **Evaluation of Financial Proposal**

The financial proposals of the firms which are not qualified in Technical Bid shall not be opened. For financial evaluation, the total cost indicated in the Financial Proposal will only be considered.

### **Combined and Final Evaluation**

Proposals will finally be ranked according to their combined technical (Ts) and financial (Tb) scores as follows:

$$T_t = (0.7) \times T_s + (0.3) \times (T_f / T_b \times 100)$$

Where,

T<sub>t</sub> = overall combined score of bidder under consideration (calculated up to two decimal points)

T<sub>s</sub> = Technical score of the bidder under consideration

T<sub>b</sub> = Financial bid value of the bidder under consideration

T<sub>f</sub> = Lowest financial bid value among the financial proposals under consideration

### **Award of Work**

The first ranked applicant (having the highest combined score) shall be declared as selected applicant for award of work.

However, VC&MD, SATG has the right to select 2 to 3 agencies for empanelment subject to matching lowest success fee (L1) by the second highest (H2) and third highest (H3) scored bidders

**APPENDICES**

**APPENDIX-I**

TECHNICAL PROPOSAL

Sub: Empanelment of consultants to Sports Authority of Telangana for  
Mobilization of CSR Funds.

Dear Sir,

With reference to your RFP Document dated....., I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as Architect for Consultancy Services for Project of --. The proposal is unconditional and unqualified.

I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Architect, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

This statement is made for the express purpose of appointment as the Architect for the aforesaid Project.

I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral Public sector Undertakings a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any Statutory/ Public sector Undertakings or any Government nor have had any contract terminated by any Statutory/Public PPP Cell ,for breach on our part.

I/We declare that:

I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;

I/We do not have any conflict of interest in accordance of the RFP document;

I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of Section 4 of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

I/We agree to keep this offer valid for 90 (ninety) days from the PDD specified in the RFP.

I/We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.



This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorised signatory)

(Name and seal of the Applicant)

## APPENDIX-II

## Particulars of the Applicant

1.1	Title of Consultancy:	Consultancy
1.2	Title of Project:	----
1.3	State the following: Name of Applicant: Legal status (e.g. Company / Partnership): Country of incorporation: Registered address: Year of Incorporation: Year of commencement of business: Principal place of business:	
	Name, designation, address and phone numbers of authorised signatory of the Applicant: Name: Designation: Company: Address: Phone No.: Fax No.: E-mail Address:	
	(i) In case of non-Indian Firm, does the Applicant have business presence in India? If so, provide the office address(es) in India.	Yes/No
	(ii) Has the Applicant been penalised by any organization for poor quality of work or breach of work or breach of contract in the last five years?	Yes/No
	(iii) Has the Applicant/ or any of its Associates ever failed to complete any work awarded to it by any statutory PPP cell/entity in last Three years?	Yes/No
	(iv) Has the Applicant been blacklisted by any Government Department/Public Sector Undertaking in the last five years?	Yes/No
	(v) Has the Applicant or any of its Associates, suffered bankruptcy/ insolvency in the last three years?	Yes/No
	(Signature, name and designation of the authorised signatory) For and on behalf of.....	

**APPENDIX-III**

Statement of Legal Capacity

Ref. Date:

To,

\*\*\*\*\*

\*\*\*\*\* Dear Sir,

Sub: RFP for Consultancy Services as Architect for Project of -----

I/We hereby confirm that we, the Applicant satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ..... (insert individual's name) will act as our Authorised Representative on our behalf and has been duly authorized to submit our Proposal. Further, the authorised signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

Signature, name and designation of the authorised signatory

For and on behalf of .....

APPENDIX-IV

Financial Capacity of the Applicant

S. No.	Financial Year	Annual Professional Fees Received in Providing Advisory and Consultancy Services (In Rupees)
1	2021 -22	
2	2022-23	
3	2023-24	

Signature, name of the Bidder)

Date: Name and seal of the audit firm:

## APPENDIX-V

## Particulars of Key Personnel

S. No	Designation of Key Personnel	Name	Educational Qualification	Length of Professional Experience	Present Employment	
					Name of Firm/Company	Employed Since
1						
2						
3						
4						

Signature, name of the Bidder)

Date: Name and seal of the audit firm:

## APPENDIX-VI

## Abstract of Eligible Assignments of the Applicant

S. No.	Name of Project	Name of Client	Estimated Transaction Value of Project (in Rs. lakhs)	Professional fees received by the Applicant (in Rs. lakhs) For the Project
(1)*	(2)	(3)	(4)	(5)
1				
2				
3				
4				
5				

(Signature, name of the Bidder)

Date: Name and seal of the audit firm:

**APPENDIX- VII**

Curriculum Vitae (CV) of Key Personnel

Proposed Position:

Name of Personnel:

Date of Birth:

Nationality:

Educational Qualifications:

Employment Record:

(Starting with present position, list in reverse order every employment held.)

List of projects on which the Personnel has worked

Name of Project Description of responsibilities

Certification:

I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.

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

Place.....(Signature and name of the Key personnel)

(Signature and name of the authorised signatory of the Applicant)

**APPENDIX- VIII**

## Financial Proposal

Name of the Work : Empanelment of consultants to Sports Authority of Telangana for  
Mobilization of CSR Funds.

Sl.	Name of the Item	Success fee percentage including GST and all other taxes
1	Mobilization of CSR Funds Less than 10 Cr	
2	Mobilization of CSR Funds more than 10 Cr and less than 50 Cr	
3	Mobilization of CSR Funds more than 50 Cr and less than 100 Cr	
4	Mobilization of CSR Funds More than 100 Cr	

Note:

I/we hereby offer the above-mentioned Percentage for Empanelment of consultants to Sports Authority of Telangana for Mobilization of CSR Funds. This offer submitted is unconditional.

Percentage quoted by the firm shall be inclusive of all taxes/charges and which will be valid throughout the contract period.

We accept the Percentage quoted above shall remain valid for a period of one year from the date mentioned below. This offer submitted is unconditional.

Signature of the Bidder