

REQUEST FOR PROPOSAL (RFP)

For appointment of Consultant for Conducting Trials & Assisting in Selection of the Indian Contingent for the Asian Games 2026

RFP Reference No: PAI/AG/2026/01

Date of Issue: 28.02.2026

ISSUED BY: PADEL ASSOCIATION OF INDIA

No. 44/22, Arthanari Street, Swaminathapuram,
Salem Four Roads, Salem District - 636009

Registered Office:
No. 44/22, Arthanari Street,
Swaminathapuram, Salem Four Roads,
Salem District – 636009

www.padelassociationofindia.com

TABLE OF CONTENTS

PART 1 – PROCEDURE FOR PROPOSALS	3
SECTION I - INVITATION FOR PROPOSAL	3
SECTION II - INSTRUCTIONS TO APPLICANTS (ITA)	4
SECTION III - QUALIFICATION CRITERIA	8
SECTION IV – SCOPE OF WORK	8
SECTION V - PROPOSAL SUBMISSION FORMS	10
PART 2 - CONTRACT	16
SECTION VI - GENERAL CONDITIONS OF CONTRACT (GCC)	16

PART 1 – PROCEDURE FOR PROPOSALS

SECTION I - INVITATION FOR PROPOSAL

The Padel Association of India (“**PAI**”), a society registered under the Tamil Nadu Societies Registration Act, 1975 and the national governing body for the sport of padel in India, hereby invites proposals from qualified and experienced professionals, entities, or agencies for appointment as a Consultant to assist in the planning and execution of the national trials process and to support the Selection Committee in finalising the Indian Contingent for the forthcoming Asian Games 2026.

The PAI intends to conduct a structured, transparent, and merit-based trials process to identify athletes to represent India at the Asian Games 2026. The Consultant shall assist PAI in designing and implementing the trials framework, providing analytical and performance-based recommendations, and facilitating the identification of a suitable Head Coach for the Indian Contingent. The Consultant shall function strictly in an advisory and facilitative capacity. The final authority for selection of athletes and officials shall vest exclusively with the duly constituted Selection Committee of PAI.

Interested applicants are requested to submit their proposals in accordance with the terms and conditions set out in this Request for Proposal (“**RFP**”). Proposals shall be submitted electronically in the manner specified herein. This RFP document sets out the scope of services, eligibility criteria, submission requirements, evaluation process, and other relevant terms governing the engagement.

Particulars	Details
RFP Reference No.	PAI/AG/2026/01
Name of Work	Appointment of Consultant for designing, implementing and supporting the process of National Trials and Selection of Indian Contingent for Asian Games 2026
Publication of RFP Document	28.02.2026
Start of Period for Seeking Clarifications	28.02.2026
End of Period for Seeking Clarifications	02.03.2026
Contact Person for Clarifications	Anwasha Sinha Email: contact@padelassociationofindia.com
Proposal Submission Start Date	28.02.2026
Proposal Submission End Date & Time	03.03.2026
Mode of Submission	Email submission to contact@padelassociationofindia.com
Evaluation of Proposals	05.03.2026
Appointment of Consultant	06.03.2026

Registered Office:
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Particulars	Details
Commencement of Assignment	Immediately upon issuance of the Authorization Letter by PAI.

In the event any of the above-mentioned dates are declared a holiday or non-working day for PAI, the activity shall take place on the next working day at the same time. This RFP is non-transferable and is issued solely for the purpose stated herein.

SECTION II - INSTRUCTIONS TO APPLICANTS (ITA)

A. PREAMBLE

1. Introduction

- 1.1. The PAI has issued this RFP for the appointment of a Consultant to assist in the planning and conduct of the national trials process and to support the Selection Committee in relation to the selection of the Indian Contingent for the Asian Games 2026, as described in the relevant sections of this RFP.
- 1.2. This section provides information and instructions to assist prospective Applicants in the preparation and submission of their Proposals. It also sets out the procedure to be adopted by PAI for the receipt, scrutiny, evaluation of Proposals, and issuance of the Authorization Letter for appointment.
- 1.3. Applicants are advised to carefully read and examine all terms, conditions, and instructions contained in this RFP prior to submission. Failure to furnish the required information or to comply with the instructions contained herein may result in rejection of the Proposal.

2. Language of Proposal

- 2.1. The Proposal submitted by the Applicant, and all correspondence and documents exchanged between the Applicant and PAI in relation thereto, shall be in the English language.

B. RFP DOCUMENTS

3. Content of RFP

- 3.1. The RFP includes:
 - Section I - Invitation for Proposal (IFP)
 - Section II - Instructions to Applicants (ITA)
 - Section III – Qualification Criteria
 - Section IV – Scope of Work
 - Section V - Proposal Submission Forms
 - Section VI - General Conditions of Contract (GCE)

4. Amendments to the RFP

- 4.1. At any time prior to the deadline for submission of Proposals, PAI may, for any reason deemed

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Salem District – 636009

appropriate, modify or amend this RFP by issuing an addendum, corrigendum, or clarification. Any such amendment or clarification shall be communicated through official channels and shall form an integral part of this RFP and be binding on all Applicants.

5. Clarification of the RFP

- 5.1. Any Applicant requiring clarification regarding any aspect of this RFP may submit its queries in writing via email to the designated contact person within the timelines specified in **Section I** (Invitation for Proposal). PAI shall endeavour to respond to such queries in due course and may circulate such clarifications to all prospective Applicants, without disclosing the identity of the Applicant seeking the clarification.

C. PREPARATION OF PROPOSALS

6. Documents Comprising the Proposal

- 6.1. The Proposal shall be submitted electronically in a single consolidated email containing all required documents in PDF format. The subject line of the email shall clearly state: ***“Proposal – Consultant for Indian Contingent Trials”***.
- 6.2. The Proposal shall comprise two (2) distinct parts submitted as separate attachments within the same email, as follows:
 - 6.2.1. **Part 1: Technical Proposal:** This part shall contain all documents demonstrating the Applicant’s eligibility, experience, and understanding of the assignment.
 - 6.2.2. **Part 2: Declarations and Forms:** This part shall contain duly completed and signed forms, declarations, and confirmations as prescribed under this RFP.
- 6.3. Applicants shall ensure that the Proposal is complete in all respects and that all required documents are duly executed. Any Proposal that is incomplete, improperly submitted, or contains misleading, inconsistent, or false information may be rejected by PAI at its sole discretion.

7. Contents of the Technical Proposal

- 7.1. The Technical Proposal shall include the following documents:
 - a) Documentary evidence demonstrating compliance with the Qualification Criteria specified in **Section III**, including details of relevant experience in organizing padel or racquet sport competitions and supporting performance-based selection processes;
 - b) A profile of the Applicant (individual or entity), including professional background, areas of expertise, and details of prior engagements relevant to athlete trials, competition structuring, analytics, or high-performance sport systems;
 - c) A brief note describing the Applicant’s understanding of the assignment and the proposed approach or methodology for assisting PAI in designing and conducting the trials process;
 - d) Details of key personnel (if applicable) proposed to be involved in the assignment, along with their relevant experience;
 - e) A declaration confirming the absence of any conflict of interest, or full disclosure of any

- potential conflict that may arise in relation to the assignment;
- f) Any additional information that the Applicant considers relevant to demonstrate suitability for the assignment.

8. Contents of Declaration and Forms

8.1. The following documents shall be submitted:

- a) Conflict of Interest Declaration;
- b) Declaration of Non – Blacklisting (if applicable);
- c) Authorization of Signatory, where the Proposal is submitted on behalf of an entity or organization; and
- d) Any other declaration prescribed under this RFP.

9. Proposal Validity

9.1. The Proposal shall remain valid for acceptance for a period of fifteen (15) days from the Proposal submission deadline specified in this RFP. Any Proposal valid for a shorter period may be treated as non-responsive and rejected by PAI at its discretion.

10. Signing of Proposal

10.1. The Proposal shall be duly signed by the Applicant or by a person authorized to bind the Applicant. In the case of an authorized signatory, the Proposal shall be accompanied by a written authorization or power of attorney evidencing such authority. Where the Proposal comprises multiple documents, the Applicant shall ensure that the documents are duly executed or digitally signed, as applicable.

D. SUBMISSION OF PROPOSAL

11. Submission of Proposals

- 11.1. Proposals shall be submitted electronically to the email address specified in **Section I** on or before the submission deadline indicated therein.
- 11.2. PAI may, at its discretion, extend the deadline for submission of Proposals by issuing a communication or amendment to this RFP. In such case, all rights and obligations of PAI and the Applicants shall thereafter be subject to the revised deadline.

12. Late Proposals

12.1. Any Proposal received after the deadline for submission specified in this RFP may be rejected by PAI and may not be considered for evaluation.

E. PROPOSAL OPENING AND EVALUATION

13. Opening of Proposals

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- 13.1. Proposals received within the stipulated deadline shall be opened and reviewed internally by PAI. As the Proposals are submitted electronically, no public opening shall take place.
- 13.2. PAI shall constitute an Evaluation Committee to examine the Proposals and assess the suitability of Applicants for the assignment. The Evaluation Committee shall review the Proposals in accordance with the criteria specified in this RFP and may seek clarifications from Applicants where necessary.

14. Scrutiny and Evaluation of Proposals

- 14.1. PAI shall evaluate the Proposals based on compliance with the Qualification Criteria specified in **Section III**, the Applicant's relevant experience, understanding of the assignment, and the suitability of the proposed approach.
- 14.2. PAI may, at its discretion, seek additional information, clarifications, or supporting documents from any Applicant during the evaluation process.
- 14.3. PAI may also invite one or more Applicants for interaction, discussion, or presentation, if considered necessary for assessing their suitability.
- 14.4. As the engagement contemplated under this RFP is voluntary in nature, no financial evaluation shall be undertaken. The decision of PAI regarding evaluation and appointment shall be final.

F. APPOINTMENT OF CONSULTANT

15. PAI's Right to Accept or Reject Proposals

- 15.1. PAI reserves the right to accept or reject any Proposal, and to annul the proposal process and reject all Proposals at any time prior to the appointment of the Consultant, without thereby incurring any liability to any Applicant and without any obligation to assign reasons for its decision.
- 15.2. PAI reserves the right, at any time prior to issuance of the Authorization Letter, to modify the scope of the assignment, timelines, or procedural aspects of the selection process, if deemed necessary in the interest of ensuring a fair and efficient trials and selection process. Any such modification shall be communicated to the Applicants and shall form part of this RFP.

16. Notification of Appointment

- 16.1. Prior to the expiry of the Proposal validity period, PAI shall notify the selected Applicant in writing of its decision to appoint the Applicant as Consultant.
- 16.2. The appointment shall be formalized through the issuance of an Authorization Letter or other written communication by PAI.
- 16.3. Upon issuance of such Authorization Letter, the engagement shall be deemed to commence in accordance with the terms set out in this RFP.

17. Ethical Conduct and Integrity

- 17.1. Applicants are expected to observe the highest standards of integrity and professional conduct in relation to this RFP process and the execution of the assignment. PAI reserves the right to

reject any Proposal or terminate the engagement if it determines that the Applicant has engaged in corrupt, fraudulent, misleading, or unethical practices in connection with the proposal process or the performance of the assignment.

SECTION III - QUALIFICATION CRITERIA

A. QUALIFICATION CRITERIA

Applicants must satisfy the following minimum qualification criteria. Applicants who fail to provide documentary evidence demonstrating compliance with the criteria may be considered non-responsive.

S. No.	Criteria	Documentary Evidence Required
1.	Applicant Status: The Applicant may be an individual, sole proprietorship, partnership, company, or other legally recognized entity capable of undertaking the assignment and entering into a formal engagement with PAI.	Identity proof and, where applicable, registration or incorporation documents evidencing the Applicant's legal status.
2.	Relevant Experience: Minimum five (5) years' experience in organizing padel or racquet sport competitions.	Details of relevant events conducted, along with supporting documentation such as event reports, appointment letters, or client confirmations.
3.	Competition Structuring Experience: Proven experience in conducting structured competitions involving rankings, evaluation systems, or performance-based selection frameworks.	Brief note describing such experience, with supporting documents where available.
4.	Technical Knowledge: Demonstrated understanding of athlete performance metrics, evaluation frameworks, or sports analytics relevant to selection processes.	Description of methodology, prior engagements, or work samples (if available).
5.	Professional Standing & Network: Demonstrated engagement within regional, national and/or international padel or racquet sport ecosystems.	Profile of Applicant highlighting affiliations, collaborations, or relevant professional associations.
6.	Integrity & Transparency: Demonstrated commitment to fair and transparent sporting processes.	Self-declaration confirming absence of conflicts of interest and commitment to integrity standards.

SECTION IV – SCOPE OF WORK

The selected Consultant shall assist PAI in designing and implementing a structured and transparent

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 Salem District – 636009

trials and selection support framework for the Asian Games 2026. The Consultant's role shall be advisory and facilitative in nature, and all final decisions shall vest with PAI and its duly constituted Selection Committee.

1. Trials Design & Execution

The Consultant shall:

- a. assist in developing eligibility criteria aligned with PAI rankings, performance benchmarks, and applicable federation norms;
- b. assist in designing the format of the trials or qualifying competitions (including league, knockout, round robin, hybrid, or other suitable formats);
- c. assist in establishing objective scoring, evaluation, and ranking parameters to support performance-based assessment;
- d. assist PAI in planning operational aspects of the trials, including scheduling, match supervision frameworks, and technical oversight mechanisms;
- e. provide inputs to ensure alignment with applicable international standards and regulatory requirements; and
- f. assist in ensuring transparency, documentation, and traceability of the trials process.

2. Data and Analytical Support

The Consultant shall:

- a. review available PAI ranking data and historical performance information of athletes;
- b. analyse performance statistics and relevant metrics to support comparative assessment;
- c. prepare structured analytical reports for consideration by the Selection Committee; and
- d. provide data-driven advisory inputs to assist the Selection Committee, it being clarified that such inputs shall be non-binding.

3. Head Coach Identification Support

The Consultant shall:

- a. assist PAI in identifying potential candidates for the position of Head Coach, including domestic and international options;
- b. assist in evaluating credentials, coaching experience, and performance records of shortlisted candidates; and
- c. provide a shortlisting note or recommendation report for consideration by PAI.

4. The Consultant shall not exercise any decision-making authority in relation to athlete or official selection. All final decisions shall vest exclusively with the Selection Committee of PAI.

SECTION V - PROPOSAL SUBMISSION FORMS

A. PROPOSAL SUBMISSION FORM

Date: _____

To,
Ms. Manisha Malhotra
The General Secretary,
Padel Association of India
No. 44/22, Arthanari Street,
Swaminathapuram, Salem Four Roads,
Salem District – 636009

Ref: RFP No. PAI/AG/2026/01 dated 28th February 2026– Appointment of Consultant for Conducting Trials & Assisting in Selection of the Indian Contingent for the Asian Games 2026.

We, the undersigned, having examined the above-mentioned Request for Proposal (“RFP”), including amendment(s)/corrigendum(s), if any, hereby submit our Proposal for appointment as Consultant in accordance with the terms and conditions contained therein.

We confirm that we have carefully reviewed and understood the scope of work, responsibilities, and conditions of engagement described in the RFP and agree to perform the assignment in conformity with the provisions contained therein.

We acknowledge that the role contemplated under this RFP is advisory in nature and that the final authority relating to athlete selection shall vest exclusively with the duly constituted Selection Committee of the Padel Association of India.

We agree to all terms and conditions of the General Conditions of Contract as per **Section VI**. We further understand that PAI is not bound to accept any Proposal received pursuant to this RFP. We agree to keep our Proposal valid for acceptance for a period of fifteen (15) days from the proposal submission deadline specified in the RFP.

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 (*if any*).

Duly authorised to sign Proposal

Name of Applicant: _____

Registered Office:
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Name of Authorized Signatory: _____

Designation: _____

Signature: _____

Date: _____

Place: _____



B. APPLICANT PROFILE & EXPERIENCE FORMAT

Sr. No.	Particulars	Details
1.	Name of Applicant	
2.	Address	
3.	Contact Details (Email & Phone)	
4.	Professional Background	
5.	Years of Relevant Experience	
6.	Experience in Organising Tournaments/Trials	
7.	Experience with State/Regional/National/International Teams (if any)	
8.	Key Assignments Undertaken	
9.	References (if any)	

C. NON-REMUNERATION DECLARATION FORM

(To be submitted on the Applicant's Letterhead)

Date: _____

To,
Ms. Manisha Malhotra
The General Secretary,
Padel Association of India
No. 44/22, Arthanari Street,
Swaminathapuram, Salem Four Roads,
Salem District – 636009

Ref: RFP No. PAI/AG/2026/01 dated 28.02.2026

Subject: Declaration of non-remuneration

Dear Madam,

I/We acknowledge and agree that the services contemplated under this RFP are voluntary and honorary in nature and that no remuneration, honorarium, reimbursement, or financial consideration shall be payable unless expressly approved by PAI in writing.

Signature: _____

Name: _____

Date: _____

D. CONFLICT OF INTEREST DECLARATION FORM

To be submitted on the Applicant's Letterhead)

Date: _____

To,
Ms. Manisha Malhotra
The General Secretary,
Padel Association of India
No. 44/22, Arthanari Street,
Swaminathapuram, Salem Four Roads,
Salem District – 636009

Ref: RFP No. PAI/AG/2026/01 dated 28.02.2026

Subject: Declaration of conflict of interest

Dear Madam,

I/We hereby declare that no actual or potential conflict of interest exists that may affect impartial execution of the assignment. I/We undertake to immediately disclose any conflict that may arise during the course of the engagement.

Signature: _____

Name: _____

Date: _____

E. NON-BLACKLISTING AND INTEGRITY DECLARATION FORM

(To be submitted on the Applicant's Letterhead)

Date: _____

To,
Ms. Manisha Malhotra
The General Secretary,
Padel Association of India
No. 44/22, Arthanari Street,
Swaminathapuram, Salem Four Roads,
Salem District – 636009

Ref: RFP No. PAI/AG/2026/01 dated 28.02.2026

Sub: Declaration regarding Non-Blacklisting

Dear Madam,

We hereby declare that M/s / Mr. / Ms. _____ (name and address of the Applicant) has not been blacklisted, debarred, or declared ineligible by any Government authority, national sports federation, or public body in India as on the date of submission of this Proposal.

We further confirm that we shall promptly inform PAI if any such action is initiated or taken against us at any stage during the RFP process or the engagement.

We understand that if any information contained in this declaration is found to be false or misleading, PAI may reject our Proposal or terminate our engagement, without prejudice to any other rights available to it.

Yours faithfully,
[Details of Applicant to be inserted]

PART 2 - CONTRACT

SECTION VI - GENERAL CONDITIONS OF CONTRACT (GCC)

The provisions of this Section shall govern the engagement of the Consultant pursuant to this RFP.

1. Application

1.1. These General Conditions of Contract shall apply to the engagement of the Consultant pursuant to this RFP and shall govern the relationship between PAI and the Consultant, unless expressly modified by written communication issued by PAI.

2. Nature of Engagement

- 2.1. The Consultant shall be engaged in an advisory and facilitative capacity to assist PAI in the conduct of national trials and to support the Selection Committee in the selection process for the Asian Games 2026.
- 2.2. The Consultant shall not have any decision-making authority in relation to athlete or official selection, and all final decisions shall vest exclusively with the Selection Committee constituted by PAI.

3. Commencement and Duration

- 3.1. The engagement shall commence upon issuance of the Authorization Letter by PAI.
- 3.2. The engagement shall continue for such period as may be required for completion of the assignment or until terminated in accordance with this Section.

4. Remuneration

- 4.1. The services contemplated under this RFP shall be rendered on a voluntary basis.
- 4.2. No remuneration, honorarium, fee, reimbursement, or financial consideration shall be payable unless expressly agreed to in writing by PAI at a later stage.

5. Obligations of the Consultant

- 5.1. The Consultant shall perform the assignment with due care, diligence, neutrality, and professional integrity.
- 5.2. The Consultant shall provide objective and data-based advisory inputs and shall not attempt to influence the Selection Committee beyond such advisory role.
- 5.3. The Consultant shall comply with all applicable regulations, policies, and directives issued by PAI in relation to the selection process.

6. Confidentiality

- 6.1. The Consultant shall maintain strict confidentiality of all information, data, deliberations, and documents relating to athletes, trials, rankings, or selection processes.
- 6.2. The Consultant shall not disclose such information to any third party without prior written

approval of PAI.

6.3. This obligation shall survive completion or termination of the engagement.

7. Integrity and Professional Conduct

7.1. The Consultant shall observe the highest standards of professional integrity and fairness in performing the assignment.

7.2. Any conduct that undermines the transparency, credibility, or fairness of the selection process may result in immediate termination of the engagement.

8. Termination for Default

8.1. PAI may, by written notice to the Consultant, terminate the engagement in whole or in part if the Consultant fails to perform the obligations of the assignment in accordance with the terms of this RFP or any directions issued by PAI, or otherwise commits a material breach of the engagement.

9. Force Majeure

9.1. The Consultant shall not be liable for termination for default or failure to perform its obligations under this engagement if, and to the extent that, such failure or delay is the result of an event of Force Majeure.

9.2. For the purposes of this clause, Force Majeure shall mean any event beyond the reasonable control of the Consultant and not involving its fault or negligence, including but not limited to acts of war, natural disasters, fire, flood, epidemic, governmental restrictions, or any other unforeseen circumstance preventing performance.

10. Disputes

10.1. Any dispute or difference arising out of or in connection with this engagement shall be referred to the sole arbitration of an Arbitrator appointed by the Padel Association of India. The arbitration shall be conducted in accordance with the Arbitration and Conciliation Act, 1996.

10.2. The seat and venue of arbitration shall be New Delhi, and the award of the Arbitrator shall be final and binding on the parties.

10.3. Subject to the above, the courts at New Delhi shall have exclusive jurisdiction in relation to matters arising from this engagement.

11. Applicable Law

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

M. Malhotra

