



# MADHYA PRADESH CRICKET ASSOCIATION

Holkar Stadium, Race Course Road, Indore | Tel : (0731) 2543602 | Email : secretary@mpcaonline.com

## NOTICE INVITING OFFERS FOR PRE-MATCH, DURING MATCH, AND POST-MATCH SUPERVISION SERVICES

(by advertisement in newspaper and display on website of MPCA)

1. MPCA invites proposal and commercial offer from experienced event management agencies for providing assorted service for the pre-match, during match, and post-match works at Holkar Stadium, Indore.
2. Match date : 4<sup>th</sup> October 2022
3. Tentative period of services : 25<sup>th</sup> September 2022 to 5<sup>th</sup> October 2022
4. Normal operations timing on non-match days : 10.00 am ~ 6.00 pm (8 hrs shift) or 9.00 am ~ 9.00 pm (12 hrs shift)
5. Normal operations timing on match day : 8.00 am ~ 12.00 midnight (16 hrs shift)
6. Scope of work: As per the annexure.
7. It is specifically intimated to all concerned that the responsibility of insurance / PPF / PF / ESI for the workmen shall be of the concerned agency. Necessary documentation shall be furnished to MPCA prior to the commencement of work. IN ANY CASE, MPCA SHALL NOT BE RESPONSIBLE FOR ANY COMPLIANCES IN THIS REGARD AND NO LIABILITY LIES ON MPCA. IN CASE IF REQUIRED, MPCA RESERVES ALL RIGHTS TO RECOVER FROM US ANY LIABILITY IMPOSED BY ANY STATUTORY BODY FOR THE DEFAULT OF US IN SUCH AREAS.
8. EMD : Rs. 75,000/- by way of DD in favour of M P Cricket Association payable at Indore.
9. EMD of selected agency shall be converted into interest free Security deposit.
10. MPCA shall demand conflict of declaration and any other relevant declaration from the shortlisted agency before awarding contract.
11. Last dated for submission of offer : **22.9.2022 by 12.00 noon at MPCA office** (Holkar Stadium, Race Course rd., Indore)
12. Offer should be placed in a seal envelope addressed to the Hon. Secretary, MPCA. The envelope should have the details of the offerer.
13. Envelope should contain following minimum documents -
  - i. A covering letter and profile of the agency.
  - ii. Self attested copy of valid license / registration for running a business of event management in state of MP.
  - iii. Registration with the GST department if available.
  - iv. Brief note about experience of similar service for events.
  - v. Plan to complete scope of work within the defined period.
  - vi. Commercial quote Commercial quote covering manpower supply for 8 hours shift, 12 hours shift, 16 hour shift (Managerial grade, supervisor grade, junior staff – Male & female,)

Issued by Hon. Secretary, MPCA

Date : 19<sup>th</sup> September 2022

## SCOPE OF WORK FOR EVENT SUPERVISION SERVICES (INCLUDING BUT NOT LIMITED TO)

1. MPCA engages various agencies for executing needful work for effective organisation of the match. The role of the event management agency is to act as the representative of MPCA wherever assigned for supervision and management of such service providers aiming to extract precise work detailed under the scope of work of each service provider.
2. The extent of supervisory and management work covers following areas
  - 2.1 **Spectators catering management** (to include work like deployment of operation staff, submit the layout of stalls, , liaisoning for the accreditation of manpower of such agency, checking of stocks, supervising the store-stall movement of food stuff, controlling the attempt to sale food stuff inside stands, area restoration etc)
  - 2.2 **MPCA guests catering management**(to include work like deployment of operation staff, liaisoning for the accreditation of manpower of such agency, checking of stocks, supervising the store-stall movement of food stuff, controlling the attempt to sale food stuff inside stands subject to final decision, area restoration etc)
  - 2.3 **Creation of temporary stalls (plywood) for arrangement of food vending for spectators at designated areas inside stadium if required by MPCA**
  - 2.4 **Housekeeping management**(to include work like assessment of desired manpower for a complete housekeeping solution for the stadium during pre-match and match period, interaction with the housekeeping service agency selected by MPCA for such work, liaisoning for the accreditation of manpower of such agency, checking of stocks of material / equipments, manifest for allotment of housekeeping staff for each area of public presence like toilets, corridors, stalls area etc, controlling the loitering of manpower away from work areas, etc)
  - 2.5 **Security management**(Same as above to the extent related to the service of security)
  - 2.6 **MEP maintenance management**(to include work like monitoring of working of mechanical / electrical / plumbing systems in designated areas / common areas, assessment of desired manpower for a complete maintenance solution for the stadium during pre-match and match period, interaction with the manpower supply agency selected by MPCA for such work, liaisoning for the accreditation of manpower of such agency, checking of stocks of material / equipments, manifest for allotment of housekeeping staff for each area of public presence like toilets, corridors, stalls area etc, controlling the loitering of manpower away from work areas, etc)
  - 2.7 **Managing MPCA VVIP areas**(to include work like crowd control, controlling unauthorised access to such areas, deployment of designated manpower to ensure complete solution for maintaining highest standards of service for such areas, grievance redress, etc)
  - 2.8 **MPCA Guest Parking management**(to include work like assessment of capacity of each parking area designated by MPCA, preparing parking charts, marking of parking slots, deploying manpower for monitoring the working of security guards, parking attendants and such other manpower, making arrangements for display of needful signage for proper communication, etc)
  - 2.9 **Assistance in preparing various manifest** like tickets, turnstile entries etc. if required (to include work like providing service of experienced operation personnel for assisting MPCA in preparing various manifests, plans, proposals etc)
  - 2.10 If needed, providing contemporary solution for enhancing look & feel of stadium / particular stands, fan engagement activities etc.
  - 2.11 In consultation and approval of MPCA officials, arranging 'last minute' requirements / services generating out of interaction with various service providers.
  - 2.12 Extending similar services in any other area which requires a specific attention to ensure smooth and successful organisation
  - 2.13 Authentication of attendance of manpower from various service providers, authentication of bills to the extent of service / material rendered by such service providers etc.
  - 2.14 Managing operations of accreditation for requirements of vendors assigned by MPCA like housekeeping/water supply/MEP maintenance/CCTV etc, including assessing strength required by the service provider, data entry assistance as per IPL accreditation procedure/system
  - 2.15 Supervision and execution of maintenance of stadium chairs during pre-match and match duration (to include works like assessment of broken chairs, loose chairs, verification of chair numbering as per manifest provided by MPCA/franchise, replacement of chairs using agency identified by MPCA, re-numbering of damaged chairs thus replaced, maintaining stock of new / broken / replaced chairs etc)
  - 2.16 Any other services essential for smooth conduct of the match as per the requirement of MPCA.
  - 2.17 Wherever necessary, the agency shall provide photographic evidence by way of deploying minimum 2 photographers on pre-match period (2 days), match day, and post match (1 day).