

i – Race 2010

Mumbai

Concept Note and Proposal

Objective

- Professional execution of i – Race, Mumbai on Race day.
- Promote i – Race during the IIT Mumbai Alumni meet.
- Pre event measurements of weight, height & registrations.

Proposed Solution

- Use of professional & experienced manpower for all activities related to i – Race. This includes:
 - Crew (20 nos.), Race Officials (3 nos.), Medical Aid during Race Day.
 - Crew (6 nos.) for pre event registrations on Friday & Saturday, including height & weight measurements.
 - Promoters (2 nos.) during the IIT Mumbai Alumni meet.

Responsibilities

SportzConsult

- SportzConsult will be the Event Manager for this event to be held in Mumbai and will be responsible for:
 - Providing professionals & officials as required.
 - As mentioned above.
 - Race day registrations, water stations, baggage counters, breakfast distribution, etc.
 - Setting up route signage & directions.
 - Setting up sponsor branding.
 - Ensuring professional & successful execution of the race.
 - Consult i – Race Team on sponsorships.

i – Race Team

- i – Race Team will be responsible for:
 - Infrastructure
 - Venue booking and route map.
 - Arranging for PA system, Tables & Chairs.
 - Refreshments
 - Water & Breakfast

- Gratification
 - Prizes, Certificates, Trophies, etc.
- Sponsorship Branding
 - Delivering all branding material to
- Providing any other information, communication, deliverables, etc, as and when required.

Proposal

The cost break up for i – Race - Mumbai, is as under:

i-Race 2010 Mumbai

Details	Cost (in Rs)	Remarks
Race Day		
Officials & Professionals	19,000.00	Crew, Medical Aid, Race Officials
Pre Event		
Professionals	9,000.00	Crew of 6 people for pre event registrations on Friday & Saturday
AlumniMeet		
Professionals	2,000.00	2 Promoters during the Alumni meet
Total Execution Cost	30,000.00	
SportzConsult Fees	10,000.00	
Total before taxes	40,000.00	
Service Tax on Fees @ 12.36%	1,236.00	
Total Event Cost	41,236.00	

The head wise cost break up and the deliverables/element list is provided separately.

Note:

1. This draft proposal has been made specifically for i - Race Team (henceforth referred to as Client), Mumbai and only for the i - Race 2010 to be held at IIT Powai, Mumbai on 3rd January 2010.
2. Service tax as applicable will be charged on the total bill.
3. If any extra equipments or material or elements to be arranged by SportzConsult (beyond those mentioned in the proposal) the charges for these will be applicable at actual and a nominal 10 % fee will be charged for any additional procurement or hiring of items.
4. In case of any increase in cost of the deliverables/elements mentioned above, the difference will be charged extra, as per actual.
5. In case of overlooking of any expenses or any extra expense incurred during the process of finalization of the quotation or during the event, same will be charged later with intimation to the client.

6. Payment terms: **50% advance on signing, 25% advance a week prior to commencement of the event and balance 25% within a week of the event.**
7. Any damage to the infrastructure, equipments, premises, etc. will be the Client's responsibility and charges for repair or new infrastructure/equipments will be borne by the Client.
8. Any additional cost incurred due to change or delay in event, after signing the agreement, will be charged to the client and an extra 15% will be charged to the client as agency commission.
9. Any monetary loss due to cancellation of event, after signing the agreement will be borne by the client and percentage of fees agreed, not less than 25%, will be charged to the client depending on when and what stage the event was cancelled.
10. SportzConsult will not be responsible for any personal/monetary/material loss or damage or injury incurred during the course of or after the event.
11. SportzConsult will not be responsible for any delay or loss incurred due to any unforeseen or natural circumstances like acts of nature including, but not restricted to, rains, thunderstorms, earthquakes, tsunami, or any other act of nature, or strikes or political rallies or terrorists' attacks or any such unforeseen event.
12. This proposal is valid till Wednesday, 23 December 2009.

We hope this proposal will be in the best of i - Race Team's interest and we assure the best of our professional and technical expertise to deliver a successful event. Please feel free to contact us for any queries or further details.

We look forward to your response.

Regards.

For SportzConsult,

Rajiv Desai.

AVP Corporate Sports.

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