

TENDER NOTICE

Date – 16th Oct. 2025

The Cycling Federation of India, 121B-122A, Gali No. 6, Vipin Garden Extension, Uttam Nagar, New Delhi 110059, invites tender from reputed, experienced, and financially sound Agencies for providing services as mentioned in Scope of Work and Annexures. The objective of this tender is to engage a capable and professional agency that can ensure smooth, efficient, and coordinated management of accommodation, branding and hospitality requirements of athletes, officials, dignitaries, and guests for/ of Cycling Federation of India. The Event Covered under the mentioned tender belongs for “The Unity Trail” at Statue of Unity, Kevadia, Gujarat

Scope of Work:

- Supply, delivery and management of the required Items and Services .

Technical Specification:

S. NO	PARTICULARS	SPECIFICATION
1.	Branding Requirements & Event Management	Branding and designing as per Event requirements. Management of Event including but not limited to providing services related to athletes, racing related management, showcase of race at various points via digital mode etc. Establishment of reception desks at airports, hotels, and main venues for guest assistance whenever and wherever required. Coordination of protocol services for VIPs, dignitaries, and officials and Deployment of hospitality coordinators and liaison officers at key locations. Kindly propose head wise requirements with projected cost for each item as listed at Annex. I
2.	Accommodation Services	Suitable accommodation to be given for single, double and triple occupancy for athletes, guest, dignitaries and staff who are not local to the city, as per the details given below:- -113 Rooms for Athletes, Coaches & Managers+ SAG Staff - 25 for Other officials - 10 for CFI Technical officials -5 for CFI Officials Hotels should not be more than 8 km from the place of event.
3.	Transportation Services	Transportation related to providing buses, vehicles and other mode of transport to athletes, guest, dignitaries and other staff providing services for event. Kindly propose head wise requirements with projected cost for each item as listed at Annex. I
4.	Sunday of Cycle Rally	Kindly propose head wise requirements with projected cost for each item as listed at Annex. II

Eligibility Criteria:

- The bidder must have experience in supplying of similar items / equipment.
- The bidder must comply with all applicable legal and regulatory requirements.
- The bidder must have expertise in hosting of events especially sports events or other big events

Tender Submission:

Sealed tenders, marked with " **The Unity Trial**" should be submitted to the **Cycle Federation of India, 121B-122A, Gali No. 6, Vipin Garden Extension, Uttam Nagar, New Delhi 110059** on or before **31st Oct. 2025** via hard copy or mail. The tender should have 2 envelopes: Financial Bid and Technical Bid.

Tender Opening:

- Tenders will be opened on **3rd Nov. 2025, 1700 Hrs. at Cycle Federation of India, 121B-122A, Gali No. 6, Vipin Garden Extension, Uttam Nagar, New Delhi 110059.**

Validity Period:

Tenders should remain valid till the end of event.

Tender Format:

In the Letter head of the Supplier, kindly furnish the below details as part of Technical Bid.

1	Name of the Supplier	
2	Type of Supplier (Proprietorship / Firm /Companyetc.)	
3	Address of the Supplier	
4	GST Registration	
5	PAN	
6	Place of the Supplier	
7	Experience Document/ Information	

Interested potential bidders are requested to send their financial Bid separately, as per the product specification and other details as per the tender notice containing Unit price and Delivery charges (extra) in the letter head of the bidder.

Contact Information:

For any clarification or further information, please contact to the office of Cycling Federation of India via Email. secretarygeneral@cfiindia.in & Tele. 0120 4507793

Cycle Federation of India reserves the right to accept or reject any or all tenders without assigning any reason.

Annex _ I

CYCLING EVENT - STATUE OF EVENT	
SR. NO.	PARTICULARS
1	BRANDING/DÉCOR & INFRA
2	Rooms & Holding area
3	Inaugration STAGE AREA
4	SEATING AREA & BARICADDING at Inaugration area
5	CYCLING AREA
6	SOUND
7	Inaugration area
8	Flagoff area
9	INTELLIGENT LIGHT
10	LED WALL & VISUALS
11	GENERAL LIGHT
12	BRANDING
13	SELFIE / PHOTOBOOTH
14	Help desk at Railystation and Bus station including manpower
15	FLOWER DÉCOR
16	ESSENTIALS & UTILITY
17	TECHNICAL REQUIREMENT AS PER GAMES
18	Photographer, Videographer, Live etc
19	Specialised Camera team (Including drone, camera team)
20	MANPOWER
21	MISC & OTHERS
22	Designing, layouting, content charges
23	Social media platform live setup
24	Hydration counter (Table, Water, manpower)
25	Stage momentos
26	Volunteers Kit (Cap, Tshirt)
27	Operations management
28	Cycle & Athelete transport
29	Cycle Transpotation Tempo For Athletes with manpower
30	Atheletes Transportatio
31	TSR system with team

Annex. II	
SUNDAY's ON CYCLING	
S. No.	PARTICULARS
1	Cycles with transport & labour
2	INFRA (Stage, railing, barricading, sound, light, power
3	Stationory
4	Momentos & prize distribution
5	Registartion counter with manpower
6	Q managers
7	Manpower & Volunteers for route
8	Cap & T shirt
9	Refreshment for participants
10	Tranport and labour